

**Regular School Board Meeting
Monday, February 24, 2025, 6:30 PM
Pipestone Area Schools
Conference Room 1148 MS/HS
1401 7th St SW
Pipestone, MN 56164**

AGENDA

1. Call to Order	
2. Pledge of Allegiance	
3. Approval of Agenda	
4. Public Forum	
5. Presentation	
6. Consent Agenda	
1. Approve Minutes of the Regular School Board Meeting of January 27, 2025	2
2. Personnel Report: Action Required	8
7. Financials	
1. Review of Budget Year-to-Date	9
2. Approve Treasurer's Report for January	10
3. Approve 2023A Bonds Treasurer's Report for January	11
4. Approve Regular Bills for February	12
5. Approve High School Activity Bills for February	35
6. Approve FY2025 Budget Amendments	37
8. Board Forum/Information	
1. Board Reports and Updates	
9. Administrator's Report	
1. Superintendent's Board Report and Enrollment Report	51
1. Discuss New Policy 524.5 - Personal Electronic Communication Devices	60
2. Principal's Board Report	80
3. Curriculum, Teaching, and Learning Board Report	83
10. Unfinished Business	
11. Board Action	
1. First Reading of Policy 409 - Employee Publications, Instructional Materials, Inventions, and Creations	84
2. Approve Policies 103, 201, 202, 203.5, 212, 301, 302, 407, 408, 412, 422, 477, 519, 520, 522, 612.1, 701, 721, and 751	85
3. Resolution Accepting Donations	159
4. Approve Obsolete Items	167
5. Approve Contracts with SWWC Service Cooperative	170
6. READ Act MOU	205
7. Approve Builder's Risk Insurance Policy	207
8. Set Special Board Meeting on March 20, 2025, for Knowledge Works	
12. Adjourn	

In case of inclement weather, regular school board meetings will be held the next day, Tuesday, at 6:30pm.

Minutes of the Regular School Board Meeting

The Board of Directors Pipestone Area Schools

A Regular School Board Meeting of the Board of Directors of Pipestone Area Schools was held Monday, January 27, 2025 beginning at 6:30 p.m. in Conference Room 1148, MS/HS.

Members Present: Vice Chairman Katie Wiese, Tyler Fruechte, Chrissy DeBates, Tami Taubert, Mark Hiniker, and Daphne Likness. . Absent: Brad Carson. Also present: Jacque Kennedy, Klint Willert, Sonja Ortman, Lisa Pease, Jennifer Moravetz, and Deb Peschon.

Visitors Present: Jay Buchholz, Nate Zimmerman, Stephanie Backer, Nancy Stiles, Kathy Hachmann, Jill Grimmett, Priscilla Smidt, Heidi Williams, Carrie Backer, Jodi Swenson, Rachel Rudebusch; Kyle Kuphal, and Deb Melby.

Call to Order: Vice Chairman Wiese called the meeting to order at 6:30 p.m.

Pledge of Allegiance

Approval of Agenda: Motion by Likness, second by DeBates, approved the agenda as presented. Motion carried unanimously.

Public Forum

Presentation

Sioux Valley Energy Solar Project Update: Jay Buchholz gave an update on the solar project.

Consent Agenda

Approve Minutes of the Regular School Board Meeting of December 16, 2024:

Approve Minutes of the School Board Organizational Meeting of January 6, 2025:

Personnel Report: Action Required: Work agreements for Jennifer Yost, attendance secretary; Deb Peschon, superintendent admin assistant; Larissa Pemberton, SpEd teacher; Katie Smith and Wayne Page, part-time custodian; letter of resignation from DaNerica Maples and Adayla Crowe, paraprofessionals; Naomi Wallace and Taylor Post, new subs to the district; Justin Schroyer, volunteer FFA fish and wildlife team. Motion by DeBates, second by Fruechte, approved all items in the Consent Agenda. Motion carried unanimously.

Financials

Review of Budget Year-to-Date: The budget year-to-date shows expenditures as of January 20, 2025 at \$7,999,653.59 or 47%. This was non-action.

Approve Treasurer's Report for December 31, 2024: The treasurer's report for month ended December 31, 2024 shows a cash balance of \$10,527,005.42. Motion by Likness, second by Fruechte, approved the treasurer's report for December. Motion carried unanimously.

Approve 2023A Bonds Treasurer's Report for December 31, 2024: The MN Trust 2023A Bonds treasurer's report for month ended December 31, 2024 has a cash balance of \$2,788,429.03. Motion by DeBates, second by Fruechte, approved the 2023A bonds treasurer's report. Motion carried unanimously.

Approve Regular Bills for January: Regular bills paid through January 21, 2025 totaled \$620,948.79. Motion by Fruechte, second by Hiniker, approved payment of the regular bills. Motion carried unanimously.

Approve High School Activity Bills for January: High school activity bills paid through January 21, 2025 totaled \$28,277.83. Motion by Taubert, second by Likness, approved payment of the high school activity bills. Motion carried unanimously.

Board Forum/Information: Negotiations Committee has met with ESP and Policy Committee has an upcoming meeting.

Administrator's Report: January enrollment is 1094.

Superintendent:

1. **Memorandum of Understanding (MOU) with Association** - Per the legislative action last year, the district is required to enter into an MOU with the teacher association for payment for training associated with the READ Act. I worked with teacher leaders on an MOU draft, which was created based on the model MOU developed between Education Minnesota and the Minnesota School Board Association. I anticipate we will have a final MOU document to present for board action at the regular February board meeting.
2. **Architect Agreement** - In the board action this month we have the final AIA agreement for the roofing project. The agreement was reviewed by legal counsel. Legal counsel had two items that they wanted to share. First, they suggested we should have a greater liquidated damage amount. As the board may recall, we did discuss the liquidated damages clause with the representatives from Tremco. After the

discussion, the board representatives determined it was appropriate to land where we did on the stated damages clause in the contract. The second consideration was increasing the insurance amount. When I presented this to Tremco, they shared that the insurance amount in the agreement was quite standard for their contracts. I believe we have the coverage to support our needs. Additionally, per the contract and the bid process, it is the owner's responsibility to secure a builders risk policy. We are working with our agent to secure a policy and I anticipate we will have the policy ready for board action in February.

3. **Special Workshop Meeting** - Given our ongoing needs and challenges in the area of special education, I am working on scheduling a special school board workshop meeting where the board can learn more about special education and our district needs. We have teachers that are working tirelessly, but are overwhelmed by caseloads and paperwork. We are taking steps to address this including moving to a full time special education secretary position, adding special education teaching staff, supporting the special education pipeline grant, and providing paperwork days for the teachers. We know the demands are great in the special education area and a workshop will give the board more information as well as insights on our program needs, the state and federal requirements, and what we can continue to do to support our amazing staff.
4. **MSBA Leadership Conference** - The leadership conference was outstanding. Brad and I attended a pre-conference session on negotiations. We learned a great deal about some of the changes coming including the changes to Family Medical Leave Act. The keynote speakers were great. I was particularly fond of Hamish Brewer (www.hamishbrewer.com). He is a nationally recognized turn-around school principal who drove home the importance of creating relationships and empowering teachers to improve schools. The breakout sessions were very good. Finally, I shared a breakout session on Creating a Culture of Significance. I shared some of the practices we are doing in the Pipestone Area Schools to foster a positive culture in our schools for staff and students alike. I received positive feedback on the presentation.
5. **HVAC Work** - We are finding we have a number of issues with our HVAC system. Len and I met with representatives from Trane to learn about replace non-function VAV (Variable Air Value) units. We have a number of units that need replacement - primarily due to the age of the units. Administration will be reviewing the proposed replacement plan from Trane and look to incorporate that into the budget plan next year.
6. **Furniture Replacement Plan** - Mrs. Ortman and I met with a vendor to discuss a comprehensive replacement plan of furniture in the high school. We know this is a significant concern for staff as we have chairs that are breaking and desks that are not functional for classrooms. Rather than having a "piece meal" approach, we are opting for a comprehensive strategic approach where we can intentionally make purchases that are interchangeable among classrooms and have a similar brand and warranty. The vendor is going to provide an assessment of our current furniture in the middle school and high school. From the assessment, he will present a replacement plan. We will be engaging staff as well as students in the discussion as we start to tackle this project. Again, this is the result of age and the wear and tear that occurs with over 20 years of use.
7. **Taher Foods** - We had a great conversation with Taher this month about enhancing food quality and options at the school. They are very open to our input and will be providing some thoughts and suggestions for meal improvements to our team. Some of the ideas included moving to a whole muscle chicken breast as opposed to a chicken patty on a sandwich, creating a salad bar with some protein options on the menu, and also looking to incorporate the presence of a chef more regularly. We are looking for strategies that will enhance our child nutrition program and also help address our fund balance in the child nutrition area. Watch for additional updates in the future.
8. **Legislature** - This is starting out to be an unprecedented legislative session. As I write this, there is an ongoing dispute about leadership in the House. There continues to be speculation on when the dispute will be settled and what the implications will be. Given these challenges at the start of the session, I am concerned the legislature will not complete their work according to their schedule. We also know the Governor has presented his preliminary budget with a theme of being fiscally responsible. The budget proposal has a number of program changes, cuts, as well as increased fees. At this time, there are not comprehensive details on some of his proposals and we are seeking additional insights from lobbyists and educational advocates to learn more.
9. **Strategic Plan and KnowledgeWorks** - In the board packet you will find a contractual agreement between KnowledgeWorks and the district. The funding for this contract will come from the CEOG grant awarded to the district last spring. We will be partnering with KnowledgeWorks for staff training and

support, some curriculum alignment work, as well as our district strategic plan. I am excited about our partnership and what it will produce as we focus on our Pipestone Area School Profile of a Graduate.

10. **Negotiations** - We are still working through the negotiations process with the Educational Support Professionals. The board negotiations committee and I will present the board's last proposed offer with the entire board at the meeting so everyone is aware of what is currently on the table following the last negotiation session.

Principals: Sonja Ortman

1. Schedule Update

As we begin preparing for the 2025-2026 school year, significant work has already been initiated on the development of next year's schedule. Teachers were surveyed, and the feedback has been overwhelmingly positive regarding the current schedule. The majority of staff expressed that the schedule is much easier to navigate and recommended its continuation for the upcoming year.

In response to this, I am working to expand the course offerings at the high school level. This will require a thoughtful approach to ensure we balance existing resources and meet the needs of our students. By starting this process early, we will be able to ensure that all students are registered for next year's courses in person, well before the summer break.

2. School Goals Update

Tardies: In the first quarter, there were a total of 2,066 tardies recorded. This number decreased to 1,593 tardies in the second quarter, which shows a positive trend. We remain committed to addressing this issue and continuing our focus on encouraging students to arrive to class on time.

Grades: Our ongoing goal is to reduce the number of failing grades. At the end of the first quarter, 65 students had at least one failing grade. We are currently tracking the second quarter's progress, and will report the specific data once available. In our efforts to improve student outcomes, we continue to emphasize the importance of assignment completion and regularly remind students to submit their work.

3. Furniture Needs

A significant number of classroom chairs have been in use for over two decades, many of which are now broken or in poor condition. To address this, we propose a gradual and purposeful update to our furniture, starting with classrooms and pod areas. The goal is to invest in modern furniture that promotes flexible, collaborative learning environments, which will enhance the overall educational experience for both students and teachers.

4. Recent Assembly

On a positive note, we recently hosted motivational speaker Cory Greenwood, who addressed our middle and high school students with his message: "You Matter." The assembly was highly engaging, relevant, and interactive. Cory's presentation resonated well with both students and staff, creating a meaningful and impactful experience for all participants.

5. New Staff Hire

We are pleased to announce the hiring of Jennifer Yost as our new Attendance Secretary. Jennifer has quickly adapted to her role, demonstrating impressive learning ability and a strong work ethic. We are confident that she will be a valuable asset to our administrative team.

Jennifer Moravetz:

- Students and staff have transitioned back from the holiday break. Everyone is settling into their routines and fostering a positive, energetic learning environment.
- We are currently in our winter testing period for NWEA MAP and DIBELS assessments.
- The second quarter ended on Friday, January 17th. Progress reports and grades are set to be sent home after Wednesday, January 29th.
- Monday, January 20th was a staffwork day for teachers.
- On Monday, January 20th and Tuesday, January 21st, we held our second round of Student Focus meetings, providing a valuable opportunity for our classroom teachers and student services team to discuss each student in the building and ensure their needs are being met.
- We celebrated our amazing paraprofessionals with a Subway lunch and a festive 'Para Parade' in their honor. Our paraprofessionals are an integral piece of our school community, demonstrating unwavering dedication and tireless hard work to support both students and teachers. Their commitment ensures every student receives the care, love, and support they need to be successful.
- Update on school improvement goals:
 - **Academic Goal:** 80% of students in grades K-5 will demonstrate measurable growth in their NWEA reading scores from the fall of 2024 to the spring of 2025.

- We are in the midst of our mid-year testing session and teachers are excited to report significant growth and progress in students' NWEA reading scores. Our mid-year check-in shows that we are on track to meet this goal by the end of the school year.
 - **Non-Academic Goal:** By the end of the 2024 - 2025 school year, 91% of students in grades JK-5 will achieve an attendance rate of 90% or higher.
 - As of January 13, 2025
 - School days: 82 days
 - 502 students JK - 5th grade (Does not include PreK and colony)
 - Overall attendance is 94.9%.
 - ✚ Average student missing 4 days.
 - 87.2% of students in JK - 5th grade are at or above an attendance of 90% or higher. (Have missed less than 8 days of school.)
 - 12.8% of students JK - 5th grade have missed more than 8 days of school.
 - ✚ 6% (30 students) have missed 17+ days of school.
 - 8.8% (44 students) of students JK - 5th grade have perfect attendance
- On Friday, February 24th, we will host our second-quarter Arrow Way Parade, celebrating two students from each classroom, grades JK-5th, who exemplify excellence in being respectful, responsible, and safe and secure.
- On Friday, January 31st, we will host our third TERRIFIC Kid program, celebrating outstanding 2nd grade students.

Lisa Pease, Curriculum:

Mentoring Program

- Replaced Instructional Coaching
- Great feedback from teachers

District & Statewide Assessments

- Elementary: DIBELS/NWEA has been completed
- MS/HS NWEA testing window closes on February 12, 2025
- ACCESS testing window opened today

READ Act Requirements

- Phase 1: MS/HS SPED and ML Teachers will begin this summer/fall

ELA Curriculum

- Narrowed down to 3 companies - Zoom meetings set up
- Budget for FY 26

Unfinished Business

Board Action

Resolution Accepting Donations:

WHEREAS, Minnesota Statutes 123B.02, Subd. 6 provides: “The board may receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, or for the benefit of pupils thereof, including trusts created to provide pupils of the district with advanced education after completion of high school, in the advancement of education.”, and

WHEREAS, Minnesota Statutes 465.03 provides: “Any city, county, school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full.” and

WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full;

THEREFORE, BE IT RESOLVED, that the School Board of Pipestone Area Schools, ISD 2689, gratefully accepts the following donations as identified below:

Anonymous	\$1,000.00	Donation to Overdue Lunch Accounts
Arrow Booster Club	\$1,258.04	Donation to Gym – Tumble track/pit pillow Donation to youth BB programming software

Christ the King Lutheran	\$200.00	Wellness Room Donation
Give Like Joe Mem Foundation	\$5,773.00	Donation towards gymnastic floor
Give Like Joe Mem Foundation	\$5,771.00	Donation for uneven bars and E-rails
Riley Budden	\$1,000.00 value	Donation of motors for small motors class

The motion for adoption of the foregoing resolution made by Member Hiniker, and duly seconded by Member Fruechte, and upon vote being taken thereon, the following voted in favor thereof: Wiese, Fruechte, Hiniker, Likness, Taubert, and DeBates.

and the following voted against the same: None.

The foregoing resolution was approved this 27th day of January, 2025. Passed 6-0.

Approve Obsolete Items as Surplus: Motion by Likness, second by Fruechte, to approve obsolete items of dry storage bins, reusable lunch containers, stainless steel table, thirty warmer bags, and seven warmers used from Brown and Hill as surplus. Motion carried unanimously,

Approve Contract with Tremco: Motion by Hiniker, second by DeBates, approved the contract with Tremco for the roof project. Motion carried unanimously.

Approve Contract with Knowledge Works: Motion by Likness, DeBates, second by approved the contract with Knowledge Works. Motion carried unanimously.

Closed Session as Permitted by Minnesota Statutes, section 13D.03 to Discuss PAESP Labor

Negotiations: Motion by Fruechte, second by DeBates, to go into closed session at 7:29 p.m. Those present in closed session were Fruechte, DeBates, Likness, Hiniker, Taubert, Wiese, and Willert.

Adjourn: Motion by DeBates, second by Fruechte, to adjourn the meeting (8:07 p.m.). Motion carried unanimously.

/s/ Brad Carson
Brad Carson, Chairman

/s/ Chrissy DeBates
Chrissy DeBates, Clerk

Approved and dated by the board February 24, 2025.

Submitted, Deb Peschon, Recording Secretary/School Board Clerk

A Regular School Board Meeting of the Board of Trustees of Pipestone Area Schools was held Monday, January 27, 2025 beginning at 6:30PM in Conference Room 1148, MS/HS. This is a summary of those proceedings, which are not to be confused with the official minutes of the PAS School Board meetings, which are maintained by the Superintendent's Office. Complete official minutes and resolutions are available at: <https://meetings.boardbook.org/Public/Organization/1058> or in the District Office located at 1401 7th St SW, Pipestone, MN 56164.

Call to Order by Vice Chair Wiese at 6:30 PM. Present: Wiese, Fruechte, Taubert, DeBates, Hiniker, and Likness. Absent: Carson. Also present: Kennedy, Peschon, Willert, Ortman, Moravetz, and Pease. Others: J. Buchholz, N. Zimmerman, S. Backer, N. Stiles, K. Hachmann, J. Grimmet, P. Smidt, H. Williams, C. Backer, J. Swenson, R. Rudebusch, K. Kuphal, and D. Melby.

Board Action:

1. Likness/DeBates/All in favor: approve agenda as presented.
2. DeBates/Fruechte/All in favor: approve consent agenda as presented.
3. Financials: Likness/Fruechte/All in favor: December 2024 treasurer's report (\$10,527,005.42); DeBates/Fruechte/All in favor: December bond treasurer's report (\$2,788,429.03); Fruechte/Hiniker/All in favor: regular bills for January (\$620,948.79); Taubert/Likness/All in favor: high school activity bills (\$28,277.83).
4. Hiniker/Fruechte/All in favor: donations to the school: Anonymous, \$1000 to overdue lunch balances; Arrow Booster Club, \$1,258.04 for tumble track/pit pillow and youth basketball programming software; Christ the King Lutheran, \$200 to the wellness room; Live Like Joe Memorial Foundation, \$11,544 towards gymnastics floor, uneven bars and e-rails; Riley Budden, motors for small motors class (\$1000 value).
5. Likness/Fruechte/All in favor: declare items obsolete.
6. Hiniker/DeBates/All in favor: approve contract with Tremco for roof project.
7. Likness/DeBates/All in favor: approve contract with Knowledge Works.
8. Fruechte/DeBates/All in favor: to go into closed session at 7:29 p.m. as permitted by MN Statutes, section 13D.03 to discuss PAESP labor negotiations.

Other: Admin and board reports; budget year-to-date (\$7,999,653.59); presentation by Sioux Valley Energy.

Adjourn: DeBates/Fruechte/All in favor: 8:07 p.m.

/s/ Brad Carson, Chairman /s/ Christina DeBates, Clerk

Approved and dated by the board February 24, 2025.

Submitted: Deb Peschon, Supt. and School Board Administrative Assistant/Recording Clerk/District Clerk

**Personnel Report - Action Requested
February 24, 2025 Regular School Meeting**

Notice of New Contract

	<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
1.	Erika Pelach	Spring Musical	Spring 2025
2.	Mark Moeller	Head Track Coach	Spring 2025
3.	Todd Texley	Track Assistant	Spring 2025
4.	Todd Tinklenberg	Track Assistant	Spring 2025
5.	Cole Maly	Track Assistant	Spring 2025
6.	Ashley Maly	JH Track	Spring 2025
7.	Larissa Pemberton	JH Track	Spring 2025
8.	Craig Boedekker	Head Boys Golf	Spring 2025
9.	Grant Everson	Head Girls Golf	Spring 2025
10.	Cristin Winter	JH Boys/Girls Golf	Spring 2025
11.	James Skyberg	Head Boys Tennis	Spring 2025
12.	Skylar Mendro	Boys Tennis Assistant	Spring 2025
13.	Robert Petersen	Head Softball Coach	Spring 2025
14.	Shelby Baatz	Softball Assistant	Spring 2025
15.	Shane Reinhard	B Softball	Spring 2025
16.	Morgyn Carson	8 th Softball	Spring 2025
17.	Carmen Skyberg	7 th Softball	Spring 2025
18.	Rick Zollner	Head Baseball	Spring 2025
19.	Cody Heidebrink	Baseball Assistant	Spring 2025
20.	Sean Kallevig	B Baseball	Spring 2025
21.	Scott Sterud	8 th Baseball	Spring 2025
22.	Ryan Wielenberg	7 th Baseball	Spring 2025

Rationale

- 1-22. Spring Assignments

New Subs

1. Tatum Pottratz, Para Sub

Volunteer

1. Jennings Wallace, Track and Field
2. Kyla Hubbling, Softball
3. Mitchel Carson, Baseball

Budget Presentation to the Board					
Expenditures as of 02/20/2025		FY2025			
General Fund				2/20/2025	Year to
Classification	Code	FY2025 Amended	Year to Date		Date %
Administrative Salaries	110	\$580,426.00	\$378,442.80		65%
Teacher Salaries	140	\$5,263,453.00	\$2,609,422.46		50%
Non-Licensed Classroom Personnel	141	\$47,550.00	\$36,988.92		78%
Licensed Instructional Support Personnel	143	\$145,022.00	\$69,700.28		48%
Non-License Instructional Support Personnel	144	\$0.00	\$0.00		#DIV/0!
Substitute Salaries	145	\$120,000.00	\$99,896.80		83%
Substitute Non-Licensed Classroom Salaries	146	\$30,000.00	\$13,358.88		45%
Language Pathologist	152	\$29,000.00	\$12,252.45		42%
School Nurse	154	\$111,389.00	\$55,694.22		50%
School Social Worker	156	\$105,385.00	\$54,252.72		51%
Certified Paraprofessional	161	\$696,264.00	\$311,767.04		45%
Certified One-to-One Paraprofessional	162	\$234,625.00	\$104,002.38		44%
School Counselor	165	\$133,369.00	\$66,684.84		50%
Non-Instructional Support	170	\$978,391.00	\$581,872.97		59%
DAPE Specialist	174	\$0.00	\$0.00		#DIV/0!
Other Salary Payment	185	\$547,348.00	\$254,403.69		46%
Severance	191	\$14,351.00	\$14,024.36		98%
Third Party Pay Expense Salaries	195	\$0.00	\$0.00		#DIV/0!
FICA	210	\$701,179.00	\$345,345.41		49%
PERA	214	\$152,623.00	\$82,553.07		54%
TRA	218	\$603,745.00	\$293,944.77		49%
Health Insurance	220	\$867,147.00	\$416,611.86		48%
Life Insurance	230	\$11,857.00	\$6,043.63		51%
Dental Insurance	235	\$1,403.00	\$970.54		69%
Long Term Disability	240	\$336.00	\$0.00		0%
TSA Match	250	\$98,260.00	\$47,238.14		48%
Employer Sponsored HSA's	251	\$81,743.00	\$69,344.02		85%
Workmens Comp	270	\$54,254.00	\$27,085.70		50%
Unemployment Compensation	280	\$10,000.00	\$0.00		0%
Unemployment Summer Employees	281	\$66,000.00	\$46,760.12		71%
Other Post-Employment Benefits	291	\$29,011.00	\$0.00		0%
Third Party Pay Benefits	295	\$0.00	\$0.00		#DIV/0!
Total Salaries and Fringe		\$11,714,131.00	\$5,998,662.07		51%
Other Employee Benefits	299	\$0.00	\$0.00		#DIV/0!
Fed Sub Awards Under \$25,000	303	\$0.00	\$0.00		#DIV/0!
Fed Sub Awards Over \$25,000	304	\$0.00	\$0.00		#DIV/0!
Consulting and Servicing Fees	305	\$234,362.00	\$138,273.84		59%
School Resource Officer	310	\$52,000.00	\$26,250.00		50%
Services Purchased from Coop	316	\$177,021.00	\$84,084.16		47%
Computer and Technology Services	319	\$0.00	\$0.00		#DIV/0!
Communications/Phone	320	\$39,935.00	\$16,639.92		42%
Postage and Express	329	\$9,200.00	\$3,478.03		38%
Utility Services	330	\$315,198.00	\$187,855.83		60%
Short Term Rentals	335	\$104,404.00	\$69,989.67		67%
Property Insurance	340	\$185,400.00	\$173,124.57		93%
Repairs and Maintenance	350	\$195,608.22	\$196,461.82		100%
Transportation	360	\$1,244,569.00	\$662,440.04		53%
Travel	366	\$149,289.00	\$69,345.34		46%
Entry Fees/Student Travel	369	\$69,950.00	\$10,125.79		14%
Rentals and Leases	370	\$0.00	\$0.00		#DIV/0!
Mental Health Professional Services	379	\$0.00	\$0.00		#DIV/0!
Third Party Reimbursement Services	385	\$0.00	\$0.00		0%
To Other MN School Districts	390	\$0.00	\$0.00		#DIV/0!
To Out of State Districts	392	\$39,372.00	\$17,290.78		44%
Special Ed Contracted Services	393	\$204,280.00	\$94,797.58		46%
To Non-Ed Agency	394	\$406,331.00	\$171,783.03		42%
Spec Ed Salary Purchased from Co-op	396	\$449,697.00	\$373,290.11		83%
Spec Ed Benefits Purchased from Co-op	397	\$106,142.00	\$63,913.42		60%
Charge Back	398	\$0.00	\$0.00		0%
Purchase Sped Contracted Services	399	\$0.00	\$0.00		#DIV/0!
General Supplies	401	\$192,500.00	\$164,967.91		86%
Non instructional Computer Software	405	\$110,536.00	\$110,683.61		100%
Instructional Software License	406	\$93,610.00	\$93,474.41		100%
Instructional Supplies	430	\$221,228.00	\$80,100.88		36%
Individualized Materials	433	\$25,664.00	\$23,455.32		91%
Fuel for Buildings	440	\$85,200.00	\$26,626.67		31%
Noninstructional Tech Supplies	455	\$12,750.00	\$12,531.02		98%
Instructional Tech Supplies	456	\$2,160.00	\$2,092.85		97%
Textbooks/Workbooks	460	\$73,387.00	\$34,094.55		46%
Standardized Tests	461	\$5,400.00	\$119.88		2%
Non-Instructional Tech Devices	465	\$38,776.78	\$38,522.49		99%
Instructional Technology Devices	466	\$85,000.00	\$80,537.67		95%
Library Books	470	\$18,300.00	\$10,229.04		56%
Audio Visual Aids	480	\$0.00	\$0.00		0%
Electronic Format	485	\$0.00	\$0.00		#DIV/0!
Capital Non-Instruction Tech Software	505	\$10,000.00	\$9,500.00		95%
Site or Grounds Acquisition	510	\$10,904.00	\$6,752.00		62%
Building Acquisition and Construction	520	\$348,393.00	\$270,548.39		78%
Equipment Purchased	530	\$53,982.00	\$43,867.38		81%
Special Education Equipment	533	\$0.00	\$0.00		#DIV/0!
Eligible Pupil Transportation	548	\$0.00	\$0.00		0%
Vehicles Purchased	550	\$0.00	\$0.00		#DIV/0!
Non-Instructional Technology Hardware	555	\$20,840.00	\$0.00		0%
Capitalized Instructional Technology Hardware	556	\$0.00	\$0.00		#DIV/0!
Principal on Long Term Lease	570	\$33,375.00	\$13,790.04		41%
Interest Long Term Lease	571	\$4,125.00	\$4,081.96		99%
Principal on Capital Lease	580	\$82,000.00	\$82,000.00		100%
Interest on Capital Lease	581	\$9,608.00	\$9,607.50		100%
Dues and Memberships	820	\$20,681.00	\$18,060.10		87%
Taxes and Special Assessments	896	\$490.96	\$490.96		100%
Affordable Care Act Penalties	897	\$18,539.82	\$18,539.82		100%
Miscellaneous Other Expenses	899	\$4,000.00	\$515.01		13%
Contingency		\$66,685.22	\$0.00		0%
Total		\$17,345,025.00	\$9,512,995.46		55%

The prior year to date percentage was 54%

INDEPENDENT SCHOOL DISTRICT NO. 2689								
PIPESTONE AREA SCHOOLS								
TREASURER'S REPORT TO SCHOOL BOARD								
FOR THE MONTH ENDED JANUARY 31, 2025								
		CASH BALANCE			CASH BALANCE		CASH BALANCE	
FUNDS	FUND NUMBER	BEGINNING	NET CASH ACTIVITY	END OF	ADJUSTMENTS	END OF	CASH BALANCE	CASH BALANCE
		OF MONTH		MONTH		MONTH FY25	MONTH FY25	MONTH FY24
GENERAL FUND	01,03,05	\$6,923,555.55	(\$11,467.48)	\$6,912,088.07		\$6,912,088.07	\$6,568,675.05	
FOOD SERVICE FUND	02	\$857,951.29	(\$68,420.44)	\$789,530.85		\$789,530.85	\$718,034.36	
COMMUNITY SERVICE FUND	04	\$564,869.18	\$49,339.18	\$614,208.36		\$614,208.36	\$619,687.67	
TOTAL OPERATING FUNDS		\$8,346,376.02	(\$30,548.74)	\$8,315,827.28		\$8,315,827.28	\$7,906,397.08	
BUILDING FUND	06	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	
DEBT SERVICE FUND	07	\$2,180,284.40	(\$1,630,021.90)	\$550,262.50		\$550,262.50	\$695,916.85	
AGENCY FUND	09	\$345.00	\$0.00	\$345.00		\$345.00	\$345.00	
CERTIFICATES OF DEPOSIT		\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	
TOTAL		\$10,527,005.42	(\$1,660,570.64)	\$8,866,434.78	\$0.00	\$8,866,434.78	\$8,602,658.93	
RECONCILEMENT OF TREASURE'S BALANCE WITH BANKS								
		CURRENT	BALANCE	OUTSTANDING	OUTSTANDING	OTHER	BALANCE PER	BALANCE PER
DESCRIPTION	ACCOUNT NUMBER	RATE OF INTEREST	PER BANK STATEMENT	CHECKS	DEPOSITS	RECONCILING ITEMS	TREASURER'S BOOKS	TREASURER'S BOOKS
FIRST NATIONAL BANK-PAYROLL		0.05%	\$188,867.72	(\$153.85)	\$0.00	\$0.00	\$188,713.87	\$136,648.69
FIRST NATIONAL BANK-MM		0.45%	\$841,135.17	\$0.00	\$0.00	\$0.00	\$841,135.17	\$1,595,707.52
FIRST F&M		0.20%	\$1,183,687.13	(\$116,168.24)	\$1,957.50	(\$259.00)	\$1,069,217.39	\$518,456.01
MNTrust		4.36%	\$4,134,810.66	\$0.00	\$0.00	\$0.00	\$4,134,810.66	\$2,935,217.35
TOTAL			\$6,348,500.68	(\$116,322.09)	\$1,957.50	(\$259.00)	\$6,233,877.09	\$5,186,029.57
CERTIFICATES OF DEPOSIT	CD #	Date Purchased	Maturity Date	Maturity Period	Interest Rate		Dollar Amount	Dollar Amount
First Interstate Bank of Indiana	1357603-1	1/4/2024	1/5/2026	24 Months	4.509%	0	\$228,850.00	
American Plus Bank	1357605-1	1/4/2024	1/5/2026	24 Months	4.494%	0	\$229,200.00	
Fist United Bank and Trust	58665-1	2/8/2023	2/10/2025	24 MOnths	4.360%	0	\$248,666.44	
Veritx Community Bank NA	58635-1	2/13/2023	2/13/2025	24 Months	4.355%	0	\$249,691.25	
Patriot Bank TN	1357604-1	1/4/2024	7/7/2025	18 Months	4.834%	0	\$232,900.00	
Financial Federal Bank TN	1357602-1	1/4/2024	7/7/2025	18 Months	5.250%	0	\$231,550.00	
MN Trust Term Series	297801-1	5/17/2024	11/18/2025	18 Months	4.917%	0	\$750,000.00	
Bank Hapoalim	1370834-1	11/8/2024	11/9/2026	24 Months	4.100%	0	\$230,900.00	
Freedom Northwest Credit Union	1370835-1	11/8/2024	11/9/2026	24 Months	4.710%	0	\$230,800.00	
Total							\$2,632,557.69	\$3,416,629.36
Grand Total							\$8,866,434.78	\$8,602,658.93
						Signed	Jacque Kennedy	

INDEPENDENT SCHOOL DISTRICT NO. 2689							
PIPESTONE AREA SCHOOLS							
MNTRUST 2023A BONDS							
FOR THE MONTH ENDED JANUARY 31, 2025							
		CASH BALANCE			CASH BALANCE		CASH BALANCE
	FUND	BEGINNING			END OF		END OF
FUNDS	NUMBER	OF MONTH	NET CASH ACTIVITY		MONTH	ADJUSTMENTS	MONTH
MNTRUST 2023A BONDS	06	\$2,788,429.03	\$10,320.38		\$2,798,749.41		\$2,798,749.41
TOTAL		\$2,777,796.75	\$10,320.38		\$2,798,749.41	\$0.00	\$2,798,749.41
RECONCILEMENT OF TREASURE'S BALANCE WITH BANKS							
		CURRENT	BALANCE			OTHER	BALANCE PER
DESCRIPTION	ACCOUNT	RATE OF	PER BANK	OUTSTANDING	OUTSTANDING	RECONCILING	TREASURER'S
	NUMBER	INTEREST	STATEMENT	CHECKS	DEPOSITS	ITEMS	BOOKS
MNTRUST		4.36%	\$2,798,749.41	\$0.00	\$0.00	\$0.00	\$2,798,749.41
MNTRUST TERM SERIES		1.95%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SECURITY(BONDS OR TREASURY NOTES)		Various	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CERTIFICATES OF DEPOSIT		Various	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL			\$2,798,749.41	\$0.00	\$0.00	\$0.00	\$2,798,749.41
						Signed	Jacque Kennedy

Detail Payment Register By Check

Check Number: 69808-69951 Payment Date: 7/1/2024-2/28/2025 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
FIN	69808	10053		COORDINATED BUSINESS SERVICES LTD		Check		
			E 01 005 110 000 000 335	Short Term Rentals			\$4.45	
PO#:	Voucher #:	99006	Invoice	Invoice No: 431776	1/15/2025	Paid Amt:	\$4.45	
						Check Amount:	\$4.45	
FIN	69809	10017		SCHOOL SPECIALTY LLC		Check		
			E 01 103 203 171 000 430	School Smart Dry Erase Markers, Chisel Tip, L			\$46.66	
			E 01 103 203 171 000 430	EXPO Low Odor Dry Erase Markers, Chisel Tip			\$34.70	
			E 01 103 203 171 000 430	Pres-a-ply Laser/Inkjet Labels, 1 x 2-5/8 Inches			\$11.89	
			E 01 103 203 171 000 430	School Smart Top Loading Sheet Protectors, 8			\$6.60	
			E 01 103 203 171 000 430	School Smart Ruled Index Cards, 3 x 5 Inches			\$2.35	
			E 01 103 203 171 000 430	Hammond & Stephens 0614-409 Record Coml			\$7.47	
			E 01 103 203 171 000 430	Daily Memo Book, 5-7/8 x 9-3/8 Inches, Whitel			\$5.13	
PO#: 18694	Voucher #:	99007	Invoice	Invoice No: 208134419512	1/16/2025	Paid Amt:	\$114.80	
						Check Amount:	\$114.80	
FIN	69810	8402		LEGALSHIELD		Check		
			B 01 215 037	LGL-ID			\$362.00	
			B 01 215 039	LGL-IDONLY			\$56.85	
PO#:	Voucher #:	99021	Invoice	Invoice No: M2025070	1/17/2025	Paid Amt:	\$418.85	
						Check Amount:	\$418.85	
FIN	69811	01253		PAEA		Check		
			B 01 215 040	Pipestone Ed. Assoc. Dues			\$6,663.81	
PO#:	Voucher #:	99024	Invoice	Invoice No: M2025070	1/17/2025	Paid Amt:	\$6,663.81	
						Check Amount:	\$6,663.81	
FIN	69812	6424		PAESP		Check		
			B 01 215 043	PAE Supp Prof Dues			\$1,348.25	
PO#:	Voucher #:	99022	Invoice	Invoice No: M2025070	1/17/2025	Paid Amt:	\$1,348.25	
						Check Amount:	\$1,348.25	
FIN	69813	01252		NCPERS Group Life Ins		Check		
			B 01 215 034	UNIT NUMBER: 203411			\$48.00	
PO#:	Voucher #:	99044	Invoice	Invoice No: M2025070	1/17/2025	Paid Amt:	\$48.00	
						Check Amount:	\$48.00	
FIN	69814	7348		Madison National Life		Check		
			B 01 215 032	Employer Paid Life			\$951.51	
			B 01 215 033	Supplemental Life			\$105.10	

Detail Payment Register By Check

Check Number: 69808-69951 Payment Date: 7/1/2024-2/28/2025 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
FIN	69814	7348		Madison National Life		Check
			B 01	215 031 LTD		\$580.34
PO#:	Voucher #:	99045	Invoice	Invoice No: M2025070	1/17/2025	Paid Amt: \$1,636.95
						Check Amount: \$1,636.95
FIN	69815	10212		METROPOLITAN LIFE INSURANCE COMPANY		Check
			B 01	215 044 Dental Insurance February Coverage		\$3,916.27
PO#:	Voucher #:	99048	Invoice	Invoice No: M2025070	1/17/2025	Paid Amt: \$3,916.27
						Check Amount: \$3,916.27
FIN	69816	5949		CDW GOVERNMENT, INC.		Check
			E 01	005 605 150 000 455 NonInstructional Tech Supplies		\$454.44
PO#:	Voucher #:	99037	Invoice	Invoice No: AC21L7R	1/20/2025	Paid Amt: \$454.44
						Check Amount: \$454.44
FIN	69818	10221		GREAT AMERICAN FINANCIAL SERVICES CORPORATION		Check
			E 01	005 110 000 000 335 Short Term Rentals		\$1,340.82
PO#:	Voucher #:	99055	Invoice	Invoice No: 38348730	1/20/2025	Paid Amt: \$1,340.82
			E 01	005 110 000 000 335 Short Term Rentals		\$5,353.00
PO#:	Voucher #:	99056	Invoice	Invoice No: 38348729	1/20/2025	Paid Amt: \$5,353.00
						Check Amount: \$6,693.82
FIN	69819	00743		GREG'S WELDING, INC.		Check
			E 01	005 810 000 000 350 Repair&maint Service		\$165.15
PO#:	Voucher #:	99039	Invoice	Invoice No: 120410	1/20/2025	Paid Amt: \$165.15
						Check Amount: \$165.15
FIN	69820	10178		HENNAGER PLUMBING & HEATING INC		Check
			E 01	005 810 000 000 350 Repair&maint Service		\$415.00
PO#:	Voucher #:	99058	Invoice	Invoice No: 7934	1/20/2025	Paid Amt: \$415.00
			E 01	005 810 000 000 350 Repair&maint Service		\$728.50
PO#:	Voucher #:	99057	Invoice	Invoice No: 7984	1/20/2025	Paid Amt: \$728.50
						Check Amount: \$1,143.50
FIN	69821	00256		HILLYARD INC/ SIOUX FALLS		Check
			E 01	005 810 000 000 401 General Supplies		\$208.00
PO#:	Voucher #:	99054	Invoice	Invoice No: 60513076	1/20/2025	Paid Amt: \$208.00
			E 01	005 810 000 000 401 General Supplies		\$468.48
PO#:	Voucher #:	99053	Invoice	Invoice No: 605713077	1/20/2025	Paid Amt: \$468.48
			E 01	005 810 000 000 350 Repair&maint Service		\$453.60
PO#:	Voucher #:	99060	Invoice	Invoice No: 700628314	1/20/2025	Paid Amt: \$453.60

Detail Payment Register By Check

Check Number: 69808-69951 Payment Date: 7/1/2024-2/28/2025 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
FIN	69821	00256		HILLYARD INC/ SIOUX FALLS		Check			
			E 01	005 810 000 000 350	Repair&maint Service		\$590.80		
PO#:	Voucher #:	99052	Invoice	Invoice No: 700628060	1/20/2025	Paid Amt:	\$590.80		
			E 01	005 810 000 000 350	Repair&maint Service		\$2,070.89		
PO#:	Voucher #:	99041	Invoice	Invoice No: 700627540	1/20/2025	Paid Amt:	\$2,070.89		
						Check Amount:	\$3,791.77		
FIN	69822	9518		INNOVATIVE OFFICE SOLUTIONS LLC		Check			
			E 01	005 110 000 000 401	General Supplies		\$213.07		
PO#:	Voucher #:	99040	Invoice	Invoice No: 4742207	1/20/2025	Paid Amt:	\$213.07		
						Check Amount:	\$213.07		
FIN	69823	8073		INTERSTATE BATTERY CENTER		Check			
			E 01	005 605 150 000 455	NonInstructional Tech Supplies		\$111.90		
PO#:	Voucher #:	99028	Invoice	Invoice No: 1912999032928	1/20/2025	Paid Amt:	\$111.90		
						Check Amount:	\$111.90		
FIN	69824	01140		JERS ELECTRIC INC		Check			
			E 01	005 810 000 000 350	Repair&maint Service		\$820.70		
PO#:	Voucher #:	99059	Invoice	Invoice No: 5330	1/20/2025	Paid Amt:	\$820.70		
						Check Amount:	\$820.70		
FIN	69825	5505		MARK'S GENERAL MACHINE		Check			
			E 01	005 810 000 000 401	General Supplies		\$3.00		
PO#:	Voucher #:	99034	Invoice	Invoice No: 91005	1/20/2025	Paid Amt:	\$3.00		
						Check Amount:	\$3.00		
FIN	69826	9782		MASSP		Check			
			E 01	300 640 172 316 366	MS/HS Staff Development		\$405.00		
PO#:	Voucher #:	99008	Invoice	Invoice No: WC9198	1/20/2025	Paid Amt:	\$405.00		
						Check Amount:	\$405.00		
FIN	69827	5602		Mid States Audio Inc		Check			
			E 01	300 810 150 000 350	Repair&maint Service		\$900.00		
PO#:	Voucher #:	99038	Invoice	Invoice No: 33855	1/20/2025	Paid Amt:	\$900.00		
						Check Amount:	\$900.00		
FIN	69828	7787		OVERHEAD DOOR CO.		Check			
			E 01	005 810 000 000 350	Repair&maint Service		\$301.00		
PO#:	Voucher #:	99030	Invoice	Invoice No: 0380643	1/20/2025	Paid Amt:	\$301.00		
			E 01	005 810 000 000 350	Repair&maint Service		\$281.00		
PO#:	Voucher #:	99029	Invoice	Invoice No: 0380809	1/20/2025	Paid Amt:	\$281.00		
						Check Amount:	\$582.00		

Detail Payment Register By Check

Check Number: 69808-69951 Payment Date: 7/1/2024-2/28/2025 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
FIN	69829	5138		PIPESTONE BUILDING MATERIALS		Check
			E 01	005 810 000 000 401 General Supplies		\$23.77
PO#:	Voucher #:	99036	Invoice	Invoice No: 226947	1/20/2025	Paid Amt: \$23.77
						Check Amount: \$23.77
FIN	69830	5983		SIOUX VALLEY ENERGY		Check
			E 01	300 810 184 000 330 Utilities - Electricity		\$14,533.00
PO#:	Voucher #:	99031	Invoice	Invoice No: 7058684000	1/20/2025	Paid Amt: \$14,533.00
			E 01	300 810 184 000 330 Utilities - Electricity DEC 2024 FLASHING LIGH		\$53.00
PO#:	Voucher #:	99032	Invoice	Invoice No: 7058684300	1/20/2025	Paid Amt: \$53.00
						Check Amount: \$14,586.00
FIN	69831	01448		TRACY HIGH SCHOOL ISD 2904		Check
			E 01	300 294 210 000 369 Entry Fees/Student Travel, WR 01/13/2025		\$100.00
PO#:	Voucher #:	99035	Invoice	Invoice No: 01/17/2025	1/20/2025	Paid Amt: \$100.00
						Check Amount: \$100.00
FIN	69832	6446		TRANE		Check
			E 01	005 810 000 000 350 Repair&maint Service		\$1,160.00
PO#:	Voucher #:	99051	Invoice	Invoice No: 315132347	1/20/2025	Paid Amt: \$1,160.00
						Check Amount: \$1,160.00
FIN	69833	00084		DEMCO INC		Check
			E 01	300 620 591 000 401 SUPPLIES		\$427.89
PO#:	Voucher #:	99066	Invoice	Invoice No: 7581002	1/21/2025	Paid Amt: \$427.89
						Check Amount: \$427.89
FIN	69834	00890		STOUT & EVINK		Check
			E 01	005 810 000 000 350 Repair&maint Service		\$104.50
PO#:	Voucher #:	99063	Invoice	Invoice No: 100305	1/21/2025	Paid Amt: \$104.50
			E 01	005 810 000 000 350 Repair&maint Service		\$1,073.98
PO#:	Voucher #:	99062	Invoice	Invoice No: 100400	1/21/2025	Paid Amt: \$1,073.98
			E 01	005 810 000 000 350 Repair&maint Service		\$248.78
PO#:	Voucher #:	99064	Invoice	Invoice No: 100399	1/21/2025	Paid Amt: \$248.78
						Check Amount: \$1,427.26
FIN	69835	5249		VISA		Check
			E 04	005 249 000 321 366 Travel, DR. ED		\$19.16
PO#:	Voucher #:	99067	Invoice	Invoice No: 1739	1/22/2025	Paid Amt: \$19.16
						Check Amount: \$19.16
FIN	69836	5249		VISA	15	Check
			E 01	300 361 442 000 369 Travel Robotics Students		\$35.50

Detail Payment Register By Check

Check Number: 69808-69951 Payment Date: 7/1/2024-2/28/2025 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
FIN	69836	5249		VISA		Check
			E 01	300 211 000 000 369	Entry Fees/Student Travel	\$7.80
			E 01	300 294 210 000 369	Entry Fees/Student Travel	\$8.43
			E 01	300 301 501 830 369	Entry Fees/Student Travel	\$54.03
			E 01	300 301 501 830 369	Entry Fees/Student Travel	\$17.17
			E 01	300 301 501 830 369	Entry Fees/Student Travel	\$49.43
			E 01	300 301 501 830 369	Entry Fees/Student Travel	\$44.37
			E 01	300 301 501 830 369	Entry Fees/Student Travel	\$31.95
			E 01	300 301 501 830 369	Entry Fees/Student Travel	\$28.11
			E 01	300 292 000 000 366	Travel	\$28.07
			E 01	300 294 200 000 366	Travel	\$52.83
			E 01	005 640 173 316 366	Curriculum Staff Development	\$28.71
PO#:	Voucher #:	99069	Invoice	Invoice No: 9871	1/22/2025	Paid Amt: \$386.40
						Check Amount: \$386.40

FIN	69837	5249		VISA		Check
			E 01	005 605 150 000 455	NonInstructional Tech Supplies	\$25.62
			E 01	005 605 150 000 455	NonInstructional Tech Supplies	\$11.49
			E 01	005 605 150 000 350	Repair&maint Service	\$39.00
			E 01	005 605 150 000 455	NonInstructional Tech Supplies	\$25.62
			E 01	005 605 150 000 455	NonInstructional Tech Supplies	\$480.88
			E 01	005 605 150 000 455	NonInstructional Tech Supplies	\$48.34
			E 01	005 605 150 000 350	Repair&maint Service	\$39.00
			E 01	005 605 150 000 455	NonInstructional Tech Supplies	\$48.08
			E 01	005 605 150 000 350	Repair&maint Service	\$523.50
			E 01	005 605 150 000 350	Repair&maint Service	\$39.00
			E 01	005 605 150 000 350	Repair&maint Service	\$109.27
			E 01	005 605 150 000 401	General Supplies	\$58.57
			E 01	005 605 150 000 401	General Supplies	\$7.42
			E 01	005 605 150 000 350	Repair&maint Service	\$384.69
			E 01	005 605 150 000 401	General Supplies	\$16.02
			E 01	005 605 150 000 401	General Supplies	\$7.99
PO#:	Voucher #:	99070	Invoice	Invoice No: 1739	1/22/2025	Paid Amt: \$1,864.49
						Check Amount: \$1,864.49

FIN	69838	5628		PIPESTONE COUNTRY CLUB		Check
			E 01	300 292 204 000 335	GOLF FEE	\$11,740.00

Detail Payment Register By Check

Check Number: 69808-69951 Payment Date: 7/1/2024-2/28/2025 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
FIN	69838	5628		PIPESTONE COUNTRY CLUB		Check
			E 01	300 292 202 000 335	CROSS COUNTRY FEE	\$1,200.00
PO#:	Voucher #:	99072	Invoice	Invoice No: PASO1152025	1/23/2025	Paid Amt: \$12,940.00
						Check Amount: \$12,940.00
FIN	69839	5249		VISA		Check
			E 01	300 640 173 316 366	Travel	\$10.00
			E 01	300 292 000 000 401	SUPPLIES	\$83.28
			E 01	300 292 000 000 401	SUPPLIES	\$187.47
			E 01	300 292 000 000 401	SUPPLIES	\$12.81
			E 04	005 249 000 321 401	SUPPLIES	\$191.64
			E 01	300 292 000 000 366	Travel	\$20.80
			E 01	300 296 206 000 401	SUPPLIES	\$191.98
			E 01	300 292 000 000 366	Travel	\$123.25
			E 01	300 292 000 000 366	Travel	\$29.79
			E 01	300 292 000 000 366	Travel	\$12.13
			E 01	005 810 000 000 401	SUPPLIES	\$44.35
			E 01	005 010 000 000 401	SUPPLIES	\$64.92
			E 01	005 010 000 000 401	SUPPLIES	\$22.16
			E 01	005 020 000 000 401	SUPPLIES	\$23.99
			E 01	005 020 000 000 401	SUPPLIES	\$11.70
			E 01	300 260 172 000 406	SUPPLIES	\$12.50
			E 01	300 710 305 000 401	SUPPLIES	\$49.83
			E 01	005 640 173 316 401	SUPPLIES	\$125.00
			E 01	005 640 173 316 366	Travel	\$500.00
			E 01	300 301 501 830 433	INSTRUCTIONAL SUPPLIES	\$100.43
			E 01	300 258 234 000 430	INSTRUCTIONAL SUPPLIES	\$184.00
			E 01	300 331 172 830 433	INSTRUCTIONAL SUPPLIES	\$199.05
			E 01	300 301 501 830 433	INSTRUCTIONAL SUPPLIES	\$104.74
			E 01	300 301 501 830 433	INSTRUCTIONAL SUPPLIES	\$13.84
			E 01	300 258 234 000 430	INSTRUCTIONAL SUPPLIES	\$141.10
			E 01	300 211 180 000 401	INSTRUCTIONAL SUPPLIES	\$58.44
			E 01	300 258 233 000 430	INSTRUCTIONAL SUPPLIES	\$363.47
			E 01	300 258 233 000 430	INSTRUCTIONAL SUPPLIES	\$112.22
			E 01	300 331 172 830 433	INSTRUCTIONAL SUPPLIES	\$190.68
			E 01	300 331 172 830 433	INSTRUCTIONAL SUPPLIES	\$43.74
			E 01	300 258 233 000 430	INSTRUCTIONAL SUPPLIES	\$46.00
			E 01	300 331 172 830 433	INSTRUCTIONAL SUPPLIES	\$154.14

Detail Payment Register By Check

Check Number: 69808-69951 Payment Date: 7/1/2024-2/28/2025 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
FIN	69839	5249		VISA		Check
			E	01 300 301 501 830 433	INSTRUCTIONAL SUPPLIES	\$36.63
			E	01 300 361 442 000 369	COMPETITION FEE ROBOTICS	\$3,000.00
			E	01 005 020 000 000 401	SUPPLIES	\$25.94
			E	01 005 020 000 000 401	SUPPLIES	\$217.00
			E	01 005 810 000 000 350	MAINTENANCE	\$390.00
			E	01 005 810 000 000 350	MAINTENANCE	\$1,623.43
			E	01 300 256 173 302 406	SUPPLIES	\$13.50
PO#:	Voucher #:	99071	Invoice	Invoice No: 9897	1/23/2025	Paid Amt: \$8,735.95
						Check Amount: \$8,735.95
FIN	69840	7716		VERIZON WIRELESS		Check
			E	01 005 810 000 000 320	Communications/Phone	\$511.26
PO#:	Voucher #:	99073	Invoice	Invoice No: 6103131924	1/24/2025	Paid Amt: \$511.26
						Check Amount: \$511.26
FIN	69841	10484		BRANDON CASTER		Check
			E	01 005 291 229 000 305	Consult & Serv.fees, ONE ACT	\$216.64
PO#:	Voucher #:	99076	Invoice	Invoice No: 01/25/2025	1/24/2025	Paid Amt: \$216.64
						Check Amount: \$216.64
FIN	69842	10482		LORI GROTE		Check
			E	01 005 291 229 000 305	Consult & Serv.fees, ONE ACT	\$270.24
PO#:	Voucher #:	99074	Invoice	Invoice No: 01/25/2025	1/24/2025	Paid Amt: \$270.24
						Check Amount: \$270.24
FIN	69843	10483		PAUL JONES		Check
			E	01 005 291 229 000 305	Consult & Serv.fees, ONE ACT	\$270.24
PO#:	Voucher #:	99075	Invoice	Invoice No: 01/25/2025	1/24/2025	Paid Amt: \$270.24
						Check Amount: \$270.24
FIN	69844	01300		PIPESTONE CO. MEDICAL CENTER		Check
			E	01 100 740 187 000 401	General Supplies	\$340.03
PO#:	Voucher #:	99077	Invoice	Invoice No: PI6000117866	1/24/2025	Paid Amt: \$340.03
						Check Amount: \$340.03
FIN	69846	10485		JEREMY BOOGARD		Check
			E	01 300 294 210 000 305	Consult & Serv.fees, WR.	\$150.00
PO#:	Voucher #:	99079	Invoice	Invoice No: 01/27/2025	1/27/2025	Paid Amt: \$150.00
						Check Amount: \$150.00
FIN	69848	7770		JOSH JUNKER	18	Check
			E	01 300 294 201 000 305	Consult & Serv.fees, GB & BB	\$85.00

Detail Payment Register By Check

Check Number: 69808-69951 Payment Date: 7/1/2024-2/28/2025 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
FIN	69848	7770		JOSH JUNKER		Check
			E 01	300 296 201 000 305	Consult & Serv.fees, GB & BB 01/30/25	\$85.00
PO#:	Voucher #:	99081	Invoice	Invoice No: 01/27/2025	1/27/2025	Paid Amt: \$170.00
						Check Amount: \$170.00
FIN	69849	9050		MARC CRAIGMILE		Check
			E 01	300 296 201 000 305	Consult & Serv.fees, GB & BB 01/30/25	\$85.00
			E 01	300 294 201 000 305	Consult & Serv.fees, GB & BB 01/30/25	\$85.00
PO#:	Voucher #:	99080	Invoice	Invoice No: 01/27/2025	1/27/2025	Paid Amt: \$170.00
						Check Amount: \$170.00
FIN	69850	7158		BOB DUFFEY		Check
			E 01	300 296 205 000 305	Consult & Serv.fees, GYMNASTICS 01/30/202	\$140.00
PO#:	Voucher #:	99083	Invoice	Invoice No: 01/27/2025	1/27/2025	Paid Amt: \$140.00
						Check Amount: \$140.00
FIN	69851	10486		KELLY BATEMAN		Check
			E 01	300 296 205 000 305	Consult & Serv.fees, GYMNASTICS 01/30/202	\$266.00
PO#:	Voucher #:	99085	Invoice	Invoice No: 01/27/2025	1/27/2025	Paid Amt: \$266.00
						Check Amount: \$266.00
FIN	69853	8853		LINDSAY BURTZEL		Check
			E 01	300 296 205 000 305	Consult & Serv.fees, GYMNASTICS 01/30/202	\$165.00
PO#:	Voucher #:	99084	Invoice	Invoice No: 01/27/2025	1/27/2025	Paid Amt: \$165.00
						Check Amount: \$165.00
FIN	69854	10081		MERCADES BRIA RINGNELL		Check
			E 01	300 296 205 000 305	Consult & Serv.fees, GYMNASTICS 01/30/202	\$140.00
PO#:	Voucher #:	99086	Invoice	Invoice No: 01/27/2025	1/27/2025	Paid Amt: \$140.00
						Check Amount: \$140.00
FIN	69855	7457		KEVIN DEBOER		Check
			E 01	300 296 201 000 305	Consult & Serv.fees, GB & BB 01/31/2025	\$85.00
			E 01	300 294 201 000 305	Consult & Serv.fees, GB & BB 01/31/2025	\$85.00
PO#:	Voucher #:	99089	Invoice	Invoice No: 01/27/2025	1/27/2025	Paid Amt: \$170.00
						Check Amount: \$170.00
FIN	69856	6738		SCOTT BEEKMAN		Check
			E 01	300 296 201 000 305	Consult & Serv.fees, GB & BB 01/31/2025	\$85.00
			E 01	300 294 201 000 305	Consult & Serv.fees, GB & BB 01/31/2025	\$85.00
PO#:	Voucher #:	99087	Invoice	Invoice No: 01/27/2025	1/27/2025	Paid Amt: \$170.00
						Check Amount: \$170.00

Detail Payment Register By Check

Check Number: 69808-69951 Payment Date: 7/1/2024-2/28/2025 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
FIN	69857	6731		STEVE VERKINDEREN		Check			
			E 01	300 296 201 000 305	Consult & Serv.fees, GB & BB 01/31/2025		\$85.00		
			E 01	300 294 201 000 305	Consult & Serv.fees, GB & BB 01/31/2025		\$85.00		
PO#:	Voucher #:	99088	Invoice	Invoice No: 01/27/2025	1/27/2025	Paid Amt:	\$170.00		
						Check Amount:	\$170.00		
FIN	69858	8470		BRIAN DANKS		Check			
			E 01	300 294 210 000 305	Consult & Serv.fees, WR 01/2025		\$225.00		
PO#:	Voucher #:	99078	Invoice	Invoice No: 01/27/2025	1/27/2025	Paid Amt:	\$225.00		
						Check Amount:	\$225.00		
FIN	69859	5629		CRAIG NORLAND		Check			
			E 01	300 296 201 000 305	Consult & Serv.fees, GB & BB 01/30/25		\$92.50		
			E 01	300 296 201 000 305	Consult & Serv.fees, GB & BB 01/30/25		\$92.50		
PO#:	Voucher #:	99082	Invoice	Invoice No: 01/27/2025	1/27/2025	Paid Amt:	\$185.00		
						Check Amount:	\$185.00		
FIN	69860	6541		DEPARTMENT OF PUBLIC SAFETY		Check			
			E 01	005 865 000 349 305	Consult & Serv.fees		\$25.00		
PO#:	Voucher #:	99090	Invoice	Invoice No: M-143557	1/27/2025	Paid Amt:	\$25.00		
						Check Amount:	\$25.00		
FIN	69861	5983		SIOUX VALLEY ENERGY		Check			
			E 01	300 810 184 000 330	Utilities - Electricity		\$54.00		
PO#:	Voucher #:	99095	Invoice	Invoice No: 01/27/2025	1/27/2025	Paid Amt:	\$54.00		
						Check Amount:	\$54.00		
FIN	69862	9982		BOB GREY		Check			
			B 01	206 516	In and Out, ONE ACT PLAY 01/25/2025		\$493.00		
PO#:	Voucher #:	99096	Invoice	Invoice No: 01/27/2025	1/27/2025	Paid Amt:	\$493.00		
						Check Amount:	\$493.00		
FIN	69863	00063		CITY OF PIPESTONE		Check			
			E 01	005 810 183 000 330	Utilities		\$166.81		
			E 01	005 810 183 000 330	Utilities		\$59.56		
			E 01	005 810 183 000 330	Utilities		\$1,967.66		
			E 01	005 810 183 000 330	Utilities		\$2,435.01		
			E 01	005 810 182 000 330	GARBAGE		\$1,290.00		
			E 01	005 810 182 000 330	GARBAGE		\$90.00		
PO#:	Voucher #:	99098	Invoice	Invoice No: 01/27/2025	1/27/2025	Paid Amt:	\$6,009.04		
						Check Amount:	\$6,009.04		

Detail Payment Register By Check

Check Number: 69808-69951 Payment Date: 7/1/2024-2/28/2025 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
FIN	69864	9556		PIPESTONE FLORAL		Check
			E 01	300 301 501 830 433 Individualized Mat.		\$424.00
PO#:	Voucher #:	99097	Invoice	Invoice No: 1000022151	1/27/2025	Paid Amt: \$424.00
						Check Amount: \$424.00
FIN	69865	10286		INTERSTATE COMMERCIAL LAUNDRY LLC		Check
			E 01	005 810 000 000 350 Repair&maint Service		\$342.00
PO#:	Voucher #:	99092	Invoice	Invoice No: 107765	1/28/2025	Paid Amt: \$342.00
						Check Amount: \$342.00
FIN	69866	00890	00890	STOUT & EVINK		Check
			E 01	005 810 000 000 350 Repair&maint Service		\$259.19
PO#:	Voucher #:	99094	Invoice	Invoice No: 100843	1/28/2025	Paid Amt: \$259.19
						Check Amount: \$259.19
FIN	69867	6446		TRANE		Check
			E 01	005 810 000 000 350 Repair&maint Service		\$867.00
PO#:	Voucher #:	99093	Invoice	Invoice No: 315146207	1/28/2025	Paid Amt: \$867.00
						Check Amount: \$867.00
FIN	69868	5782		CENTERPOINT ENERGY		Check
			E 01	300 810 000 000 440 Fuel For Buildings, DEC 2024		\$10,952.72
PO#:	Voucher #:	99099	Invoice	Invoice No: 8000015159-9	1/28/2025	Paid Amt: \$10,952.72
						Check Amount: \$10,952.72
FIN	69869	10029		FIRST BANK & TRUST		Check
			E 01	005 850 000 000 581 Interest on Capital Lease		\$4,158.00
PO#:	Voucher #:	99101	Invoice	Invoice No: 20170725	1/28/2025	Paid Amt: \$4,158.00
						Check Amount: \$4,158.00
FIN	69870	6323		PIPESTONE CO. SHERIFF'S OFFICE		Check
			E 01	005 715 000 342 310 School Resource Officer JULY - SEPT.		\$13,125.00
			E 01	005 715 000 342 310 School Resource Officer, OCT. - DEC 2024		\$13,125.00
PO#:	Voucher #:	99100	Invoice	Invoice No: 01/28/2025	1/28/2025	Paid Amt: \$26,250.00
						Check Amount: \$26,250.00
FIN	69871	00927		AUGUSTANA COLLEGE		Check
			E 01	300 258 233 000 369 Entry Fees/Student Travel JAZZ ENSEMBLE		\$275.00
PO#:	Voucher #:	99102	Invoice	Invoice No: 01/28/2025	1/28/2025	Paid Amt: \$275.00
						Check Amount: \$275.00

Detail Payment Register By Check

Check Number: 69808-69951 Payment Date: 7/1/2024-2/28/2025 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
FIN	69872	9755		HANDER INC PLUMBING AND HEATING		Check			
			E 01	005 810 000 000 350	Repair&maint Service		\$1,311.23		
PO#:	Voucher #:	99103	Invoice	Invoice No: 00113077000	1/28/2025	Paid Amt:	\$1,311.23	Check Amount:	\$1,311.23
FIN	69873	00733		FESTIVAL OF BANDS		Check			
			E 01	300 258 233 000 369	Entry Fees/Student Travel		\$250.00		
PO#:	Voucher #:	99105	Invoice	Invoice No: 01/28/2025	1/28/2025	Paid Amt:	\$250.00	Check Amount:	\$250.00
FIN	69874	8473		SWMBDA, TREASURER MEGAN CARMODY		Check			
			E 01	300 258 233 000 369	Entry Fees/Student Travel		\$165.00		
PO#:	Voucher #:	99104	Invoice	Invoice No: 01/28/2025	1/28/2025	Paid Amt:	\$165.00	Check Amount:	\$165.00
FIN	69875	10141		ILLUMINATE EDUCATION, INC		Check			
			E 01	300 211 173 000 406	Instructional Software License		\$2,595.00		
			E 01	103 201 173 000 406	Instructional Software License		\$779.00		
			E 01	103 203 173 000 406	Instructional Software License		\$3,833.00		
			E 01	207 203 173 000 406	Instructional Software License		\$1,990.50		
PO#:	Voucher #:	99106	Invoice	Invoice No: 102848	1/29/2025	Paid Amt:	\$9,197.50	Check Amount:	\$9,197.50
FIN	69876	5168		J. W. PEPPER & SON, INC.		Check			
			E 01	300 258 234 000 430	De Profundis SATB UPC038081426020 Numb		\$2.05		
			E 01	300 258 234 000 430	Requiem SATB UPC884088159887 UPC 1004		\$2.10		
			E 01	300 258 234 000 430	First Class Main		\$3.99		
PO#: 18783	Voucher #:	99115	Invoice	Invoice No: 366985858	1/30/2025	Paid Amt:	\$8.14		
			E 01	300 258 234 000 430	Instructional Supply		\$48.39		
PO#:	Voucher #:	99116	Invoice	Invoice No: 366854647	1/30/2025	Paid Amt:	\$48.39		
			E 01	300 258 234 000 430	Instructional Supply		\$34.60		
PO#:	Voucher #:	99117	Invoice	Invoice No: 366855077	1/30/2025	Paid Amt:	\$34.60		
			E 01	300 258 234 000 430	Instructional Supply		\$6.24		
PO#:	Voucher #:	99113	Invoice	Invoice No: 365856461	1/30/2025	Paid Amt:	\$6.24		
			E 01	300 258 234 000 430	oNOMATOPOEIA two art #11559640 UPC 672		\$2.30		
			E 01	300 258 234 000 430	There's a Hole in the Bucket #11567975 UPS ;		\$2.80		
			E 01	300 258 234 000 430	Freight		\$3.99		
PO#: 18752	Voucher #:	99114	Invoice	Invoice No: 366679736	1/30/2025	Paid Amt:	\$9.09	Check Amount:	\$106.46

Detail Payment Register By Check

Check Number: 69808-69951 Payment Date: 7/1/2024-2/28/2025 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
FIN	69877	3763		AUTOMATIC BUILDING CONTROLS		Check			
			E 01	005 865 000 347 305	Consult & Serv.fees, ELEVATOR MONITORIN		\$600.00		
PO#:	Voucher #:	99123	Invoice	Invoice No: 181567	1/30/2025	Paid Amt:	\$600.00	Check Amount:	\$600.00
FIN	69878	10487		BELGRADE-BROOTEN-ELROSA HS		Check			
			E 01	300 294 210 000 369	Entry Fees/Student Travel WR 01/03/2025		\$225.00		
PO#:	Voucher #:	99119	Invoice	Invoice No: 01/30/2025	1/30/2025	Paid Amt:	\$225.00	Check Amount:	\$225.00
FIN	69879	7403		BOMGAARS SUPPLY INC		Check			
			E 01	005 810 000 000 401	General Supplies		\$2,101.44		
PO#:	Voucher #:	99121	Invoice	Invoice No: 046-573-3	1/30/2025	Paid Amt:	\$2,101.44	Check Amount:	\$2,101.44
FIN	69880	00226	00226	CENTER SPORTS INC		Check			
			E 01	300 294 200 000 401	General Supplies		\$855.65		
PO#:	Voucher #:	99132	Invoice	Invoice No: AAD015040-AA01	1/30/2025	Paid Amt:	\$855.65	Check Amount:	\$855.65
FIN	69882	6299		HERC-U-LIFT		Check			
			E 01	005 810 000 000 401	General Supplies		\$26.66		
PO#:	Voucher #:	99131	Invoice	Invoice No: PS141869	1/30/2025	Paid Amt:	\$26.66	Check Amount:	\$26.66
FIN	69883	7353		JACK OF TRADES		Check			
			E 01	005 810 000 000 350	Repair&maint Service		\$268.79		
PO#:	Voucher #:	99127	Invoice	Invoice No: 2025011102	1/30/2025	Paid Amt:	\$268.79		
			E 01	005 810 000 000 350	Repair&maint Service		\$87.50		
PO#:	Voucher #:	99128	Invoice	Invoice No: 2025011101	1/30/2025	Paid Amt:	\$87.50	Check Amount:	\$356.29
FIN	69884	10074		MARK ALCORN		Check			
			E 01	300 292 208 000 369	Entry Fees/Student Travel, TRUE TEAM TRAC		\$140.00		
PO#:	Voucher #:	99120	Invoice	Invoice No: 01/30/2025	1/30/2025	Paid Amt:	\$140.00	Check Amount:	\$140.00
FIN	69885	00648		MN COMMUNITY ED ASSOC.		Check			
			E 04	005 505 000 321 820	Dues & Membership, COMN. ED		\$935.00		
PO#:	Voucher #:	99133	Invoice	Invoice No: 9266	1/30/2025	Paid Amt:	\$935.00	Check Amount:	\$935.00

Detail Payment Register By Check

Check Number: 69808-69951 Payment Date: 7/1/2024-2/28/2025 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
FIN	69886	10381		MUD HOLE CUSTOM TACKLE INC		Check
			E 01	300 301 501 830 433 Individualized Mat.		\$175.25
PO#:	Voucher #:	99124	Invoice	Invoice No: 657182	1/30/2025	Paid Amt: \$175.25
						Check Amount: \$175.25
FIN	69887	9413		PH PERCUSSION		Check
			E 01	300 258 267 000 305 Consult & Serv.fees, JAN CLINICS		\$700.00
PO#:	Voucher #:	99135	Invoice	Invoice No: 01/30/2025	1/30/2025	Paid Amt: \$700.00
						Check Amount: \$700.00
FIN	69889	00300		PIPESTONE PUBLISHING CO INC		Check
			E 01	300 050 172 000 401 General Supplies		\$24.33
PO#:	Voucher #:	99122	Invoice	Invoice No: 55647	1/30/2025	Paid Amt: \$24.33
						Check Amount: \$24.33
FIN	69890	8654		PLUNKETT'S PEST CONTROL INC		Check
			E 01	005 810 000 000 350 Repair&maint Service		\$187.20
PO#:	Voucher #:	99129	Invoice	Invoice No: 8993309	1/30/2025	Paid Amt: \$187.20
						Check Amount: \$187.20
FIN	69891	9994		QUADIENT FINANCE USA, INC		Check
			E 01	005 020 000 000 329 Postage & Express		\$1,000.00
PO#:	Voucher #:	99118	Invoice	Invoice No: 7900044080886389	1/30/2025	Paid Amt: \$1,000.00
						Check Amount: \$1,000.00
FIN	69892	10346		REAL TIME TRANSLATION		Check
			E 01	103 219 000 339 305 Consult & Serv.fees		\$53.30
PO#:	Voucher #:	99125	Invoice	Invoice No: 118638	1/30/2025	Paid Amt: \$53.30
						Check Amount: \$53.30
FIN	69893	6446		TRANE		Check
			E 01	005 810 000 000 350 Repair&maint Service		\$1,350.00
PO#:	Voucher #:	99130	Invoice	Invoice No: 315149262	1/30/2025	Paid Amt: \$1,350.00
						Check Amount: \$1,350.00
FIN	69894	7457		KEVIN DEBOER		Check
			E 01	300 296 201 000 305 Consult & Serv.fees GB/BB, 02/04/2025		\$85.00
			E 01	300 294 201 000 305		\$85.00
PO#:	Voucher #:	99137	Invoice	Invoice No: 02/03/2025	2/3/2025	Paid Amt: \$170.00
						Check Amount: \$170.00
FIN	69895	6738		SCOTT BEEKMAN		Check
			E 01	300 296 201 000 305 Consult & Serv.fees GB/BB, 02/04/2025		\$85.00

Detail Payment Register By Check

Check Number: 69808-69951 Payment Date: 7/1/2024-2/28/2025 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
FIN	69895	6738		SCOTT BEEKMAN		Check
			E 01	300 294 201 000 305	Consult & Serv.fees GB/BB, 02/04/2025	\$85.00
PO#:	Voucher #:	99136	Invoice	Invoice No: 02/03/2025	2/3/2025	Paid Amt: \$170.00
						Check Amount: \$170.00
FIN	69896	6731		STEVE VERKINDEREN		Check
			E 01	300 296 201 000 305	Consult & Serv.fees GB/BB, 02/04/2025	\$85.00
			E 01	300 294 201 000 305	Consult & Serv.fees GB/BB, 02/04/2025	\$85.00
PO#:	Voucher #:	99138	Invoice	Invoice No: 02/03/2025	2/3/2025	Paid Amt: \$170.00
						Check Amount: \$170.00
FIN	69897	10209		JASON BOE		Check
			E 01	300 296 201 000 305	Consult & Serv.fees GB/BB, 02/04/2025	\$85.00
			E 01	300 294 201 000 305	Consult & Serv.fees GB/BB, 02/04/2025	\$85.00
PO#:	Voucher #:	99140	Invoice	Invoice No: 02/03/2025	2/3/2025	Paid Amt: \$170.00
						Check Amount: \$170.00
FIN	69898	10065		JOSHUA FREDRICKSON		Check
			E 01	300 296 201 000 305	Consult & Serv.fees GB/BB, 02/04/2025	\$85.00
			E 01	300 294 201 000 305	Consult & Serv.fees GB/BB, 02/04/2025	\$85.00
PO#:	Voucher #:	99139	Invoice	Invoice No: 02/03/2025	2/3/2025	Paid Amt: \$170.00
						Check Amount: \$170.00
FIN	69899	10315		MASON SELLNER		Check
			E 01	300 296 201 000 305	Consult & Serv.fees GB/BB, 02/04/2025	\$85.00
			E 01	300 294 201 000 305	Consult & Serv.fees GB/BB, 02/04/2025	\$85.00
PO#:	Voucher #:	99141	Invoice	Invoice No: 02/03/2025	2/3/2025	Paid Amt: \$170.00
						Check Amount: \$170.00
FIN	69900	5190		ELLEN VAN OHLEN		Check
			E 01	300 296 205 000 305	Consult & Serv.fees GYMNASTICS, 02/04/202	\$260.60
PO#:	Voucher #:	99145	Invoice	Invoice No: 02/03/2025	2/3/2025	Paid Amt: \$260.60
						Check Amount: \$260.60
FIN	69901	5190		ELLEN VAN OHLEN		Check
			E 01	300 296 205 000 305	Consult & Serv.fees GYMNASTICS, 02/06/202	\$140.00
PO#:	Voucher #:	99148	Invoice	Invoice No: 02/03/2025	2/3/2025	Paid Amt: \$140.00
						Check Amount: \$140.00
FIN	69902	10488		HAILEY HANDEVIDT		Check
			E 01	300 296 205 000 305	Consult & Serv.fees GYMNASTICS, 02/04/202	\$140.00
PO#:	Voucher #:	99143	Invoice	Invoice No: 02/03/2025	2/3/2025	Paid Amt: \$140.00
						Check Amount: \$140.00

Detail Payment Register By Check

Check Number: 69808-69951 Payment Date: 7/1/2024-2/28/2025 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
FIN	69903	01260		HEATHER WACHAL		Check			
			E 01	300 296 205 000 305	Consult & Serv.fees GYMNASTICS, 02/06/202		\$140.00		
PO#:	Voucher #:	99149	Invoice	Invoice No: 02/03/2025	2/3/2025		Paid Amt:	\$140.00	
							Check Amount:	\$140.00	
FIN	69904	8853		LINDSAY BURTZEL		Check			
			E 01	300 296 205 000 305	Consult & Serv.fees GYMNASTICS, 02/04/202		\$165.00		
PO#:	Voucher #:	99144	Invoice	Invoice No: 02/03/2025	2/3/2025		Paid Amt:	\$165.00	
							Check Amount:	\$165.00	
FIN	69905	8853		LINDSAY BURTZEL		Check			
			E 01	300 296 205 000 305	Consult & Serv.fees GYMNASTICS, 02/06/202		\$165.00		
PO#:	Voucher #:	99147	Invoice	Invoice No: 01/03/2025	2/3/2025		Paid Amt:	\$165.00	
							Check Amount:	\$165.00	
FIN	69907	5630		STEPHANIE GORDON		Check			
			E 01	300 296 205 000 305	Consult & Serv.fees GYMNASTICS, 02/06/202		\$260.60		
PO#:	Voucher #:	99146	Invoice	Invoice No: 02/03/2025	2/3/2025		Paid Amt:	\$260.60	
							Check Amount:	\$260.60	
FIN	69908	5630		STEPHANIE GORDON		Check			
			E 01	300 296 205 000 305	Consult & Serv.fees GYMNASTICS, 02/04/202		\$140.00		
PO#:	Voucher #:	99142	Invoice	Invoice No: 02/03/2025	2/3/2025		Paid Amt:	\$140.00	
							Check Amount:	\$140.00	
FIN	69909	8668		ALEX OURADA		Check			
			E 01	300 294 210 000 305	Consult & Serv.fees, WR 02/06/2025		\$225.00		
PO#:	Voucher #:	99150	Invoice	Invoice No: 02/03/2025	2/3/2025		Paid Amt:	\$225.00	
							Check Amount:	\$225.00	
FIN	69910	10489		DAN BLANKENSHIP		Check			
			E 01	300 294 210 000 305	Consult & Serv.fees, WR 02/06/2025		\$225.00		
PO#:	Voucher #:	99151	Invoice	Invoice No: 02/03/2025	2/3/2025		Paid Amt:	\$225.00	
							Check Amount:	\$225.00	
FIN	69911	3512		CHILDRENS CARE HOSP & SCHOOL		Check			
			E 01	103 416 000 000 392	to Out-of-State Dist		\$702.00		
			E 01	103 416 000 740 393	Sp Ed Contr Svcs Pup		\$5,799.00		
			E 01	100 411 000 000 392	Sp Ed Contr Svcs Pup		\$1,170.00		
			E 01	100 411 000 740 393	Sp Ed Contr Svcs Pup		\$5,248.25		
PO#:	Voucher #:	99126	Invoice	Invoice No: 30000944	2/4/2025		Paid Amt:	\$12,919.25	
							Check Amount:	\$12,919.25	

Detail Payment Register By Check

Check Number: 69808-69951 Payment Date: 7/1/2024-2/28/2025 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
FIN	69912	00224		LUDOLPH BUS INCORPORATED		Check
			E 01	300 296 201 733 360	Transp Cntrt W/Public GBB Travel	\$74.40
			E 01	300 296 201 733 360	Transp Cntrt W/Public GBB Travel	\$100.73
			E 01	300 296 201 733 360	Transp Cntrt W/Public GBB Travel	\$120.90
			E 01	300 296 201 733 360	Transp Cntrt W/Public GBB Travel	\$94.80
			E 01	300 296 201 733 360	Transp Cntrt W/Public GBB Travel	\$70.68
			E 01	300 296 201 733 360	Transp Cntrt W/Public GBB Travel	\$112.58
			E 01	300 294 210 733 360	Transp Cntrt W/Public WR Travel	\$526.38
			E 01	300 294 210 733 360	Transp Cntrt W/Public WR Travel	\$189.60
			E 01	300 294 210 733 360	Transp Cntrt W/Public WR Travel	\$355.26
			E 01	300 294 210 733 360	Transp Cntrt W/Public WR Travel	\$266.63
			E 01	300 294 210 733 360	Transp Cntrt W/Public WR Travel	\$176.70
			E 01	300 294 210 733 360	Transp Cntrt W/Public WR Travel	\$124.43
			E 01	300 294 210 733 360	Transp Cntrt W/Public WR Travel	\$318.06
			E 01	300 294 210 733 360	Transp Cntrt W/Public WR Travel	\$106.65
			E 01	300 294 210 733 360	Transp Cntrt W/Public WR Travel	\$364.56
			E 01	300 294 210 733 360	Transp Cntrt W/Public WR Travel	\$154.05
			E 01	300 294 210 733 360	Transp Cntrt W/Public WR Travel	\$115.32
			E 01	300 294 210 733 360	Transp Cntrt W/Public WR Travel	\$130.35
			E 01	300 294 210 733 360	Transp Cntrt W/Public WR Travel	\$288.30
			E 01	300 294 210 733 360	Transp Cntrt W/Public WR Travel	\$94.80
			E 01	300 294 210 733 360	Transp Cntrt W/Public WR Travel	\$174.84
			E 01	300 294 210 733 360	Transp Cntrt W/Public WR Travel	\$124.43
			E 01	300 294 210 733 360	Transp Cntrt W/Public WR Travel	\$325.50
			E 01	300 294 210 733 360	Transp Cntrt W/Public WR Travel	\$201.45
			E 01	300 296 205 733 360	Transp Cntrt W/Public GYMNASTICS Travel	\$252.96
			E 01	300 296 205 733 360	Transp Cntrt W/Public GYMNASTICS Travel	\$124.43
			E 01	300 296 205 733 360	Transp Cntrt W/Public GYMNASTICS Travel	\$186.00
			E 01	300 296 205 733 360	Transp Cntrt W/Public GYMNASTICS Travel	\$177.75
			E 01	300 296 205 733 360	Transp Cntrt W/Public GYMNASTICS Travel	\$258.54
			E 01	300 296 205 733 360	Transp Cntrt W/Public GYMNASTICS Travel	\$124.43
			E 01	300 296 205 733 360	Transp Cntrt W/Public GYMNASTICS Travel	\$319.92
			E 01	300 296 205 733 360	Transp Cntrt W/Public GYMNASTICS Travel	\$124.43
			E 01	300 296 201 733 360	Transp Cntrt W/Public GBB Travel	\$74.40
			E 01	300 296 201 733 360	Transp Cntrt W/Public GBB Travel	\$82.95
			E 01	300 296 201 733 360	Transp Cntrt W/Public GBB Travel	\$115.32
			E 01	300 296 201 733 360	Transp Cntrt W/Public GBB Travel	\$82.95

Detail Payment Register By Check

Check Number: 69808-69951 Payment Date: 7/1/2024-2/28/2025 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
FIN	69912	00224		LUDOLPH BUS INCORPORATED		Check
			E 01	300 296 201 733 360	Transp Cntrt W/Public GBB Travel	\$132.06
			E 01	300 296 201 733 360	Transp Cntrt W/Public GBB Travel	\$82.95
			E 01	300 294 201 733 360	Transp Cntrt W/Public BB Travel	\$111.60
			E 01	300 294 201 733 360	Transp Cntrt W/Public BB Travel	\$77.03
			E 01	300 294 201 733 360	Transp Cntrt W/Public BB Travel	\$176.70
			E 01	300 294 201 733 360	Transp Cntrt W/Public BB Travel	\$106.65
			E 01	300 294 201 733 360	Transp Cntrt W/Public BB Travel	\$109.74
			E 01	300 294 201 733 360	Transp Cntrt W/Public BB Travel	\$71.10
			E 01	300 294 201 733 360	Transp Cntrt W/Public BB Travel	\$182.28
			E 01	300 294 201 733 360	Transp Cntrt W/Public BB Travel	\$71.10
			E 01	300 294 201 733 360	Transp Cntrt W/Public BB Travel	\$238.08
			E 01	300 294 201 733 360	Transp Cntrt W/Public BB Travel	\$59.25
			E 01	300 294 201 733 360	Transp Cntrt W/Public BB Travel	\$122.76
			E 01	300 294 201 733 360	Transp Cntrt W/Public BB Travel	\$71.10
			E 01	300 294 201 733 360	Transp Cntrt W/Public BB Travel	\$68.82
			E 01	300 294 201 733 360	Transp Cntrt W/Public BB Travel	\$71.10
			E 01	300 291 229 733 360	Transp Cntrt W/Public, ONE ACT	\$111.60
			E 01	300 291 229 733 360	Transp Cntrt W/Public, ONE ACT	\$94.80
			E 01	300 258 233 733 360	Transp Cntrt W/Public, BAND	\$213.90
			E 01	300 258 233 733 360	Transp Cntrt W/Public, BAND	\$260.70
			E 01	207 211 000 733 360	Transp Cntrt W/Public, WRITERS CONFEREN	\$187.86
			E 01	207 211 000 733 360	Transp Cntrt W/Public, WRITERS CONFEREN	\$154.05
			E 01	005 640 173 316 305	TYPE III TRAINING	\$87.34
			E 03	005 760 000 723 360	Transp Cntrt W/Public. SPED	\$3,990.00
			E 03	005 760 000 723 360	Transp Cntrt W/Public. SPED	\$798.00
			E 03	005 760 000 723 360	Transp Cntrt W/Public. SPED	\$6,879.60
			E 03	005 760 000 723 360	Transp Cntrt W/Public. SPED	\$570.00
			E 03	005 760 000 723 360	Transp Cntrt W/Public. SPED	\$1,596.00
			E 03	005 760 000 723 360	Transp Cntrt W/Public. SPED	\$2,087.82
			E 03	005 760 000 723 360	Transp Cntrt W/Public. SPED	\$7,277.76
			E 03	005 760 000 723 360	Transp Cntrt W/Public. SPED	\$3,192.00
			E 03	005 760 000 723 360	Transp Cntrt W/Public. SPED	\$7,403.76
			E 03	005 760 000 723 360	Transp Cntrt W/Public. SPED	\$3,192.00
			E 03	005 760 000 723 360	Transp Cntrt W/Public. SPED	\$0.00
			E 03	005 760 000 713 360	Transp Cntrt W/Public. OUT OF DISTRICT	\$272.58
			E 03	005 760 000 713 360	Transp Cntrt W/Public. OUT OF DISTRICT	\$346.92

Detail Payment Register By Check

Check Number: 69808-69951 Payment Date: 7/1/2024-2/28/2025 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
FIN	69912	00224		LUDOLPH BUS INCORPORATED		Check
			E 03	005 760 000 713 360	Transp Cntrt W/Public. OUT OF DISTRICT	\$495.60
			E 04	005 582 000 344 360	Transp Cntrt W/Public. PRESCHOOL	\$6,109.04
			E 03	005 760 000 723 360	Transp Cntrt W/Public. SPED. BOWLING	\$76.00
			E 01	005 760 000 725 360	Transp Cntrt W/Public. GEOMETRY IN CONST	\$760.00
			E 01	300 211 000 733 360	Transp Cntrt W/Public. WOODWORKING	\$380.00
			E 01	300 240 000 733 360	Transp Cntrt W/Public. PE BOWLING	\$1,710.00
PO#:	Voucher #:	99156	Invoice	Invoice No: 2066	2/4/2025	Paid Amt: \$56,535.13
						Check Amount: \$56,535.13
FIN	69913	00224		LUDOLPH BUS INCORPORATED		Check
			E 03	005 760 000 720 360	Transp Cntrt W/Public Reg. JAN. 2025	\$82,964.00
PO#:	Voucher #:	99154	Invoice	Invoice No: 2065	2/4/2025	Paid Amt: \$82,964.00
						Check Amount: \$82,964.00
FIN	69914	00224		LUDOLPH BUS INCORPORATED		Check
			E 01	300 296 201 733 360	Transp Cntrt W/Public, GBB Travel	\$384.00
			E 01	300 294 201 733 360	Transp Cntrt W/Public, BB Travel	\$384.00
			E 01	300 296 201 733 360	Transp Cntrt W/Public, GBB Travel	\$102.07
			E 01	300 294 201 733 360	Transp Cntrt W/Public, BB Travel	\$102.07
			E 01	300 296 201 733 360	Transp Cntrt W/Public, GBB Travel	\$434.15
			E 01	300 294 201 733 360	Transp Cntrt W/Public, BB Travel	\$434.15
			E 01	300 296 201 733 360	Transp Cntrt W/Public, GBB Travel	\$113.38
			E 01	300 294 201 733 360	Transp Cntrt W/Public, BB Travel	\$113.38
			E 01	300 296 201 733 360	Transp Cntrt W/Public, GBB Travel	\$319.24
			E 01	300 294 201 733 360	Transp Cntrt W/Public, BB Travel	\$319.24
			E 01	300 296 201 733 360	Transp Cntrt W/Public, GBB Travel	\$93.26
			E 01	300 294 201 733 360	Transp Cntrt W/Public, BB Travel	\$93.26
			E 01	300 296 201 733 360	Transp Cntrt W/Public, GBB Travel	\$414.10
			E 01	300 294 201 733 360	Transp Cntrt W/Public, BB Travel	\$414.10
			E 01	300 296 201 733 360	Transp Cntrt W/Public, GBB Travel	\$109.63
			E 01	300 294 201 733 360	Transp Cntrt W/Public, BB Travel	\$109.63
PO#:	Voucher #:	99155	Invoice	Invoice No: 4386	2/4/2025	Paid Amt: \$3,939.66
						Check Amount: \$3,939.66
FIN	69915	00276		XCEL ENERGY		Check
			E 01	005 810 184 000 330	Electricity - DEC.2024	\$1,190.73
PO#:	Voucher #:	99153	Invoice	Invoice No: 51-6709448-8	2/4/2025	Paid Amt: \$1,190.73
					29	Check Amount: \$1,190.73

Detail Payment Register By Check

Check Number: 69808-69951 Payment Date: 7/1/2024-2/28/2025 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
FIN	69916	10490		DOUGLAS WOOD		Check			
			E 01	103 203 171 000 305	Consult & Serv.fees		\$750.00		
PO#:	Voucher #:	99157	Invoice	Invoice No: 02/05/2025	2/5/2025		Paid Amt:	\$750.00	
							Check Amount:	\$750.00	
FIN	69917	10211		SOUTHWEST GLASS CENTER INC		Check			
			E 01	005 810 000 000 350	Repair&maint Service		\$1,211.50		
PO#:	Voucher #:	99158	Invoice	Invoice No: 112344	2/5/2025		Paid Amt:	\$1,211.50	
							Check Amount:	\$1,211.50	
FIN	69918	10492		AMANDA CURTISS		Check			
			R 02	005 000 000 701 601	Sales to Pupils, REFUND LUNCH		\$27.75		
PO#:	Voucher #:	99159	Invoice	Invoice No: 02/07/2025	2/7/2025		Paid Amt:	\$27.75	
							Check Amount:	\$27.75	
FIN	69919	9595		BOB DOLAN		Check			
			E 01	300 296 201 000 305	Consult & Serv.fees, GB & BB 2/11/25		\$85.00		
			E 01	300 294 201 000 305	Consult & Serv.fees, GB & BB 2/11/25		\$85.00		
PO#:	Voucher #:	99160	Invoice	Invoice No: 02/11/2025	2/11/2025		Paid Amt:	\$170.00	
							Check Amount:	\$170.00	
FIN	69920	8647		CHRISTOPHER BAUMBERGER		Check			
			E 01	300 296 201 000 305	Consult & Serv.fees, GB & BB 2/11/25		\$85.00		
			E 01	300 294 201 000 305	Consult & Serv.fees, GB & BB 2/11/25		\$85.00		
PO#:	Voucher #:	99161	Invoice	Invoice No: 02/11/2025	2/11/2025		Paid Amt:	\$170.00	
							Check Amount:	\$170.00	
FIN	69921	9971		LEONARD WOELFEL		Check			
			E 01	300 294 210 000 305	Consult & Serv.fees, SECTION WRESTLING		\$326.00		
PO#:	Voucher #:	99163	Invoice	Invoice No: 02/11/2025	2/11/2025		Paid Amt:	\$326.00	
							Check Amount:	\$326.00	
FIN	69922	10362		PARKER FREEBURG		Check			
			E 01	300 296 201 000 305	Consult & Serv.fees, GB & BB 2/11/25		\$85.00		
			E 01	300 294 201 000 305	Consult & Serv.fees, GB & BB 2/11/25		\$85.00		
PO#:	Voucher #:	99162	Invoice	Invoice No: 02/11/2025	2/11/2025		Paid Amt:	\$170.00	
							Check Amount:	\$170.00	
FIN	69923	4244		ITC		Check			
			E 01	006 810 000 000 320	Communications/Phone, 2/1-2/28		\$39.93		
PO#:	Voucher #:	99178	Invoice	Invoice No: 11971340	2/11/2025		Paid Amt:	\$39.93	
							Check Amount:	\$39.93	

Detail Payment Register By Check

Check Number: 69808-69951 Payment Date: 7/1/2024-2/28/2025 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
FIN	69924	9373		J & S LOGOS		Check			
			E 01	300 291 229 000 401	General Supplies		\$100.00		
PO#:	Voucher #:	99179	Invoice	Invoice No: 02/11/2025	2/11/2025	Paid Amt:	\$100.00		
						Check Amount:	\$100.00		
FIN	69925	01300		PIPESTONE CO. MEDICAL CENTER		Check			
			E 01	103 420 000 740 394	to Non-Ed Agency, JAN 2025		\$3,790.02		
PO#:	Voucher #:	99173	Invoice	Invoice No: CINV-001280	2/11/2025	Paid Amt:	\$3,790.02		
			E 01	103 420 000 740 394	to Non-Ed Agency, DEC. 2024		\$3,188.17		
PO#:	Voucher #:	99174	Invoice	Invoice No: CVIN-001337	2/11/2025	Paid Amt:	\$3,188.17		
						Check Amount:	\$6,978.19		
FIN	69926	5983		SIOUX VALLEY ENERGY		Check			
			E 01	300 810 184 000 330	Utilities - Electricity JAN 2025		\$15,817.00		
PO#:	Voucher #:	99176	Invoice	Invoice No: 7058684000	2/11/2025	Paid Amt:	\$15,817.00		
			E 01	300 810 184 000 330	Utilities - Electricity, JAN 2025 FLASHING LIGH		\$167.00		
PO#:	Voucher #:	99177	Invoice	Invoice No: 7058684200	2/11/2025	Paid Amt:	\$167.00		
						Check Amount:	\$15,984.00		
FIN	69927	10239		SWENNY'S TOWING AND REPAIR		Check			
			E 01	100 740 187 000 401	General Supplies		\$164.00		
PO#:	Voucher #:	99175	Invoice	Invoice No: 5046	2/11/2025	Paid Amt:	\$164.00		
						Check Amount:	\$164.00		
FIN	69928	00276		XCEL ENERGY		Check			
			E 01	005 810 184 000 330	Electricity - Paulsen Field		\$1,916.32		
PO#:	Voucher #:	99180	Invoice	Invoice No: 51-6709448-8	2/11/2025	Paid Amt:	\$1,916.32		
						Check Amount:	\$1,916.32		
FIN	69929	8925		BLUEPEAK		Check			
			E 01	005 810 000 000 320	Communications/Phone 2/10-3/9		\$1,330.12		
PO#:	Voucher #:	99181	Invoice	Invoice No: 000459101	2/12/2025	Paid Amt:	\$1,330.12		
						Check Amount:	\$1,330.12		
FIN	69930	10464		BUFFALO RIDGE NEWSPAPER LLC		Check			
			E 01	005 010 000 000 305	Consult & Serv.fees		\$834.00		
PO#:	Voucher #:	99183	Invoice	Invoice No: 15027	2/12/2025	Paid Amt:	\$834.00		
						Check Amount:	\$834.00		
FIN	69931	5949		CDW GOVERNMENT, INC.		Check			
			E 01	103 050 171 000 455	NonInstructional Tech Supplies		\$159.78		
			E 01	300 408 000 740 401	General Supplies		\$37.59		
PO#:	Voucher #:	99193	Invoice	Invoice No: AC5JI2R	2/12/2025	Paid Amt:	\$197.37		

Detail Payment Register By Check

Check Number: 69808-69951 Payment Date: 7/1/2024-2/28/2025 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
FIN	69931	5949		CDW GOVERNMENT, INC.		Check			
			E 01	300 230 172 000 456	Instructional Tech Supplies		\$31.75		
PO#:	Voucher #:	99184	Invoice	Invoice No: AC3FA6W	2/12/2025	Paid Amt:		\$31.75	
			E 01	005 020 000 000 455	NonInstructional Tech Supplies		\$216.18		
PO#:	Voucher #:	99185	Invoice	Invoice No: AC6EL4Y	2/12/2025	Paid Amt:		\$216.18	
						Check Amount:		\$445.30	
FIN	69932	10053		COORDINATED BUSINESS SERVICES LTD		Check			
			E 01	005 110 000 000 335	Short Term Rentals		\$3.54		
PO#:	Voucher #:	99186	Invoice	Invoice No: 439186	2/12/2025	Paid Amt:		\$3.54	
						Check Amount:		\$3.54	
FIN	69933	9704		DAHL MOTORS, LLC		Check			
			E 01	005 810 000 000 350	Repair&maint Service		\$108.06		
PO#:	Voucher #:	99187	Invoice	Invoice No: 303132	2/12/2025	Paid Amt:		\$108.06	
						Check Amount:		\$108.06	
FIN	69934	9926		DTB SYSTEMS		Check			
			E 01	005 605 150 000 350	Repair&maint Service		\$87.26		
PO#:	Voucher #:	99203	Invoice	Invoice No: 2869c	2/12/2025	Paid Amt:		\$87.26	
						Check Amount:		\$87.26	
FIN	69935	10493		FELICITA MERIDA LUCAS		Check			
			R 02	005 000 000 701 601	Sales to Pupils		\$30.00		
PO#:	Voucher #:	99189	Invoice	Invoice No: 02/12/2025	2/12/2025	Paid Amt:		\$30.00	
						Check Amount:		\$30.00	
FIN	69936	10153		FUN EXPRESS, LLC		Check			
			E 04	005 582 000 344 430	Bulk Assortment Valentine Magnets		\$37.96		
			E 04	005 582 000 344 430	shipping		\$9.95		
PO#: 18792	Voucher #:	99188	Invoice	Invoice No: 73556683601	2/12/2025	Paid Amt:		\$47.91	
						Check Amount:		\$47.91	
FIN	69937	10215		GOLD MEDAL MINNEAPOLIS		Check			
			E 04	005 505 000 321 401	General Supplies		\$311.34		
PO#:	Voucher #:	99190	Invoice	Invoice No: 55-46344	2/12/2025	Paid Amt:		\$311.34	
						Check Amount:		\$311.34	
FIN	69938	9564		GOPHERMODS		Check			
			E 01	005 605 150 000 350	Repair&maint Service		\$2,052.00		
PO#:	Voucher #:	99194	Invoice	Invoice No: 6564	2/12/2025	Paid Amt:		\$2,052.00	
						Check Amount:		\$2,052.00	

Detail Payment Register By Check

Check Number: 69808-69951 Payment Date: 7/1/2024-2/28/2025 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
FIN	69939	00256	00256-1	HILLYARD INC		Check			
			E 01 005 810 000 000 401	General Supplies			\$521.80		
PO#:	Voucher #:	99195	Invoice	Invoice No: 605716829	2/12/2025	Paid Amt:	\$521.80		
						Check Amount:	\$521.80		
FIN	69940	00256		HILLYARD INC/ SIOUX FALLS		Check			
			E 01 005 810 000 000 401	General Supplies			\$1,036.45		
PO#:	Voucher #:	99198	Invoice	Invoice No: 605730918	2/12/2025	Paid Amt:	\$1,036.45		
			E 01 005 810 000 000 401	General Supplies			\$532.36		
PO#:	Voucher #:	99196	Invoice	Invoice No: 605730949	2/12/2025	Paid Amt:	\$532.36		
			E 01 005 810 000 000 401	General Supplies			\$95.70		
PO#:	Voucher #:	99197	Invoice	Invoice No: 605730919	2/12/2025	Paid Amt:	\$95.70		
						Check Amount:	\$1,664.51		
FIN	69941	9518		INNOVATIVE OFFICE SOLUTIONS LLC		Check			
			E 01 300 050 172 000 401	EPI26615 Square Commercial Grade Wood B:			\$200.63		
PO#: 18799	Voucher #:	99202	Invoice	Invoice No: 4760824	2/12/2025	Paid Amt:	\$200.63		
						Check Amount:	\$200.63		
FIN	69942	8073		INTERSTATE BATTERY CENTER		Check			
			E 04 005 580 000 325 401	General Supplies			\$16.05		
PO#:	Voucher #:	99191	Invoice	Invoice No: 1912903031979	2/12/2025	Paid Amt:	\$16.05		
			E 04 005 580 000 325 401	General Supplies			\$6.24		
PO#:	Voucher #:	99192	Invoice	Invoice No: 1912999033067	2/12/2025	Paid Amt:	\$6.24		
						Check Amount:	\$22.29		
FIN	69943	10286		INTERSTATE COMMERCIAL LAUNDRY LLC		Check			
			E 01 005 810 000 000 350	Repair&maint Service			\$2,296.00		
PO#:	Voucher #:	99199	Invoice	Invoice No: 107776	2/12/2025	Paid Amt:	\$2,296.00		
						Check Amount:	\$2,296.00		
FIN	69944	6406		LAWSON PRODUCTS, INC.		Check			
			E 01 005 810 000 000 401	General Supplies			\$341.21		
PO#:	Voucher #:	99205	Invoice	Invoice No: 9312177030	2/12/2025	Paid Amt:	\$341.21		
			E 01 005 810 000 000 401	General Supplies			\$519.06		
PO#:	Voucher #:	99206	Invoice	Invoice No: 9312168107	2/12/2025	Paid Amt:	\$519.06		
						Check Amount:	\$860.27		
FIN	69945	7353	1099	LYLE SIEBENHLER		Check			
			E 01 005 810 000 000 350	Repair&maint Service			\$230.55		
PO#:	Voucher #:	99204	Invoice	Invoice No: 2025012701	2/12/2025	Paid Amt:	\$230.55		
						Check Amount:	\$230.55		

Detail Payment Register By Check

Check Number: 69808-69951 Payment Date: 7/1/2024-2/28/2025 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
FIN	69946	01622		PEPSI-COLA BOTTLING CO.		Check			
			E 01	300 211 180 000 401	General Supplies		\$32.00		
PO#:	Voucher #:	99207	Invoice	Invoice No: 02/12/2025	2/12/2025	Paid Amt:	\$32.00	Check Amount:	\$32.00
FIN	69947	9413		PH PERCUSSION		Check			
			E 01	300 258 234 000 305	Consult & Serv.fees		\$150.00		
			E 01	300 258 234 000 305	Consult & Serv.fees		(\$150.00)		
			E 01	300 258 267 000 305	Consult & Serv.fees		\$150.00		
PO#:	Voucher #:	99209	Invoice	Invoice No: 02/12/2025	2/12/2025	Paid Amt:	\$150.00	Check Amount:	\$150.00
FIN	69948	5138		PIPESTONE BUILDING MATERIALS		Check			
			E 01	005 810 000 000 401	General Supplies		\$40.18		
PO#:	Voucher #:	99210	Invoice	Invoice No: 218875	2/12/2025	Paid Amt:	\$40.18	Check Amount:	\$40.18
FIN	69949	00300		PIPESTONE PUBLISHING CO INC		Check			
			E 01	005 010 000 000 305	Consult & Serv.fees. JAN 2024		\$2,014.11		
PO#:	Voucher #:	99208	Invoice	Invoice No: 02/12/2025	2/12/2025	Paid Amt:	\$2,014.11	Check Amount:	\$2,014.11
FIN	69950	10199		TROY RYAN HEIDEBRINK		Check			
			E 01	005 810 000 000 305	Consult & Serv.fees, BOILER CHECKS		\$1,030.00		
PO#:	Voucher #:	99182	Invoice	Invoice No: 26	2/12/2025	Paid Amt:	\$1,030.00	Check Amount:	\$1,030.00
FIN	69951	7704		MOODY COUNTY ENTERPRISE		Check			
			E 01	005 010 000 000 305	Consult & Serv.fees		\$168.75		
PO#:	Voucher #:	99211	Invoice	Invoice No: 110927	2/13/2025	Paid Amt:	\$168.75	Check Amount:	\$168.75
								Report Total:	\$347,623.60

Detail Payment Register By Check

Check Number: 52498-60000 Payment Date: 7/1/2024-2/28/2025 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
HS	52498	5249		VISA		Check
			E	21 005 298 944 301 401 Robotics		\$505.76
			E	21 005 298 944 301 401 Robotics		\$310.73
			E	21 005 298 944 301 401 Robotics		\$121.00
			E	21 005 298 944 301 401 Robotics		\$83.22
			E	21 005 298 926 301 401 Girls Basketball		\$341.38
			E	21 005 298 922 301 401 FFA		\$5.25
PO#:	Voucher #:	99068	Invoice	Invoice No: 0671	1/22/2025	Paid Amt: \$1,367.34
						Check Amount: \$1,367.34
HS	52499	7256		PIZZA RANCH		Check
			E	21 005 298 925 301 401 French Club		\$104.74
PO#:	Voucher #:	99091	Invoice	Invoice No: Order # 30200783	1/28/2025	Paid Amt: \$104.74
						Check Amount: \$104.74
HS	52500	10215		GOLD MEDAL MINNEAPOLIS		Check
			E	21 005 298 956 301 401 Winter Concessions		\$249.02
PO#:	Voucher #:	99109	Invoice	Invoice No: 55-46169	1/30/2025	Paid Amt: \$249.02
						Check Amount: \$249.02
HS	52501	6088		MN DEPT. OF EMPLOYMENT AND ECONOMIC DEVELOPMENT		Check
			E	01 300 211 000 000 281 Unemployment Summer		\$259.00
PO#:	Voucher #:	99107	Invoice	Invoice No: 07993090	1/30/2025	Paid Amt: \$259.00
						Check Amount: \$259.00
HS	52502	01622		PEPSI-COLA BOTTLING CO.		Check
			E	21 005 298 956 301 401 Winter Concessions		\$512.80
PO#:	Voucher #:	99111	Invoice	Invoice No: 2028837	1/30/2025	Paid Amt: \$512.80
			E	21 005 298 956 301 401 Winter Concessions		\$925.20
PO#:	Voucher #:	99110	Invoice	Invoice No: 2028501	1/30/2025	Paid Amt: \$925.20
			E	21 005 298 956 301 401 Winter Concessions		\$196.00
PO#:	Voucher #:	99108	Invoice	Invoice No: 2028452	1/30/2025	Paid Amt: \$196.00
						Check Amount: \$1,634.00
HS	52503	01622		PEPSI-COLA BOTTLING CO.		Check
			E	21 005 298 956 301 401 Winter Concessions		\$64.00
PO#:	Voucher #:	99112	Invoice	Invoice No: 1508524	1/30/2025	Paid Amt: \$64.00
						Check Amount: \$64.00

Detail Payment Register By Check

Check Number: 52498-60000 Payment Date: 7/1/2024-2/28/2025 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
HS	52504	01622		PEPSI-COLA BOTTLING CO.		Check
			E 21 005 298 956 301 401	Winter Concessions		\$64.00
PO#:	Voucher #:	99152	Invoice	Invoice No: 1508542	2/3/2025	Paid Amt: \$64.00
						Check Amount: \$64.00
HS	52505	6813		COBORN'S INC.		Check
			E 21 005 298 956 301 401	Winter Concessions		\$252.00
PO#:	Voucher #:	99168	Invoice	Invoice No: 02/11/2025	2/11/2025	Paid Amt: \$252.00
			E 21 005 298 956 301 401	Winter Concessions		\$234.00
PO#:	Voucher #:	99167	Invoice	Invoice No: 02/11/2025	2/11/2025	Paid Amt: \$234.00
						Check Amount: \$486.00
HS	52506	7752		OLD FASHIONED CANDY COMPANY		Check
			E 21 005 298 939 301 401	Spanish Club		\$1,742.95
PO#:	Voucher #:	99164	Invoice	Invoice No: ORDER #47516	2/11/2025	Paid Amt: \$1,742.95
						Check Amount: \$1,742.95
HS	52508	5594		PIPESTONE AREA SCHOOLS		Check
			E 21 005 298 926 301 401	Girls Basketball, CHARTER BUS		\$406.00
PO#:	Voucher #:	99165	Invoice	Invoice No: 02/11/2025	2/11/2025	Paid Amt: \$406.00
			E 21 005 298 914 301 401	Boys Basketball, CHARTER BUS		\$430.70
PO#:	Voucher #:	99166	Invoice	Invoice No: 02/11/2025	2/11/2025	Paid Amt: \$430.70
						Check Amount: \$836.70
HS	52509	01622		PEPSI-COLA BOTTLING CO.		Check
			E 21 005 298 956 301 401	Winter Concessions		\$832.00
PO#:	Voucher #:	99171	Invoice	Invoice No: 2029038	2/11/2025	Paid Amt: \$832.00
			E 21 005 298 956 301 401	Winter Concessions		\$216.00
PO#:	Voucher #:	99172	Invoice	Invoice No: 2029173	2/11/2025	Paid Amt: \$216.00
			E 21 005 298 956 301 401	Winter Concessions		\$192.00
PO#:	Voucher #:	99169	Invoice	Invoice No: 1508549	2/11/2025	Paid Amt: \$192.00
			E 21 005 298 956 301 401	Winter Concessions		\$408.40
PO#:	Voucher #:	99170	Invoice	Invoice No: 2028980	2/11/2025	Paid Amt: \$408.40
						Check Amount: \$1,648.40
						Report Total: \$8,456.15

Independent School District #2689
FY2025 Amended Budget General Fund Revenue and Expenses
February 17th, 2025

FY2025 Projected Amended Budget Revenue	\$16,481,235.00
FY2025 Projected Amended Budget Expenditures	<u>(\$17,345,025.00)</u>
FY2025 Projected Deficit	<u><u>(\$863,790.00)</u></u>

FY2025 Projected Original Budget Revenue	\$15,452,490.00
FY2025 Projected Original Budget Expenditures	<u>(\$16,973,703.00)</u>
FY2025 Projected Deficit	<u><u>(\$1,521,213.00)</u></u>

Achievement and Integration		FY2025											
Budget Amendment													
		Amount	Org	Prog	Fin	Obj							
Literacy Lead		\$2,000.00	103	203	203	185	313	313	185	Increase			
Fica on Literacy Lead		\$153.00	103	203	203	210	313	313	210	Increase			
TRA in Literacy Lead		\$175.00	103	203	203	218	313	313	218	Increase			
Work Comp on Literacy Lead		\$8.00	103	203	203	270	313	313	270	Increase			
Summer School Salaries		\$30,450.00	103	203	203	185	313	313	185	Increase			
Summer School FICA		\$2,327.00	103	203	203	210	313	313	210	Increase			
Summer School TRA		\$2,662.00	103	203	203	218	313	313	218	Increase			
Summer School Work Comp		\$118.00	103	203	203	270	313	313	270	Increase			
Summer School Supplies		\$2,000.00	103	203	203	430	313	313	430	Increase			
Cultural Liaison Position		\$12,000.00	103	203	203	140	313	313	140	Increase			
Cultural Liaison FICA		\$918.00	103	203	203	210	313	313	210	Increase			
Cultural Liaison TRA		\$1,050.00	103	203	203	218	313	313	218	Increase			
Cultural Liaison Work Comp		\$47.00	103	203	203	270	313	313	270	Increase			
Incentive Revenue on second page of report													
Summer School Transportation		\$12,000.00	103	203	203	360	318	318	360	Increase			
Total Increase Expense in Original budget		\$65,908.00											
Reduce Revenue in Original budget		-\$79,780.00	005	203	203	300	313	313	300	Decrease			
Total decrease in revenue in original budget		(\$67,780.00)	005	203	203	300	318	318	300	Increase			
Pipestone Area Schools initially had two staff members that were being paid with Achievement and Integration dollars. These positions were needed elsewhere.													
Reduce Revenue received from Edgerton to 0		(\$16,801.00)	005	000	000	021	000	000	021	Decrease			

FY2025 Budget Amendment									
Closing Educational Opportunity Grant									
The grant had not been approved prior to the June 2024 board meeting when the budget was adopted.									
Revenue	01	005	000	264	000	370	\$99,185.53	Increase	
Expenditure	01	005	640	264	000	405	\$17,809.94	Increase	Viewpoint, Amplify Software
Expenditure	01	102	201	264	000	405	\$1,615.00	Increase	NWEA
Expenditure	01	103	203	264	000	405	\$8,358.00	Increase	NWEA
Expenditure	01	300	207	264	000	405	\$4,958.00	Increase	NWEA
Expenditure	01	300	211	264	000	405	\$6,689.00	Increase	NWEA
Expenditure	01	005	020	261	000	366	\$12,755.59	Increase	Travel Aurora Institute
Expenditure	01	005	640	264	000	305	\$47,000.00	Increase	Knowledge Works Estimate

FY2025 Budget Amendment
ESSER III Covid Funds

E-01-300-850-014-160-520	\$64,540.00	Increase
R-01-005-000-014-160-400	\$64,540.00	Increase

The final payments for the Gym Air Handler were not made until FY2025. When the original budget was approved in June of 2024, we were under the assumption that it would be completed in June of 2024.

The expense and revenue is increasing by the same dollar amount.

FY2025 Budget Amendment

Finance 619 Federal Flow Thru Dollars

R01-005-420-000-619-405 Reduce \$5000.00

The original estimate for this was \$30,000.00.

Finance 620 Federal Flow Thru Dollars

R01-005-420-000-620-405 Increase \$5,234.00

The original estimate for this was \$2,000.00

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The Estimate for the Finance 619 and 620 revenue was prepared in June of 2024. The budget amendment is still bases on an estimate, a better estimate.

The final entitlement will not be known until the spring of 2025. This is federal money.

An estimate has to be made for the FY2025 budget in June of 2024.

The actual entitlement will not be known until the spring of 2025.

FY2025 Budget Amendment
General Education and Basic Skills Revenue Adjustment

When the General Education revenue is determined for the FY2025 original budget the student count for FY2025 is an estimate based on the FY2024 student numbers. When I update the FY2025 General Education Revenue estimate in January of 2025 I base the FY2025 student numbers on the Fall 2024-2025 MARSS submission. I initially dropped the student count by 16.31 in the original budget. I dropped the student count by another 12.84 students based on updated information. However, I had underestimated the EL student count by 50 students so the EL aid which is part of the restricted basic skills has increased based upon the updated student numbers.

R01-005-000-000-000-211	\$35,284.00	Reduce Gen Ed Aid
R01-005-000-000-302-211	\$976.00	Reduce Operating Capital
R01-005-000-000-316-211	\$2,148.00	Reduce Staff Development Aid
R01-005-000-000-317-211	\$78,107.00	Increase Basic Skills Aid
R01-005-000-000-330-211	\$6,410.00	Increase Learning and Development Aid
R01-005-000-000-388-211	\$191.00	Reduce Gifted and Talented Aid

FY2025								
Budget Amendment								
Miscellaneous Grants								
Prairielands Teen Tober Grant								
Games for the High School Library								
Supplies for Game Nights								
Revenue	01	300	620	268	000	099	\$483.00	Increase
Expense	01	300	620	268	000	430	\$483.00	Increase
Prairieland Craft Grant								
Crafting Activities Library								
Revenue	01	300	620	266	000	099	\$578.00	Increase
Expense	01	300	620	266	000	430	\$578.00	Increase
Arts in the School Grant SWMN Art Council								
Band								
Revenue	01	300	258	267	000	099	\$3,960.00	Increase
Expense	01	300	258	267	000	305	\$3,960.00	Increase
SWHHS Opioid Settlement								
10th Grade Health Class Books								
Revenue	01	300	240	265	000	099	\$5,000.00	Increase
Expense	01	300	240	265	000	460	\$5,000.00	Increase
Collection Development Grant								
Spanish Language Reading Materials								
Revenue	01	300	620	263	000	099	\$500.00	Increase
Expense	01	300	620	263	000	470	\$500.00	Increase

FY2025 Budget Amendments								
Miscellaneous Items								
Insurance PortaPotties								
Expense to Repair Vandalism								
Revenue	01	005	810	000	000	625	\$1,448.00	Increase
Expense	01	005	810	000	000	510	\$6,752.00	Increase
Fast Bridge Testing Not included in original budget part of three year contract obligated to pay								
Expense	01	300	211	173	000	406	\$2,595.00	Increase
Expense	01	103	201	173	000	406	\$779.00	Increase
Expense	01	103	203	173	000	406	\$3,833.00	Increase
Expense	01	207	203	173	000	406	\$1,990.00	Increase
Missed on Original budget Choir Open PO								
Expense	01	300	258	234	000	305	\$5,000.00	Increase

**FY2025 Budget Amendment
Read Act**

Read Act Literacy Aid

This was not included in the budget because there was not enough information about this funding prior to the June 2024 School Board Meeting. This is one time money that has to be assigned to a reserved fund balance until it is spent.

R01-005-000-000-356-300	\$43,415.00
E01-103-640-000-356-405	\$1,000.00

Read Act Teacher Compensation for Professional Development

This is also one time money that has to be assigned to a reserved fund balance until it is spent. All expenses must be included in an approved MOU.

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R01-005-000-000-357-300	\$39,198.00
E01-103-640-000-357-185	\$5,000.00
E01-103-640-000-357-210	\$383.00
E01-103-640-000-357-218	\$437.00

Read Act Literacy Incentive Aid

I had already budgeted the revenue in this area for \$52,862.00. This is ongoing revenue but the amount that is not spent has to be assigned to a reserved fund balance.

**FY2025 Budget Amendment
Special Education Revenue Amendment**

Special Education funding is extremely complex.

FY2024

The initial calculation is based on the lowest of one of three options. The options for FY2024 are based on the numbers from FY2023.

However, to make things more complex there is also a hold harmless calculation for FY2024 based on FY2024 numbers.

To complicate matters more, the tuition adjustment is handled at the state level. This means that the amount that we pay the ELC or other schools for special education services and the amount we receive from other schools if the student is not our resident is deducted from the hold harmless calculation. The tuition adjustment directly affects the amount of special education aid that we will receive.

The hold harmless amount increases the lower the tuition adjustment is. Pipestone Area Schools usually receives the hold harmless amount not the less of the three options.

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The final tuition billing process was not final when we prepared the 6.30.2024 receivable for the audit. It is really hard to predict the tuition billing, impossible. I emailed the state on January 15th, 2025 and asked them if the FY2024 tuition billing on the Department of Education website was final and they told me it should be close.

FY2019 Net Tuition Billing	(\$486,844.18)
FY2020 Net Tuition Billing	(\$583,987.15)
FY2021 Net Tuition Billing	(\$292,793.84)
FY2022 Net Tuition Billing	(\$543,128.26)
FY2023 Net Tuition Billing	(\$516,296.54)
FY2024 Net Tuition Billing	(\$401,147.10)

I used \$500,000 for the guess on the Tuition Adjustment for the FY2024 Sped Education Receivable. I used \$500,000.00 to be conservative. Therefore the 6.30.2024 receivable in the audit was understated by approximately \$315,000.00. This revenue will be recorded in FY2025.

FY2025

I reviewed the special education calculation that I used for the FY2025 budget. As you can imagine there are many unknowns in this calculation. The first of the three options noted above would be based on the FY2024 actual information. I can come up with a good estimate for this but we do not know the final FY2024 special ed expenditures in June of 2024 when the FY2025 budget is presented.

The hold harmless calculation is based on the FY2025 special education expenditures. I have a better estimate of the FY2025 expenditures in January 2025 as compared to June of 2024. I have used \$500,000.00 for the tuition adjustment for FY2025 too be conservative.

Based on the adjusted calculation for FY2025 I could increase the FY2025 budget by \$332,610.00. However, due to the many unknowns I recommend that the special education revenue estimate for FY2025 only be increased by \$250,000.00.

Budget Amendment proposed below:

6.30.2024 Sped Receivable understated	\$315,000.00
FY2025 Revised Estimate	\$250,000.00
Total	<u>\$565,000.00</u> R01-005-420-000-000-360

FY2025 Budget Amendment								
Title II								
The Budget was changed after the June 2025 original budget was approved by the school board.								
Revenue	01	005	204	000	414	400	\$8,317.00	Increase
Expense	01	005	204	000	414	303	(\$22,750.00)	Decrease
Expense	01	103	204	000	414	185	\$34,250.00	Increase
Expense	01	103	204	000	414	210	\$2,620.00	Increase
Expense	01	103	204	000	414	218	\$2,997.00	Increase
Expense	01	103	204	000	414	270	\$270.00	Increase
Title III								
Revenue	01	005	205	000	417	400	\$8,062.00	Increase
Expense	01	300	219	000	317	141	(\$22,336.00)	Decrease
Expense	01	103	205	000	417	141	\$22,336.00	Increase
Expense	01	103	205	000	417	430	(\$7,624.00)	Decrease
Expense	01	300	205	000	417	366	\$350.00	Increase
Perkins Funding								
Revenue	01	005	000	000	628	405	\$7,800.00	Increase
Expense	01	300	341	000	628	466	\$7,800.00	Increase

FY25 Amended Budget						
Voluntary Prekindergarten						
Fund 01				FY2025 Amended	FY2025 Original	Difference
Aid				\$218,967.00	\$0.00	\$218,967.00
Total Projected Revenue				\$218,967.00	\$0.00	\$218,967.00
Salaries and Benefits				\$79,356.00	\$0.00	\$79,356.00
Postage				\$0.00	\$0.00	\$0.00
Instructional Supplies				\$3,500.00	\$0.00	\$3,500.00
Entry Fees				\$0.00	\$0.00	\$0.00
Transportation				\$36,180.00	\$0.00	\$36,180.00
Total Projected Expenditures				\$119,036.00	\$0.00	\$119,036.00
Projected Revenue Over Expenditures				\$99,931.00	\$0.00	\$99,931.00
06.30.2024 Positive Fund Balance				\$0.00		
FY25 Projected Revenue over Expenses				\$99,931.00		
Projected 06.30.2025 Positive Fund Balance				\$99,931.00		
VPK funding covers the 4 and 5 year old preschool classes. Per the Minnesota Department of Education the revenue and expenditures pertaining to VPK have to be recorded in Fund 01. I have set the revenue and expenditures up so they close to an assigned fund balance.						
Prior to this time, the 4 and 5 year old classes and the 3 and 4 year old classes were all included under the Learning Readiness umbrella.						

FY25 Amended Budget						
Early Childhood Family Education						
				FY2025 Amended	FY2025 Original	Difference
Levy				\$45,169.00	\$45,169.00	\$0.00
Aid				\$9,614.00	\$9,614.00	\$0.00
Tuition				\$0.00	\$0.00	\$0.00
Other				\$0.00	\$0.00	\$0.00
Total Projected Revenue				\$54,783.00	\$54,783.00	\$0.00
Salaries and Benefits				\$30,198.00	\$25,995.00	\$4,203.00
Postage				\$800.00	\$800.00	\$0.00
Instructional Supplies				\$8,000.00	\$21,000.00	(\$13,000.00)
Entry Fees				\$750.00	\$750.00	\$0.00
Transportation				\$600.00	\$600.00	\$0.00
Total Projected Expenditures				\$40,348.00	\$49,145.00	(\$8,797.00)
Projected Revenue Over Expenditures				\$14,435.00	\$5,638.00	\$8,797.00
06.30.2024 Positive Fund Balance				\$310,530.00		
FY25 Projected Revenue over Expenses				\$14,435.00		
Projected 06.30.2025 Positive Fund Balance				\$324,965.00		

FY 25 Amended Budget						
Learning Readiness 3 and 4year Olds						
				FY2025 Amended	FY2025 Original	Difference
State Aid				\$47,863.00	\$47,863.00	\$0.00
Pathway II Scholarships				\$34,364.00	\$34,364.00	\$0.00
Tuition				\$0.00	\$62,611.00	\$0.00
Total Projected Revenue				\$82,227.00	\$144,838.00	(\$62,611.00)
Salaries and Benefits				\$54,974.00	\$145,626.00	(\$90,652.00)
Instructional Supplies				\$12,500.00	\$0.00	\$12,500.00
Postage				\$250.00	\$250.00	\$0.00
Travel				\$0.00	\$0.00	\$0.00
General Supplies				\$100.00	\$0.00	\$100.00
Entry Fees Student Travel				\$0.00	\$0.00	\$0.00
Instructional Software License				\$0.00	\$0.00	\$0.00
Transportation				\$17,820.00	\$75,000.00	(\$57,180.00)
Total Projected Expenditures				\$85,644.00	\$220,876.00	(\$135,232.00)
Projected Expenditures over Revenue				\$3,417.00	\$129,576.57	(\$126,159.57)
06.30.2024 Negative Fund Balance				(\$461.00)		
FY25 Projected Expenditures over Revenue				(\$3,417.00)		
06.30.2025 Projected Positive Fund Balance				(\$3,878.00)		



PIPESTONE AREA SCHOOLS

District No. 2689

Dr. Klint W. Willert, Superintendent
Sonja Ortman, MS/HS Principal
Jennifer Moravetz, Elementary Principal
Len Burzynski, Maintenance Director
Lisa Pease, Coordinator of Curriculum, Teaching & Learning, and Continuous Improvement

Jacque Kennedy, Business Manager
Rick Zollner, Activities Director
Josh Stukel, Technology Director
Kim Tuin, Food Service Director

School Board Report – February 2025

We can reflect on the winter thus far and sum it up in one word – cold! However, we will see what March will bring.

Here are few items of note for the board this month. As always, if you have questions, please let me know.

1. Quiver Quips – I continue to do a monthly internal staff communication titled “Quiver Quips”. I have used this as an additional communications tool to provide staff with information updates on a variety of items including our grant, the work of the board, some general reflections, as well as information on educational innovations and change. I have received positive feedback on the tool as we continue to work on improved communications throughout the district.
2. Special Board Workshop – On February 27, 2025 we will hold a workshop meeting on special education information and programming. The special board meeting will include a presentation by representatives from the Service Cooperative and allow time for some questions and answers. I have asked the building principals to be present to help respond to questions. We cannot discuss any specific cases and/or situations to ensure we protect student privacy. However, we can discuss things such as what an individualized education plan is, the process in special education identification, and programming supports for special needs learners. I will also briefly touch on 504 and 504 programming.
3. Budget Preparation – The district continues to hear rather dismal news regarding the state of the budget at the state level. The district administrative team is starting some work to consider certain positions in the district and determine the possibility of budget reduction recommendations at a future board meeting.
4. Educational Support Professionals (ESP) Negotiations – We are still in the process of negotiating with the Educational Support Professionals in the district. The board received a request for a meeting with the group. Unfortunately, the ESP group was unable to meet in February, thus extending the process even further. The next negotiations meeting is set for Monday, March 17, 2025. The last best offer provided by the board includes the following:
 - Request by Association to update language on membership and Dues Deduction
 - Changes to distribution of longevity pay for district commitment
 - Additional compensation for custodians who obtain boilers license
 - Additional compensation for custodians checking the boiler - \$25 per day, \$50 over weekend and \$75 per holiday weekend
 - Increase 403B retirement account match by \$100 per year for each earning level
 - Acknowledgement employees may take a few unpaid days of leave
 - Add Juneteenth as a paid holiday (from 12 paid holidays to 13 paid holidays)
 - Free activity tickets for ESP employees
 - Earned Safe and Sick Time implemented in excess of state requirements by transferring previous sick leave to ESST time.
 - Bonus compensation for custodial staff who may obtain boiler license.

“Inspire life-long learners. Build Character. Prepare them for their future.”

Current compensation offer:

\$1.00 per hour increase year 1 compared to ESP wanting \$0.75 per hour

\$0.75 per hour increase in year 2 compared to ESP wanting \$0.75 per hour

Maintain longevity compensation as determined from previous contractual negotiations.

Additional final offer includes the new language as outlined (however, the ESP negotiators would accept a lower hourly rate increase of \$0.75 per hour rather than \$1.00 per hour increase to remove the proposed language):

NEW LANGUAGE PROPOSED BY THE BOARD ~ This language is similar to language in the teacher master agreement and would allow the district to hire and compensate new employees for previous experience in a similar roles and duties.

Initial Placement on Schedule: ESP staff with previous experience in the Pipestone Area School District shall, upon returning to the District within twenty-four months, receive full credit their rate of compensation for their previous experience. Accumulated sick leave will not be granted to the staff member. ESP staff who retire but are subsequently rehired shall have their rate of compensation determined by the District and no accumulated sick leave shall be given. The Exclusive Representative recognizes that credit may be given for new hires for work experience relevant to the assignment, as negotiated between the School District and the applicant (not to exceed an amount 10% less the rate of compensation of existing employees with similar years of experience).

5. Calendar – The calendar committee has met one time and will meet again to finalize the calendars. We are reviewing and revising the previously presented 2025-26 calendar and creating the 2026-27 calendar. I am hoping to present these for board action at the March board meeting.
6. Training – Tyler and I attended the MSBA negotiations workshop in Marshall at the Service Cooperative. I found the training to be very good and insightful. The MSBA representatives provided valuable information about the process, considerations, and future considerations districts will need to address in light of recent legislation.
7. Building HVAC Challenges at MS/HS – Len and his team have been working through a few building challenges. We have placed some temporary heaters in vestibules due to concerns about the very cold temperatures. We have also continued to work with Trane on ensuring the fan units and the other parts of our system. It is my hope that we can have a thorough review of the HVAC system this summer and put together an action plan on how we can ensure the system is functioning as it should.
8. Repeater – We are in conversation with several other agencies about adding a radio repeater to the district facilities. This would give us the opportunity to enhance communications within the building, particularly during times of emergency. This may require a shared financial commitment from the district. At this time, we are still in discussion and discovery on this communication solution.
9. Workplace Culture Survey – We are in the process of completing a culture survey with staff. The survey is a quick, 10 question survey, to gather some input on areas that influence our workplace culture. I will provide a summary of the survey for the staff and publish it in the Quiver Quips and will share a summary of the survey with the board at the March meeting.
10. Profile of a Graduate Meeting – We are locked in on March 19 and March 20 to initiate our Profile of a Graduate work. It is my hope that the profile will become our new district strategic plan. I have asked our facilitators from KnowledgeWorks to incorporate the requirements of the Comprehensive Achievement and Civic Readiness of Minnesota into the work. As a frame of reference for the board, here is a link to the requirements of Minnesota’s Comprehensive Achievement and Civic Readiness - [World's Best Workforce/Comprehensive Achievement and Civic Readiness](#).

That is all I have at this time. Remember, we are one day closer to spring!

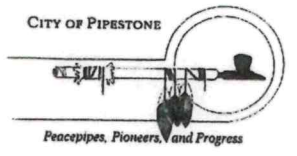
Enrollment		ECSE	K	1	2	3	4	5	6	7	8	9	10	11	12	Colony	Total	School Readiness
	2011-2012	38	98	91	83	88	72	93	69	76	83	99	85	78	79	22	1154	35
	2012-2013	44	95	95	86	85	82	74	94	69	73	97	87	77	69	24	1151	35
	2013-2014	37	90	86	93	84	90	81	78	98	63	86	85	80	75	22	1148	34
	2014-2015	32	88	87	85	93	79	89	85	72	104	68	73	80	78	24	1137	48
	2015-2016	30	89	88	86	86	99	83	95	86	68	109	62	80	73	19	1153	43
	2016-2017	31	96	79	86	79	83	99	82	93	77	78	106	57	72	19	1137	66
	2017-2018	33	94	92	73	83	79	84	104	86	82	88	71	99	52	17	1137	92
	2018-2019	36	102	74	86	74	79	82	82	103	81	88	85	71	97	18	1158	94
	2019-2020	28	109	90	71	83	70	82	81	82	103	87	85	79	65	15	1130	79
	2020-2021	31	84	80	78	70	83	77	76	80	76	110	78	75	79	14	1091	68
	2021-2022	25	107	81	84	78	70	91	72	76	81	84	104	75	72	12	1112	82
	2022-2023	20	103	79	79	82	77	71	85	74	75	83	84	100	68	12	1092	81
	2023-2024	26	103	71	80	85	83	78	75	89	74	82	86	76	92	11	1111	104
	2024-2025	30	97	86	72	81	83	85	78	74	88	74	79	83	72	12	1094	100
February																		
	2005-2006	29	67	74	74	85	86	83	99	91	103	101	84	105	88	28	1224	33
	2006-2007	38	91	63	76	78	88	81	79	96	95	108	84	89	106	25	1197	32
	2007-2008	36	86	94	60	76	80	89	87	87	95	101	98	88	79	26	1182	33
	2008-2009	42	93	73	95	67	75	83	88	86	80	97	96	95	81	26	1177	34
	2009-2010	38	100	86	71	92	63	77	84	88	76	92	81	96	91	24	1159	37
	2010-2011	40	105	83	85	70	91	71	75	84	88	88	75	79	90	22	1146	36
	2011-2012	41	98	89	81	89	72	93	71	76	83	100	86	78	76	22	1155	36
	2012-2013	45	95	95	86	86	82	75	95	69	73	96	87	76	67	24	1151	35
	2013-2014	37	89	87	91	83	88	80	77	98	63	85	86	73	78	22	1137	34
	2014-2015	32	88	88	85	93	79	89	84	71	103	68	75	77	78	24	1134	48
	2015-2016	30	91	89	86	86	100	83	96	86	68	110	63	80	75	19	1162	43
	2016-2017	32	96	79	85	80	82	97	81	91	79	77	109	53	70	19	1130	66
	2017-2018	33	95	91	73	85	80	86	103	87	82	90	72	97	53	17	1144	93
	2018-2019	37	102	74	86	74	79	81	82	103	80	92	82	68	98	18	1156	94
	2020-2021	30	108	88	71	84	70	82	81	81	103	85	84	79	65	15	1126	79
	2021-2022	30	105	81	82	77	70	88	70	76	79	81	104	76	72	12	1103	87
	2022-2023	22	104	80	79	83	77	71	85	75	75	86	85	99	67	12	1100	81
	2023-2024	27	102	71	79	83	82	77	75	89	73	83	88	79	102	11	1121	105
	2024-2025	33	98	87	72	82	83	85	76	74	87	75	79	83	80	12	1106	99

Enrollment		ECSE	K	1	2	3	4	5	6	7	8	9	10	11	12	Colony	Total	School Readiness
March																		
	2005-2006	29	69	74	74	85	87	83	101	92	105	101	85	104	88	28	1220	33
	2006-2007	41	92	63	77	78	87	81	79	96	94	109	84	86	106	25	1198	32
	2007-2008	36	84	94	60	77	81	90	88	87	95	100	96	89	79	26	1182	33
	2008-2009	44	92	74	95	66	76	83	88	85	80	98	95	96	80	26	1178	35
	2009-2010	43	99	86	70	92	62	77	84	86	76	89	81	97	92	24	1158	35
	2010-2011	41	106	83	85	69	91	71	75	83	88	90	75	79	90	22	1148	34
	2011-2012	42	100	88	83	89	73	93	71	77	84	99	86	79	76	22	1162	34
	2012-2013	45	95	96	85	86	82	75	95	69	72	96	86	76	66	24	1148	35
	2013-2014	37	91	87	91	83	88	80	76	98	64	85	86	75	78	22	1141	34
	2014-2015	33	88	86	86	94	79	90	84	71	103	67	75	78	77	24	1135	49
	2015-2016	28	90	89	84	86	101	83	95	84	68	108	60	80	75	18	1149	42
	2016-2017	34	96	79	86	82	82	97	81	91	79	77	111	53	72	19	1139	71
	2017-2018	33	95	91	72	85	79	86	102	84	82	90	72	97	52	17	1137	93
	2018-2019	38	102	74	86	74	79	81	82	103	79	92	80	68	98	18	1154	93
	2019-2020	31	102	88	71	84	70	82	81	81	103	85	85	79	67	15	1124	79
	2020-2021	34	87	78	79	71	84	73	77	81	79	108	76	74	77	14	1092	74
	2021-2022	29	104	81	82	77	70	88	69	75	79	80	104	73	73	12	1096	84
	2022-2023	26	100	80	79	83	77	71	85	74	74	86	84	100	67	12	1098	87
	2023-2024	35	102	73	77	85	82	78	74	89	74	83	87	79	104	11	1133	105
April																		
	2005-2006	30	69	73	74	84	88	83	101	93	105	101	85	104	88	28	1219	33
	2006-2007	38	92	63	78	79	89	83	80	96	93	108	84	86	107	25	1201	32
	2007-2008	35	85	94	60	78	81	90	87	86	95	101	96	87	79	26	1180	33
	2008-2009	46	92	75	93	65	75	83	87	82	80	99	94	96	80	24	1171	35
	2009-2010	47	99	86	70	92	61	77	82	86	75	88	81	96	92	24	1156	35
	2010-2011	41	105	83	85	69	91	71	76	84	87	91	75	80	90	24	1152	34
	2011-2012	43	100	90	83	90	74	91	70	77	84	98	85	77	76	22	1160	34
	2012-2013	50	95	96	85	85	81	74	95	69	72	96	86	76	65	24	1149	35
	2013-2014	41	91	86	90	83	88	81	75	99	64	85	86	73	75	22	1139	34
	2014-2015	34	87	84	87	95	79	89	84	73	101	67	76	78	77	24	1135	49
	2015-2016	30	89	88	83	85	99	81	94	84	68	108	60	79	75	18	1141	41
	2016-2017	36	96	77	87	80	82	98	81	90	79	76	112	53	72	19	1138	72
	2017-2018	36	95	90	74	86	79	86	102	82	81	92	71	98	53	17	1142	94

Enrollment		ECSE	K	1	2	3	4	5	6	7	8	9	10	11	12	Colony	Total	School Readiness
August	2016-2017	20	97	78	89	82	82	99	82	93	80	81	105	57	83	19	1147	45
	2017-2018	26	101	91	75	86	82	86	103	84	87	91	73	104	56	17	1162	
	2018-2019	30	105	76	90	71	85	79	86	103	81	85	95	69	96	18	1169	90
	2019-2020	22	109	87	74	86	73	80	83	80	105	83	89	78	73	15	1137	73
	2020-2021	25	86	79	79	69	84	73	78	81	79	108	86	80	83	14	1104	67
	2021-2022	23	101	78	81	82	71	86	73	77	79	79	112	74	72	12	1100	68
	2022-2023	21	107	81	80	86	75	68	86	72	74	82	83	103	76	12	1106	80
	2023-2024	24	99	73	80	83	83	81	73	91	73	78	84	83	95	12	1112	96
	2024-2025	28	96	82	72	80	85	82	79	75	92	76	81	84	77	12	1101	88
September	2004-2005	18	80	78	81	85	80	85	100	106	92	93	108	95	95	27	1243	
	2005-2006	16	69	70	71	84	86	80	95	94	105	103	90	112	90	28	1211	33
	2006-2007	19	96	61	77	77	85	83	81	100	93	111	86	91	106	25	1191	32
	2007-2008	37	82	92	59	74	78	93	82	84	97	103	101	88	84	23	1177	32
	2008-2009	28	91	77	93	71	77	85	89	85	82	95	99	94	85	24	1175	34
	2009-2010	29	104	84	75	93	65	81	89	87	79	89	91	96	92	24	1178	35
	2010-2011	35	108	86	85	71	93	70	79	84	90	91	75	81	90	22	1160	33
	2011-2012	33	98	94	82	88	72	90	70	77	83	98	86	79	80	22	1152	34
	2012-2013	36	96	93	87	81	83	76	94	69	75	97	90	80	71	24	1152	34
	2013-2014	41	89	88	96	87	91	80	78	97	64	79	91	77	74	22	1154	34
	2014-2015	31	89	87	85	94	82	92	84	73	108	71	75	77	78	24	1150	46
	2015-2016	28	88	85	85	87	100	82	93	87	68	112	64	79	73	19	1150	37
	2016-2017	24	100	79	90	79	84	100	82	93	79	80	105	57	76	19	1147	42 (plus 16 in ECSE)
	2017-2018	28	96	92	73	85	80	86	103	84	88	91	72	101	56	17	1152	90
	2018-2019	35	102	74	86	72	82	79	82	98	79	88	86	73	97	18	1151	95
	2019-2020	25	105	88	73	83	68	83	80	78	107	87	86	79	67	15	1124	78
	2020-2021	25	83	77	78	69	84	75	78	80	76	108	81	77	83	14	1088	63
	2021-2022	24	105	78	80	82	71	89	73	76	80	78	108	72	75	12	1103	75
	2022-2023	20	110	79	79	86	75	70	87	75	77	80	87	103	74	12	1114	85
	2023-2024	26	102	72	77	82	83	78	74	91	72	79	83	73	89	12	1093	101
	2024-2025	27	96	86	73	82	85	85	80	75	91	76	79	83	72	12	1102	98

Enrollment		ECSE	K	1	2	3	4	5	6	7	8	9	10	11	12	Colony	Total	School Readiness
October																		
(MARSS)	2005-2006	17	69	70	73	84	86	80	95	93	103	103	91	113	90	28	1217	33
	2006-2007	21	95	63	77	77	87	81	82	100	94	111	86	90	104	25	1193	32
	2007-2008	30	85	91	59	74	79	94	84	85	96	102	100	88	85	23	1175	32
	2008-2009	32	92	75	93	69	78	84	90	83	81	95	100	95	82	24	1173	34
	2009-2010	32	104	84	73	93	64	79	86	87	78	89	89	94	91	24	1167	35
	2010-2011	33	107	85	85	71	89	69	79	83	89	89	74	78	89	22	1142	34
	2011-2012	33	98	93	81	87	72	91	69	77	83	99	87	78	79	22	1149	35
	2012-2013	38	95	93	87	81	82	75	93	69	74	97	89	79	72	24	1148	34
	2013-2014	37	89	88	94	87	88	81	79	98	65	86	88	81	73	22	1156	34
	2014-2015	31	89	87	86	94	82	91	85	73	106	72	73	77	78	24	1148	47
	2015-2016	29	88	85	85	85	100	81	91	87	68	111	62	80	72	20	1144	39
	2016-2017	26	99	80	88	79	84	100	81	92	78	80	104	56	75	19	1141	46 (\$ped included)
	2017-2018	28	95	92	73	85	80	85	102	86	84	91	72	101	54	17	1145	93
	2018-2019	33	100	74	86	72	80	79	81	97	77	88	84	72	95	18	1136	93
	2019-2020	25	104	89	73	83	68	83	78	78	104	85	84	79	65	15	1113	78
	2020-2021	27	83	79	77	71	84	76	79	80	75	107	81	76	80	14	1089	66
	2021-2022	24	106	78	81	82	70	90	74	76	81	79	107	72	73	12	1105	78
	2022-2023	20	113	79	80	86	75	70	86	73	74	80	88	100	72	12	1108	
	2023-2024	26	103	72	78	81	84	77	73	90	72	80	84	74	88	11	1093	99
	2024-2025	28	96	86	73	83	84	85	79	74	92	74	77	81	71	12	1095	100
November																		
	2005-2006	17	68	72	75	84	87	81	97	93	103	99	86	109	90	28	1211	33
	2006-2007	32	93	64	76	76	88	82	81	99	93	109	83	90	102	25	1193	32
	2007-2008	32	88	92	60	75	79	94	85	85	96	100	99	87	83	26	1181	33
	2008-2009	36	91	76	94	68	78	84	90	84	80	94	101	95	81	24	1176	34
	2009-2010	34	105	86	73	94	65	78	85	88	77	89	86	95	92	24	1171	35
	2010-2011	32	108	86	86	71	90	69	78	83	89	87	75	78	91	22	1145	34
	2011-2012	33	98	92	82	88	72	91	67	77	82	98	85	78	79	22	1144	35
	2012-2013	45	94	94	86	82	82	73	95	69	74	97	87	78	71	24	1151	34
	2013-2014	36	90	87	94	87	88	80	78	98	66	86	88	82	73	22	1155	34
	2014-2015	30	88	88	86	92	80	90	86	73	106	71	74	78	78	24	1144	47
	2015-2016	26	90	86	85	86	100	82	92	86	67	111	62	79	73	20	1145	43
	2016-2017	30	96	80	89	79	82	98	81	92	78	79	103	54	73	19	1133	44 (\$ped Inc)
	2017-2018	29	97	93	73	85	80	86	102	86	84	90	71	101	54	17	1148	95

Enrollment		ECSE	K	1	2	3	4	5	6	7	8	9	10	11	12	Colony	Total	School Readiness
	2018-2019	34	101	74	87	73	80	80	80	100	78	87	84	71	97	18	1144	90
	2019-2020	26	106	92	73	84	69	84	82	81	103	87	86	79	65	15	1132	78
	2020-2021	28	82	81	79	71	84	77	77	80	77	108	81	76	82	14	1097	66
	2021-2022	24	109	80	84	79	70	90	74	76	82	80	106	71	72	12	1109	79
	2022-2023	19	107	80	79	83	78	70	85	73	75	82	84	100	71	12	1098	84
	2023-2024	26	102	72	79	83	81	78	75	89	72	81	83	73	86	11	1091	101
	2024-2025	30	96	86	73	83	84	85	78	73	88	75	77	84	71	12	1095	101
December																		
	2005-2006	27	68	72	76	84	87	82	98	92	103	98	86	110	90	28	1223	33
	2006-2007	31	92	65	76	76	88	82	80	97	93	109	84	89	102	25	1189	32
	2007-2008	31	88	93	60	75	79	92	85	84	95	100	99	87	83	26	1177	33
	2008-2009	38	92	74	95	70	78	84	89	86	79	94	100	95	81	24	1179	34
	2009-2010	35	106	86	74	93	64	76	85	87	76	88	86	94	91	24	1165	35
	2010-2011	33	107	86	86	70	90	69	78	83	89	86	75	78	89	22	1141	35
	2011-2012	35	97	92	83	88	71	91	69	77	82	98	85	78	79	22	1147	35
	2012-2013	45	96	96	87	86	83	72	94	69	75	98	87	78	70	24	1160	35
	2013-2014	36	90	87	92	86	87	82	78	99	65	87	84	77	73	22	1145	34
	2014-2015	30	89	88	85	92	79	90	86	71	104	69	73	79	77	25	1137	47
	2015-2016	28	90	86	86	86	100	82	92	86	67	111	61	80	73	19	1147	43
	2016-2017	31	96	80	88	80	83	99	82	93	78	78	103	57	73	19	1140	45
	2017-2018	30	95	92	73	84	79	86	103	86	84	88	71	101	54	17	1143	95
	2018-2019	36	103	74	86	73	79	81	82	101	80	88	85	71	99	18	1156	92
	2019-2020	28	107	91	73	84	69	83	81	81	102	87	86	79	65	15	1131	81
	2020-2021	30	82	80	79	71	82	77	75	80	77	110	81	75	82	14	1095	66
	2021-2022	24	107	79	84	78	70	91	72	76	82	81	104	72	72	12	1104	80
	2022-2023	20	105	81	79	83	78	70	85	73	75	82	83	100	68	12	1094	82
	2023-2024	25	102	71	78	84	82	77	75	89	73	81	83	76	88	11	1095	104
	2024-2025	30	97	86	73	82	83	85	78	74	88	75	78	84	71	12	1096	100
January																		
	2005-2006	28	69	73	76	85	87	83	98	91	103	100	86	106	89	28	1225	33
	2006-2007	32	91	65	75	77	89	82	81	97	95	108	84	88	103	25	1192	32
	2007-2008	35	86	94	60	76	79	90	87	85	95	101	99	87	83	26	1183	33
	2008-2009	38	92	74	96	70	76	84	91	87	79	95	98	93	81	24	1178	34
	2009-2010	35	105	86	72	93	63	77	84	87	77	89	84	94	91	24	1161	36
	2010-2011	40	106	86	85	70	90	70	77	84	88	88	75	79	90	22	1150	36



Legend

- Street Names - Medium
- City Limits
- Parcels (10-25-2019)
- Protected Waters
- Protected Waters - Watercoul**
- Pipe_cty20.sid**
- Red: Band_1
- Green: Band_2
- Blue: Band_3

Soccer Field



Disclaimer:

This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data located in various city, county, and state offices, and other sources affecting the area shown, and is to be used for reference purposes only. The City of Pipestone is not responsible for any inaccuracies herein contained.

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Newsletter

January 2025

New Model Policy 524.5: Personal Electronic Communication Devices

School Cell Phone Policy Law

During the 2024 session, the Minnesota legislature enacted Minnesota Statutes 121A.73 (School Cell Phone Policy), which states:

A school district or charter school must adopt a policy on students' possession and use of cell phones in school by March 15, 2025. The Minnesota Elementary School Principals' Association and the Minnesota Association of Secondary School Principals must collaborate to make best practices available to schools on a range of different strategies in order to minimize the impact of cell phones on student behavior, mental health, and academic attainment.

Model Policy 524 Update (June 2024)

In June 2024, MSBA revised Model Policy 524 to include the following:

CELL PHONE USE

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

[NOTE: In 2024, the Minnesota legislature enacted a law requiring that school districts adopt a policy on students' possession and use of cell phones in school by March 15, 2025. This law does not state that school districts must incorporate specific language or provisions in the school district policy.]

MSBA recognizes the common practice of setting forth cell phone rules in a student handbook or similar document. This Article directs school administration to establish cell phone rules, which the school board may require be presented to the board for approval. This approach enables administrators to craft flexible and specific rules that are specific to grade levels and buildings. The school board may choose to set forth general principles regarding cell phone use in this Article.

Under the new law, the Minnesota Elementary School Principals Association and the Minnesota Association of Secondary School Principals will collaborate to make best practices available to schools on a range of different strategies to achieve the goals stated above.]

A similar revision was made for Policy 524 Charter.

New MSBA Model Policy on Personal Electronic Communication Devices

To support schools that prefer to have a separate policy—and to provide provisions that schools may choose to add to their existing rules—MSBA developed new Model Policy 524.5 (*Personal Electronic Communication Devices*). This new policy is posted on the MSBA website.

Schools choosing to adopt this model policy, in whole or in part, should follow the new policy adoption process set forth in MSBA Model Policy 208 (*Development, Adoption, and Implementation of Policies*). A board may determine the steps it will follow under Article IV of this policy.

Schools that adopt Model Policy 524.5 should revise Model Policy 524 (*Internet, Technology, and Cell Phone Acceptable Use and Safety Policy*) to remove references to cell phones. MSBA has posted a redline version of Model Policy 524 for schools that adopt Model Policy 524.5.

At a future date, MSBA may revise Model Policy 524 to remove references to cell phones. At this time, however, Model Policy 524 will remain unchanged as some schools may prefer to have a single policy.

Notes on Model Policy 524.5

Introduction

NOTE: Minnesota law requires school districts to have a cell phone policy starting on March 15, 2025.

Article III.E: Definition of “Personal Electronic Communication Device”

NOTE: Schools may choose to use a different term than “personal electronic communication device.” Similarly, schools may choose to include a sentence stating that, for purposes of this policy, “personal device” is synonymous with “personal electronic communication device.”

Article IV.A: Personal Electronic Communication Device Use

NOTE: Schools may choose to create rules for all students regardless of age by adopting and amending Subparagraph 1. Schools may choose to have some rules for all students (Subparagraph 1) and some rules that are grade/school specific (Subparagraphs 2-4). MSBA includes provisions in 2-4 that some schools have utilized. Schools that have adopted policies with specific rules for middle school/junior high school have typically blended the rules for elementary and high schools.

Current and recent Policy Services Newsletters can be found on the MSBA website under Services—Policy Services,

If you have questions about Policy Services, how to navigate the online Policy Reference Manual, or the content of the model policies, please contact Terry Morrow at (507) 934-8126 or (800) 324-4459 or by email at tmorrow@mnmsba.org

Jaymyson Sillman (jsillman@mnmsba.org) can assist if technological issues arise related to accessing the model policies or the revisions.

Adopted: _____
Revised: _____

MSBA/MASA Model Policy 524.5
Orig. 2025

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. Students are prohibited from using personal electronic communication devices

2. Elementary Schools (K-5)
 - a. Students are prohibited from using personal electronic communication devices on school premises from bell-to-bell, which includes but is not limited to instructional time, lunch periods, recess, school-sponsored programs, events or activities, or any other time during the designated school day.
 - b. All personal electronic communication devices shall be kept in designated areas and turned off.
3. Middle Schools/Junior High Schools
4. High Schools (9-12)
 - a. Students are prohibited from using personal electronic communication devices during instructional time, which includes the entire period of a scheduled class and other times when students are directed to report to and participate in any instructional activity.
 - b. Students may wear smart or electronic watches but may not use any communication applications or features that are prohibited from use on other personal electronic communication devices and all notifications must be turned off.
 - c. All personal electronic communication devices shall be kept in designated areas and turned off during instructional time. Personal electronic communication devices may be used during passing times and lunch periods; however, such use is discouraged.

B. Off-Campus School-Sponsored Activities

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

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

A. Limitations on Use of Personal Electronic Communication Devices

1. Personal electronic communication devices may not be used in any manner that causes or results in disruption of the educational environment or school-

sponsored extracurricular activities or events or impairs or interferes with school district operations.

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

B. Storage of Personal Electronic Communication Devices

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

V. 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.

VI. 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).

VII. 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)
Away for the Day (www.awayfortheday.org)
MASSP/MESPA, *The Cell Phone Toolkit* (July 2024)

524 INTERNET, TECHNOLOGY, AND CELL PHONE ACCEPTABLE USE AND SAFETY POLICY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to 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 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 which 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 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. While not an exhaustive list, 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.

[NOTE: School districts should consider the impact of this paragraph on present practices and procedures, including, but not limited to, practices pertaining to employee communications, school or classroom websites, and student/employee use of social networking websites. Depending upon school district policies and practices, school districts may wish to add one or more of the following clarifying paragraphs.]

- 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, prior to 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, including, but not limited to, social networks such as "Facebook," "Twitter," "Instagram," "Snapchat," "TikTok," "Reddit," and similar websites or applications.

7. 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.
 8. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy. This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.
- B. The school district has a special interest in regulating off-campus speech that materially disrupts classwork or involves substantial disorder or invasion of the rights of others. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations may include, but are not limited to, serious or severe bullying or harassment targeting particular individuals, threats aimed at teachers or other students, failure to follow rules concerning lessons, the writing of papers, the use of computers, or participation in other online school activities, and breaches of school security devices. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.
- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

VI. FILTER

[NOTE: Pursuant to state law, school districts are required to restrict access to inappropriate materials on school computers with Internet access. School districts seeking technology revenue pursuant to Minnesota Statutes, section 125B.26 or certain federal funding, such as e-rate discounts, for purposes of Internet access and connection services and/or receive funds to purchase Internet accessible computers are subject to the federal Children's Internet Protection Act, effective in 2001. Those districts are required to comply

with additional standards in restricting possible access to inappropriate materials. Therefore, school districts should select one of the following alternative sections depending upon whether the school district is seeking such funding and the type of funding sought.]

[NOTE: School districts that receive certain federal funding, such as e-rate discounts, for purposes of Internet access and connection services and/or receive funds to purchase Internet accessible computers are subject to the federal Children’s Internet Protection Act, effective in 2001. This law requires school districts to adopt an Internet safety policy that contains the provisions set forth below. Also, the Act requires such school districts to provide reasonable notice and hold at least one public hearing or meeting to address the proposed Internet safety policy prior to its implementation. School districts that do not seek such federal financial assistance need not adopt the alternative language set forth below nor meet the requirements with respect to a public meeting to review the policy. The following alternative language for school districts that seek such federal financial assistance satisfies both state and federal law requirements.]

- 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 minors 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.

[NOTE: Although school districts are not required to adopt the more restrictive provisions contained in either Alternative No. 2 or No. 3 if they do not seek state or federal funding, they may choose to adopt the more restrictive provisions as a matter of school policy.]

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

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 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 may have the right at any time to investigate or review the contents of their child's files and e-mail files in accordance with the school district's Protection and Privacy of Pupil Records Policy. Parents have the right to request the termination of their child's individual 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 Minnesota Statutes chapter 13 (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, and the parent or guardian. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office.

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

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 nondeliveries 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 stored on school district diskettes, hard drives, or servers.
 - b. Information retrieved through school district computers, networks, or online resources.
 - c. Personal property used to access school district computers, networks, or online resources.
 - d. Unauthorized financial obligations resulting from 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 Public and Private Personnel Data Policy, and Protection and Privacy of Pupil Records Policy.
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 of 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 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 and the parent or guardian.
 5. A statement that the school district's acceptable use policy is available for parental review.

XIII. NOTIFICATION REGARDING TECHNOLOGY PROVIDERS

- A. "Technology provider" means a person who:

1. contracts with the school district, as part of a one-to-one program or otherwise, to provide a school-issued device for student use; and
 2. creates, receives, or maintains educational data pursuant or incidental to a contract with the school district.
- B. “Parent” means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.
- C. Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student’s educational data. The notice must:
1. identify each curriculum, testing, or assessment technology provider with access to educational data;
 2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
 3. include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student’s educational data.
- D. The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.
- E. A contract between a technology provider and the school district must include requirements to ensure appropriate security safeguards for educational data. The contract must require that:
1. the technology provider’s employees or contractors have access to educational data only if authorized; and
 2. the technology provider’s employees or contractors may be authorized to access educational data only if access is necessary to fulfill the official duties of the employee or contractor.
- F. All educational data created, received, maintained, or disseminated by a technology provider pursuant or incidental to a contract with a public educational agency or institution are not the technology provider’s property.

XIV. SCHOOL-ISSUED DEVICES

- A. “School-issued device” means hardware or software that the school district, acting independently or with a technology provider, provides to an individual student for that student’s dedicated personal use. A school-issued device includes a device issued through a one-to-one program.

- B. Except as provided in paragraph C, the school district or a technology provider must not electronically access or monitor:
1. any location-tracking feature of a school-issued device;
 2. any audio or visual receiving, transmitting, or recording feature of a school-issued device; or
 3. student interactions with a school-issued device, including but not limited to keystrokes and web-browsing activity.
- C. The school district or a technology provider may only engage in activities prohibited by paragraph B if:
1. the activity is limited to a noncommercial educational purpose for instruction, technical support, or exam-proctoring by school district employees, student teachers, staff contracted by the school district, a vendor, or the Minnesota Department of Education, and notice is provided in advance;
 2. the activity is permitted under a judicial warrant;
 3. the school district is notified or becomes aware that the device is missing or stolen;
 4. the activity is necessary to respond to an imminent threat to life or safety and the access is limited to that purpose;
 5. the activity is necessary to comply with federal or state law, including but not limited to Minnesota Statutes section 121A.031; or
 6. the activity is necessary to participate in federal or state funding programs, including but not limited to the E-Rate program.
- D. If the school district or a technology provider interacts with a school-issued device as provided in paragraph C, clause 4, it must, within 72 hours of the access, notify the student to whom the school-issued device was issued or that student's parent and provide a written description of the interaction, including which features of the device were accessed and a description of the threat. This notice is not required at any time when the notice itself would pose an imminent threat to life or safety, but must instead be given within 72 hours after that imminent threat has ceased.

XV. CELL PHONE USE

In this section, "cell phone" refers to a smart phone, smart watch, and/or wireless earbuds/headphones, and other personal connected technology devices.

The school board recognizes the challenges created with personal cell phones, smart watches, and wireless ear buds/headphones during the academic portion of the school

day. These devices can be distracting and can contribute to cyber bullying as well as disruption to academic time in the school day.

During the academic portions of the school day cell phones, smart watches, wireless ear buds/headphones, and other personal connected technology devices shall be stored in a secure location. Exceptions include a device prescribed by an IEP or 504, or medically directed by a physician.

As directed by administration, students will either store their “cell phones” in an administratively designated secure location in the classroom upon entering, or keep “cell phones” in their lockers.

“Cell phones” are not to be accessed during the academic portions of the school day. These rules are designed to enhance the educational experience in the classroom and to minimize distraction and the impact of cell phone and personal device use on student behavior, mental health, and academic achievement.

Cell phone policy for high school:

1. Cell phones will be allowed before school, during lunch, and after school. Students are not allowed to use these devices during the time that class is in session. It is the expectation of the school that students place their cell phones on silent in a designated location within the classroom that has been determined by the classroom teacher. High school students should not have phones out when the bell rings to start class and until after the bell rings to release students to their next class.
2. If a teacher determines that a student has violated this policy, the teacher will collect the device and bring it to the office. The use of such devices in school is a privilege and not a guaranteed student right. The school will not be held accountable for the security of electronic equipment brought to school.

Cell phone policy for middle school:

1. Electronic devices are permitted before and after school. During the day they are to be turned off and in the student’s locker. Consequences may include loss of device for the school day, detention, or parental notification and collections.
2. If a teacher determines that a student has violated this policy, the teacher will collect the device and bring it to the office. The use of such devices in school is a privilege and not a guaranteed student right. The school will not be held accountable for the security of electronic equipment brought to school.

Middle School/High School Consequences for Violating Cell Phone Policy:

- 1st offense: verbal warning/documentated/confiscation of phone until the end of the day (in the office)
- 2nd offense: Automatic 30-minute detention/confiscation of phone until the end of the day (parent contact)
- 3rd offense: Automatic 60-minute detention/confiscation of phone until the end of the day (parent contact)

- 4th offense: Automatic 90-minute detention. Cell phone plan created with parent/guardian and school administration. Phone will be held by administration during days or not allowed on site.

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

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

XVII. IMPLEMENTATION; POLICY REVIEW

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

Legal References: 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)
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 (FCC 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 (1969)
United States v. Amer. Library Assoc., 539 U.S. 1942003)
Sagehorn v. Indep. Sch. Dist. No. 728, 122 F.Supp.2d 842 (D. Minn. 2015)
R.S. v. Minnewaska Area Sch. Dist. No. 2149, 894 F.Supp.2d 1128 (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 (Title IX Sex Nondiscrimination Grievance Procedures and Process)
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)

Adopted: 7/25/2011

Revised: 9/24/2014, 7/22/2019, 7/27/2020, 9/27/2021, 8/22/2022

Revised: 7/22/2024



Dr. Klint W. Willert, Superintendent
Sonja Ortman, MS/HS Principal
Jennifer Moravetz, Elementary Principal
Len Burzynski, Maintenance Director
Lisa Pease, Coordinator of Curriculum, Teaching & Learning, and Continuous Improvement

Jacque Kennedy, Business Manager
Rick Zollner, Activities Director
Josh Stukel, Technology Director
Kim Tuin, Food Service Director

Elementary Board Report

Jennifer Moravetz, Elementary Principal

Monday, February 24, 2025

- February is *I Love to Read Month* and we celebrated with a variety of fun and engaging reading activities. Here's what we did to make the month special:
 - Opening ceremony: Monday, February 3rd
 - Closing ceremony: Wednesday, March 5th
 - Dress up days which included bringing in a stuffed reading buddy
 - BINGO Reading Cards
 - Full day of reading activities
 - Buddy reading: Read with another grade level
 - Author's visit: Douglas Wood
- From February 5th to 7th, I had the opportunity to attend the MESPA Institute (Minnesota Elementary Schools Principals' Association) in the Cities. The event was a valuable experience with great keynote sessions, useful breakout sessions, and networking opportunities with fellow elementary principals.
- On Thursday, February 13th, we hosted Student-Led Conferences from 11am to 7pm. These conferences provided a valuable opportunity for students to take ownership of their learning by showcasing their progress, achievements, learning, and goals to their families. I received a lot of positive feedback from families regarding student-led conferences.

"Inspire life-long learners. Build Character. Prepare them for their future."



PIPESTONE AREA SCHOOLS District No. 2689

Dr. Klint W. Willert, Superintendent
 Sonja Ortman, MS/HS Principal
 Jennifer Moravetz, Elementary Principal
 Len Burzynski, Maintenance Director
 Lisa Pease, Coordinator of Curriculum, Teaching & Learning, and Continuous Improvement

Jacque Kennedy, Business Manager
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 Josh Stukel, Technology Director
 Kim Tuin, Food Service Director

- Our preschool classes will host a special "Someone I Love Day" on Friday, February 21st. This heartwarming event is designed to celebrate the meaningful relationships in our students' lives. This special day will give our preschool students the opportunity to invite a loved one—whether a parent, grandparent, or another special person—to join them for fun and activities.
- On Friday, February 28th, we will hold our TERRIFIC Kid Program, recognizing our second grade students who exemplify positive character traits.

Current Enrollment

Preschool 3/4 year old	34	Preschool 4/5 year old	60	JK	11
Kindergarten	87	1st Grade	87	2nd Grade	72
3rd Grade	82	4th Grade	83	5th Grade	84
Colony	12	Total Enrollment: 612			

"Inspire life-long learners. Build Character. Prepare them for their future."



Sonja Ortman, MS/HS Principal
Scott Boomgaarden, Dean of Students
Tanya Schroyer, MS Counselor

Ellen Dulas, HS Counselor
Kaysee Slaba, Social Worker
Rick Zollner, Activities Director

MS/HS Principal Report: February 2025

MUSICAL:

The middle and high school will present a musical production this spring. The junior version of *Newsies* is expected to be a tremendous success. Auditions will take place on March 3 and 4.

LUNCH PROGRAM:

Our lunch program is showcasing new, vibrant signage and has introduced a variety of fresh options to the salad bar, including cheese, bacon bits, chicken, and beets.



ATTENDANCE:

We remain committed to maintaining full transparency with families regarding attendance. Whether absences are excused or unexcused, parents will receive formal notification.

SCHEDULE:

The schedule for the upcoming school year is currently under development, with Version 1 in progress.

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February 24, 2025 Board Report - Lisa Pease

- District & Statewide Assessments
 - NWEA testing complete
 - ACCESS testing underway

- Curriculum Updates
 - ELA - Demo Presentations with 3 companies
 - PreK Curriculum
 - Elementary social studies K-4 (5th grade subscription prepaid through 2025-26)
 - Full implementation 2026-2027 school year

- Shifts in Mathematical Standards Webinar
 - Math focus starting 2025-26 school year
 - Overview of how standards are changing and the suggested timeline for the implementation of the 2022 standards.
 - Crosswalk document shows correlation of 2007 to 2022 benchmarks
 - 8 Mathematical Standards
 - focus on developing reasoning & building mathematical communication
 - empower students to think mathematically
 - Recommended timeline:
 - 2025-2026 and 2026-2027 transition years
 - 2027-2028 full implementation
 - MCA IV

"Inspire life-long learners. Build Character. Prepare them for their future."

409 EMPLOYEE PUBLICATIONS, INSTRUCTIONAL MATERIALS, INVENTIONS, AND CREATIONS

I. PURPOSE

The purpose of this policy is to identify and reserve the proprietary rights of the school district to certain publications, instructional materials, inventions, and creations which employees may develop or create, or assist in developing or creating, while employed by the school district.

II. GENERAL STATEMENT OF POLICY

Unless the employee develops, creates or assists in developing or creating a publication, instructional material, computer program, invention or creation entirely on the employee's own time and without the use of any school district facilities or equipment, the employee shall immediately disclose and, on demand of the school district, assign any rights to publications, instructional materials, computer programs, materials posted on websites, inventions or creations which the employee develops or creates or assists in developing or creating during the term of employee's employment and for 24 months thereafter. In addition, employees shall sign such documents and perform such other acts as may be necessary to secure the rights of the school district relating to such publications, instructional materials, computer programs, materials posted on websites, inventions and/or creations, including domestic and foreign patents and copyrights.

III. NOTICE OF POLICY

The school district shall give employees notice of this policy by such means as are reasonably likely to inform them of this policy.

Legal References: Minn. Stat. § 181.78 (Agreements; Terms Relating to Inventions)
17 U.S.C. § 101 *et seq.* (Copyrights)

Cross References: None

Adopted: 3-24-2025

103 COMPLAINTS – STUDENTS, EMPLOYEES, PARENTS, 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 investigation 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)

Adopted: 9/18/1995

Revised: 10/24/2005; 4/27/2017; 2/28/2022; 2/24/2025

201 LEGAL STATUS OF THE SCHOOL BOARD

I. PURPOSE

The care, management, and control of the schools is vested by statutory and constitutional authority in the school board. The school board shall carry out the mission of the school district with diligence, prudence, and dedication to the ideals of providing the finest public education. The purpose of this policy is to define the authority, duties, and powers of the school board in carrying out its mission.

II. GENERAL STATEMENT OF POLICY

- A. The school board is the governing body of the school district. As such, the school board has responsibility for the care, management, and control over public schools in the school district.
- B. Generally, elected members of the school board have binding authority only when acting as a school board legally in session, except where specific authority is provided to school board members or officers individually. Generally, the school board is not bound by an action or statement on the part of an individual school board member unless the action is specifically directed or authorized by the school board.

III. DEFINITION

“School board” means the governing body of the school district.

IV. ORGANIZATION AND MEMBERSHIP

- A. The membership of the school board consists of seven elected directors. The term of office is four years.
- B. There may be other ex officio members of the school board as provided by law. The superintendent is an ex officio member.
- C. A majority of voting members constitutes a quorum. The act of the majority of a quorum is the act of the school board.

V. POWERS AND DUTIES

- A. The school board has powers and duties specified by statute. The school board’s authority includes implied powers in addition to specific powers granted by the legislature.
- B. The school board exercises administrative functions. It also has certain powers of a legislative character and other powers of a quasi-judicial character.
- C. The school board shall superintend and manage the schools of the school district; adopt rules for their organization, government, and instruction; prescribe textbooks and

courses of study; and make and authorize contracts.

- D. The school board shall have the general charge of the business of the school district, its facilities and property, and of the interest of the schools.
- E. The school board, among other duties, shall perform the following in accordance with applicable law:
 - 1. provide by levy of tax, necessary funds for the conduct of schools, the payment of indebtedness, and all proper expenses of the school district;
 - 2. conduct the business of the schools and pay indebtedness and proper expenses;
 - 3. employ and contract with necessary qualified teachers and discharge the same for cause;
 - 4. provide services to promote the health of its pupils;
 - 5. provide school buildings and erect needed buildings;
 - 6. purchase, sell, and exchange school district property and equipment as deemed necessary by the school board for school purposes;
 - 7. provide for payment of claims against the school district, and prosecute and defend actions by or against the school district, in all proper cases;
 - 8. employ and discharge necessary employees and contract for other services;
 - 9. provide for transportation of pupils to and from school, as governed by statute; and
 - 10. procure insurance against liability of the school district, its officers, and employees.
- F. The school board, at its discretion, may perform the following:
 - 1. provide library facilities, public evening schools, adult and continuing education programs, summer school programs, and intersession classes of flexible school year programs;
 - 2. furnish school lunches for pupils and teachers on such terms as the school board determines;
 - 3. enter into agreements with one or more other independent school districts to provide for agreed upon educational services;
 - 4. lease rooms or buildings for school purposes;
 - 5. authorize the use of school facilities for community purposes that will not interfere with their use for school purposes;
 - 6. authorize cocurricular and extracurricular activities;
 - 7. receive, for the benefit of the school district, bequests, donations, or gifts for any proper purpose; and

8. perform other acts as the school board shall deem to be reasonably necessary or required for the governance of the schools.

Legal References: Minn. Stat. § 123A.22 (Cooperative Centers for Vocational Education)
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.14 (Officers of Independent School Districts)
Minn. Stat. § 123B.23 (Liability Insurance; Officers and Employees)
Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)
Minn. Stat. § 123B.51 (Schoolhouses and Sites; Uses for School and Nonschool Purposes; Closings)
Minn. Stat. § 123B.85 (Definitions)
Jensen v. Indep. Consol. Sch. Dist. No. 85, 160 Minn. 233 (1924)

Cross References: MSBA/MASA Model Policy 101 (Legal Status of the School District)
MSBA/MASA Model Policy 202 (School Board Officers)
MSBA/MASA Model Policy 203 (Operation of the School Board -Governing Rules)
MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)

Adopted: 11-20-1995

Revised: 11-28-2005, 4-24-2017, 2-28-2022, 2-24-2025

202 SCHOOL BOARD OFFICERS

I. PURPOSE

School board officers are charged with the duty of carrying out the responsibilities entrusted to them for the care, management, and control of the public schools of the school district. The purpose of this policy is to delineate those responsibilities.

II. GENERAL STATEMENT OF POLICY

- A. The school board shall meet annually and organize by selecting a chair, a clerk, a treasurer, and such other officers as determined by the school board. At its option, the school board may appoint a vice-chair to serve in the temporary absence of the chair.
- B. The school board shall appoint a superintendent who shall be an ex officio, nonvoting member of the school board.

III. ORGANIZATION

The school board shall meet annually on the first Monday in January, or as soon thereafter as practicable, and organize by selecting a chair, a clerk, a treasurer, and such other officers as determined by the school board. These officers shall hold office for one year and until their successors are elected and qualify.

- A. The persons who perform the duties of clerk and treasurer need not be members of the school board.
- B. The school board by resolution may combine the duties of the offices of clerk and treasurer in a single person in the office of business affairs.

IV. OFFICER'S RESPONSIBILITIES

A. Chair

- 1. The chair when present shall preside at all meetings of the school board, countersign all orders upon the treasurer for claims allowed by the school board, represent the school district in all actions, and perform all duties a chair usually performs.
- 2. In case of absence, inability, or refusal of the clerk to draw orders for the payment of money authorized by a vote of the majority of the school board to be paid, the chair may draw the orders, or the office of the clerk may be declared vacant by the chair and treasurer and filled by appointment.

B. Treasurer

- 1. The treasurer shall deposit the funds of the school district in the official depository.

2. The treasurer shall make all reports which may be called for by the school board and perform all duties a treasurer usually performs.
3. In the event there are insufficient funds on hand to pay valid orders presented to the treasurer, the treasurer shall receive, endorse, and process the orders in accordance with Minnesota Statutes section 123B.12.

C. Clerk

1. The clerk shall keep a record of all meetings in the books provided.
2. Within three days after an election, the clerk shall notify all persons elected of their election.
3. On or before September 15 of each year, the clerk shall:
 - a. file with the school board a report of the revenues, expenditures, and balances in each fund for the preceding fiscal year.
 - b. make and transmit to the Commissioner of the Minnesota Department of Education (Commissioner) certified reports, showing:
 - (1) revenues and expenditures in detail, and such other financial information required by law, rule, or as may be called for by the Commissioner;
 - (2) length of school term and enrollment and attendance by grades; and
 - (3) other items of information as called for by the Commissioner.
4. The clerk shall enter into the clerk's record book copies of all reports and of the teachers' term reports, and of the proceedings of any meeting, and keep an itemized account of all expenses of the school district.
5. The clerk shall furnish to the county auditor, on or before September 30 of each year, an attested copy of the clerk's record, showing the amount of proposed property tax voted by the school district or the school board for school purposes.
6. The clerk shall draw and sign all orders upon the treasurer for the payment of money for bills allowed by the school board for salaries of officers and for teachers' wages and all claims, to be countersigned by the chair.
7. The clerk shall perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.
8. The clerk shall perform the duties of the chair in the event of the chair's and the vice-chair's temporary absences.

D. Vice-Chair [Optional]

The vice-chair shall perform the duties of the chair in the event of the chair's temporary absence.

E. Superintendent

1. The superintendent shall be an ex officio, nonvoting member of the school board.
2. The superintendent shall perform the following:
 - a. visit and supervise the schools in the school district, report and make recommendations about their condition when advisable or on request by the school board;
 - b. recommend to the school board employment and dismissal of teachers;
 - c. annually evaluate each school principal assigned responsibility for supervising a school building within the district;
 - d. superintend school grading practices and examinations for promotions;
 - e. make reports required by the commissioner; and
 - f. perform other duties prescribed by the school board.

Legal References: Minn. Stat. § 123B.12 (Insufficient Funds to Pay Orders)
Minn. Stat. § 123B.14 (Officers of Independent School Districts)
Minn. Stat. § 123B.143 (Superintendent)
Minn. Stat. § 126C.17 (Referendum Revenue)
Minn. Stat. Ch. 205A (School District Elections)

Cross References: MSBA/MASA Model Policy 101 (Legal Status of the School District) MSBA/MASA Model Policy 201 (Legal Status of the School Board)
MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)

Adopted: 11-20-1995

Revised: 10-24-2005; 4-24-2017; 2-28-2022; 2-24-2025

203.5 SCHOOL BOARD MEETING AGENDA

I. PURPOSE

The purpose of this policy is to provide procedures for the preparation of the school board meeting agenda to ensure that the school board can accomplish its business as efficiently and expeditiously as possible.

II. GENERAL STATEMENT OF POLICY

The policy of the school board is that school board meetings shall be conducted in a manner to allow the school board to accomplish its business while allowing reasoned debate and discussion of each matter to be acted upon.

III. PROCEDURES

- A. While all school board members may provide input, it shall be the responsibility of the school board chair and superintendent to develop, prepare, and arrange the order of items for the tentative school board meeting agenda for each school board meeting.
- B. Persons wishing to place an item on the agenda must make a request to the school board chair or superintendent in a timely manner. The person making the request is encouraged to state the person's name, address, purpose of the item, action desired, and pertinent background information. The chair and superintendent shall determine whether to place the matter on the tentative agenda.
- C. The tentative agenda and supporting documents shall be sent to the school board members four (4) days prior to the scheduled school board meeting.
- D. Items may only be added to the agenda by a motion adopted at the meeting. If an added item is acted upon, the minutes of the school board meeting shall include a description of the matter.
- E. At least one copy of any printed materials, including electronic communications, relating to the agenda items of the meeting prepared or distributed by or at the direction of the school board or its employees and: (i) distributed at the meeting to all members of the governing body; (ii) distributed before the meeting to all members; or (iii) available in the meeting room to all members shall be available in the meeting room for inspection by the public while the school board considers their subject matter. This does not apply to materials classified by law as other than public or to materials relating to the agenda items of a closed meeting.

Legal References: Minn. Stat. § 13D.01, Subd. 6 (Open Meeting Law)
Minn. Stat. § 123B.09, Subd. 7 (Boards of Independent School Districts)
Dept. of Admin. Advisory Op. No. 10-013 (April 29, 2010)
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)
Dept. of Admin. Advisory Op. No. 13-015 (December 23, 2013)

Cross References: MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)
MSBA/MASA Model Policy 203.2 (Order of the Regular School Board Meeting)
MSBA/MASA Model Policy 203.6 (Consent Agendas)
MSBA/MASA Model Policy 204 (School Board Meeting Minutes)
MSBA/MASA Model Policy 207 (Public Hearings)

Adopted: 2-24-2025

212 SCHOOL BOARD MEMBER DEVELOPMENT

I. PURPOSE

In recognition of the need for continuing in-service training and development for its members, the purpose of this policy is to encourage the members of the school board to participate in professional development activities designed for them so that they may perform their responsibilities.

II. GENERAL STATEMENT OF POLICY

- A. New school board members will be provided the opportunity and encouragement to attend the orientation and training sessions sponsored by the Minnesota School Boards Association (MSBA). School board members shall receive training in school finance and management developed in consultation with MSBA.
- B. All school board members are encouraged to participate in school board and related workshops and activities sponsored by local, state, and national school boards associations, as well as in the activities of other educational groups.
- C. School board members are expected to report back to the school board with materials of interest gathered at the various meetings and workshops.
- D. The school board will reimburse the necessary expenses of all school board members who attend meetings and conventions pertaining to school activities and the objectives of the school board, within the approved policy and budget allocations of the school district relating to the reimbursement of expenses involving the attendance at workshops and conventions.

Legal References: Minn. Stat. § 123B.09, Subd. 2 (Boards of Independent School Districts)

Cross References: MSBA/MASA Model Policy 214 (Out-of-State Travel by School Board Members)
MSBA/MASA Model Policy 412 (Expense Reimbursement)

Adopted: 11-20-1995

Revised: 4-24-2014; 2-28-2022; 2-24-2025

301 SCHOOL DISTRICT ADMINISTRATION

I. PURPOSE

The purpose of this policy is to clarify the role of the school district administration and its relationship with the school board.

II. GENERAL STATEMENT OF POLICY

- A. Effective administration and sound management practices are essential to realizing educational excellence. It is the responsibility of the school district administration to develop a school environment that recognizes the dignity of each student and employee, and the right of each student to access educational programs and services equitably.
- B. The school board expects all activities related to school district operations to be administered in a well-planned manner, conducted in an orderly fashion, and to be consistent with the policies of the school board.
- C. The school board shall seek specific recommendations, background information and professional advice from the school district administration and will hold the administration accountable for sound management of the schools.
- D. Although the school board holds the superintendent ultimately responsible for administration of the school district and annual evaluation of each principal, the school board also recognizes the direct responsibility of principals for educational results and effective administration, supervisory, and instructional leadership at the school building level.
- E. The school board and school administration shall work together to share information and decisions that best serve the needs of school district students within financial and facility constraints that may exist.

Legal References: Minn. Stat. § 123B.143 (Superintendent)
Minn. Stat. § 123B.147 (Principals)

Cross References: None

Adopted: 3-18-1996

Revised: 11-28-2005; 12/18/2017; 2/28/2022, 2/24/2025

302 SUPERINTENDENT

I. PURPOSE

The purpose of this policy is to recognize the importance of the role of the superintendent and the overall responsibility of that position within the school district.

II. GENERAL STATEMENT OF POLICY

The school board shall employ a superintendent who shall serve as an ex officio, nonvoting member of the school board and as chief executive officer of the school system.

III. GENERAL RESPONSIBILITIES

- A. The superintendent is responsible for the management of the schools, the administration of all school district policies, and is directly accountable to the school board.
- B. The superintendent shall annually evaluate each principal assigned responsibility for supervising a school building in the district.
- C. The superintendent may delegate responsibilities to other school district personnel, but shall continue to be accountable for actions taken under such delegation.
- D. Where responsibilities are not specifically prescribed, nor school board policy applicable, the superintendent shall use personal and professional judgment, subject to review by the school board.

Legal References: Minn. Stat. § 123B.143 (Superintendent)

Cross References: MSBA/MASA Model Policy 202 (School Board Officers)
MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)
MSBA/MASA Model Policy 214 (Out-of-State Travel by School Board Members)
MSBA/MASA Model Policy 301 (School District Administration)
MSBA/MASA Model Policy 303 (Superintendent Selection)
MSBA/MASA Model Policy 304 (Superintendent Contract, Duties, and Evaluation)
MSBA/MASA Model Policy 305 (Policy Implementation)
MSBA/MASA Model Policy 306 (Administrator Code of Ethics)
MSBA/MASA Model Policy 412 (Expense Reimbursement)
MSBA/MASA Model Policy 510 (School Activities)
MSBA/MASA Model Policy 511 (Student Fundraising)
MSBA/MASA Model Policy 513 (Student Promotion, Retention, and Program Design)
MSBA/MASA Model Policy 602 (Organization of School Calendar and School Day)
MSBA/MASA Model Policy 605 (Alternative Programs)
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
MSBA/MASA Model Policy 704 (Development and Maintenance of an Inventory)

of Fixed Assets and a Fixed Asset Accounting System)
MSBA/MASA Model Policy 802 (Disposition of Obsolete Equipment and
Material)
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)
MSBA/MASA Model Policy 905 (Advertising)
MSBA/MASA Model Policy 906 (Community Notification of Predatory Offenders)
MSBA/MASA Model Policy 907 (Rewards)

Adopted: 3-18-1996

Revised: 11-25-2005; 12-18-2017; 2-28-2022; 2-24-2025

407 EMPLOYEE RIGHT TO KNOW – EXPOSURE TO HAZARDOUS SUBSTANCES

[NOTE: School districts are not required by statute to have a policy addressing these issues. However, the provisions of this policy accurately reflect the requirements of Minnesota Statutes section 182.653.]

I. PURPOSE

The purpose of this policy is to provide school district employees a place of employment and conditions of employment free from recognized hazards that are likely to cause death or serious injury or harm.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to provide information and training to employees who may be “routinely exposed” to a hazardous substance, harmful physical agent, infectious agent, or blood borne pathogen.

III. DEFINITIONS

- A. “Blood borne pathogen” means a pathogenic microorganism that is present in human blood and can cause disease in humans. This definition includes, but is not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).
- B. “Commissioner” means the Minnesota Commissioner of Labor and Industry.
- C. “Harmful physical agent” means a physical agent determined by the commissioner as a part of the standard for that agent to present a significant risk to worker health or safety or imminent danger of death or serious physical harm to an employee. This definition includes, but is not limited to, radiation, whether ionizing or nonionizing.
- D. “Hazardous substance” means a chemical or substance, or mixture of chemicals and substances, which:
 - 1. is regulated by the Federal Occupational Safety and Health Administration under the Code of Federal Regulations; or
 - 2. is either toxic or highly toxic; an irritant; corrosive; a strong oxidizer; a strong sensitizer; combustible; either flammable or extremely flammable; dangerously reactive; pyrophoric; pressure-generating; compressed gas; carcinogen; teratogen; mutagen; reproductive toxic agent; or that otherwise, according to generally accepted documented medical or scientific evidence, may cause substantial acute or chronic personal injury or illness during or as a direct result of any customary or reasonably foreseeable accidental or intentional exposure to the chemical or substance; or
 - 3. is determined by the commissioner as a part of the standard for the chemical or substance or mixture of chemicals and substances to present a significant risk to worker health and safety or imminent danger of death or serious physical harm to an employee as a result of foreseeable use, handling, accidental spill,

exposure, or contamination.

- E. "Infectious agent" means a communicable bacterium, rickettsia, parasites, virus, or fungus determined by the commissioner by rule, with approval of the commissioner of health, which, according to documented medical or scientific evidence, causes substantial acute or chronic illness or permanent disability as a foreseeable and direct result of any routine exposure to the infectious agent. Infectious agent does not include an agent in or on the body of a patient before diagnosis.
- F. "Routinely exposed" means that there is a reasonable potential for exposure during the normal course of assigned work or when an employee is assigned to work in an area where a hazardous substance has been spilled.

IV. TARGET JOB CATEGORIES

Annual training will be provided to all full- and part-time employees who are "routinely exposed" to a hazardous substance, harmful physical agent, infectious agent, or blood borne pathogen as set forth above.

V. TRAINING SCHEDULE

Training will be provided to employees before beginning a job assignment as follows:

- A. Any newly hired employee assigned to a work area where he or she is determined to be "routinely exposed" under the guidelines above.
- B. Any employee reassigned to a work area where he or she is determined to be "routinely exposed" under the above guidelines.

Legal References: Minn. Stat. Ch. 182 (Occupational Safety and Health)
Minn. Rules Ch. 5205 (Occupational Safety and Health Standards)
Minn. Rules Ch. 5206 (Hazardous Substances; Employee Right to Know Standards)
29 C.F.R. § 1910.1050, App. B (Substance Technical Guidelines)

Cross References: MSBA/MASA Model Policy 420 (Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions)
MSBA/MASA Model Policy 807 (Health and Safety Policy)

Adopted: 11-19-1995

Revised: 11-28-2005; 12-18-2017; 2-28-2022; 2-24-2025

408 SUBPOENA OF A SCHOOL DISTRICT EMPLOYEE

I. PURPOSE

The purpose of this policy is to protect the privacy rights of school district employees and students under both state and federal law when requested to testify or provide educational records for a judicial or administrative proceeding.

II. GENERAL STATEMENT OF POLICY

This policy is to provide guidance and direction for school district employees who may be subpoenaed to testify and/or provide educational records for a judicial or administrative proceeding.

III. DATA CLASSIFICATION

A. Educational Data

1. State Law

The Minnesota Government Data Practices Act (MGDPA), Minnesota Statutes chapter 13, classifies all educational data, except for directory information as designated by the school district, as private data on individuals. The state statute provides that **private data on individuals may not be released, except pursuant to a valid court order or informed consent by the subject of the data or a parent if the subject of the data is a minor.**

2. Federal Law

The Family Educational Rights and Privacy Act (FERPA), 20 United States Code section 1232g, provides that educational data may not be released, except pursuant to informed consent by the individual subject of the data or any lawfully issued subpoena. Regulations promulgated under the federal law require that the school district must first make a reasonable effort to notify the parent of the student, or the student if the student is 18 years of age or older, of the subpoena in advance of releasing the information pursuant to the subpoena.

B. Personnel Data

The MGDPA, also classifies all personnel data, except for certain data specifically classified as public, as private data on individuals. The state statute provides that **private data on individuals may not be released, except pursuant to a valid court order or informed consent by the subject of the data.**

IV. APPLICATION AND PROCEDURES

- A. Any employee who receives a subpoena for any purpose related to employment is to inform the building administrator or designated supervisor when the employee receives

the subpoena. The building administrator or designated supervisor shall immediately inform the superintendent that the employee has received a subpoena.

- B. No employee may release educational data, personnel data, or any other data of any kind without consultation in advance with the school district official who is designated as the authority responsible for the collection, use and dissemination of data.
- C. Payment for attendance at judicial or administrative proceedings and the retention of witness and mileage fees is to be determined in accordance with the applicable school board policies and collective bargaining agreements.
- D. The administration shall not release any information except in strict compliance with state and federal law and this policy. Recognizing that an unauthorized release may expose the school district or its employees to civil or criminal penalties or loss of employment, the administration shall confer with school district legal counsel prior to release of such data.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Rules 1205.0100, Subp. 5 (How These Rules Apply)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross References: MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA Law Bulletin "I" (School Records – Privacy – Access to Data)

Adopted: 9-17-1996

Revised: 1-23-2006; 12-18-2017; 2-28-2022; 2-24-2025

412 EXPENSE REIMBURSEMENT

I. PURPOSE

The purpose of this policy is to identify school district business expenses that involve initial payment by an employee and qualify for reimbursement from the school district, and to specify the manner by which the employee seeks reimbursement.

II. AUTHORIZATION

All school district business expenses to be reimbursed must be approved by the supervising administrator. Such expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district business-related expenses.

III. REIMBURSEMENT

- A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.
- B. Automobile travel shall be reimbursed at the mileage rate set by the school board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.

IV. AIRLINE TRAVEL CREDIT

- A. Employees utilizing school district funds to pay for airline travel are required to ensure that any credits or other benefits issued by any airline accrue to the benefit of the school district rather than the employee.
 - 1. To the extent an airline will not honor a transfer or assignment of credit or benefit from the employee to the school district, the employee shall report receipt of the credit or benefit to the designated administrator within 90 days of receipt of the credit or benefit.
 - 2. Reports of the receipt of an airline credit or benefit shall be made in writing and shall include verification from the airline as to the credit or benefit received. Reimbursement for airline travel expenses will not be made until such documentation is provided.
- B. Employees who have existing credits or benefits issued by an airline based upon previously reimbursed airline travel for school district purposes will be required to utilize those credits or benefits toward any subsequent airline travel related to school district purposes, prior to reimbursement for such travel, to the extent permitted and/or feasible.
- C. The requirements of this section apply to all airline travel, regardless of where or how the tickets are purchased.

V. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

The superintendent shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The superintendent shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

Legal References: Minn. Stat. § 15.435 (Airline Travel Credit)
Minn. Stat. § 471.665 (Mileage Allowances)
Minn. Op. Atty. Gen. 1035 (Aug. 23, 1999) (Retreat Expenses)
Minn. Op. Atty. Gen. 161b-12 (Aug. 4, 1997) (Transportation Expenses)
Minn. Op. Atty. Gen. 161B-12 (Jan. 24, 1989) (Operating Expenses of Car)

Cross References: MSBA/MASA Model Policy 214 (Out-of-State Travel by School Board Members)

Adopted: 9-17-1996

Revised: 1-23-2006; 12-18-2017; 2-28-2022; 2-24-2025

422 POLICIES INCORPORATED BY REFERENCE

PURPOSE

Certain policies as contained in this policy reference manual are applicable to employees as well as to students. To avoid undue duplication, the school district provides notice by this section of the application and incorporation by reference of the following policies that also apply to employees:

Model Policy 505	Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees
Model Policy 507	Corporal Punishment
Model Policy 510	Student Activities
Model Policy 511	Student Fundraising
Model Policy 517	Student Recruiting
Model Policy 518	DNR-DNI Orders
Model Policy 519	Interviews of Students by Outside Agencies
Model Policy 522	Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process
Model Policy 524	Internet Acceptable Use and Safety Policy
Model Policy 525	Violence Prevention
Model Policy 535	Service Animals in Schools

Employees are charged with notice that the above cited policies are also applicable to employees; however, employees are also on notice that the provisions of the various policies speak for themselves and may be applicable although not specifically listed above.

Legal References: None

Cross References: None

Adopted: N/A

Revised: 12/18/2017, 2/28/2022, 2-24-2025

477 SCHOOL VEHICLE USE POLICY

I. PURPOSE

The purpose of this policy is to communicate the proper use of school vehicles and the responsibilities when using the vehicle.

II. REQUESTING A SCHOOL VEHICLE

- A. Generally, school-owned vehicles should be reserved as soon as the need for their use is determined. Reserving the vehicle(s) should be done online at <https://www.pas.k12.mn.us/vehicle-request-form/>. The keys can be picked up from Deb Peschon in the District Office.
- B. Whenever possible the person(s) taking the longest trip will have priority. If a longer trip arises, previously scheduled trips cannot be bumped without 24-hour notice. Whenever there is a trip change, the parties will discuss the modified arrangement.
- C. There will be a travel log provided with the vehicle to be completed. All receipts for school-owned vehicle usage, including fuel, oil, etc., must be submitted upon the return of the vehicle at the completion of the trip. For budget and financial accountability, departments using the school-owned vehicle will be billed at a rate determined by the annual cost per mile for the use of the vehicle.

III. SCHOOL-OWNED VEHICLE USAGE

- A. School vehicles are for the exclusive use of employees and other individuals involved in school business. Unauthorized occupants are not allowed nor are vehicles to be used for personal use. Persons other than school employees are allowed as passengers only when necessary for conducting school business. Specific notification of passengers must be provided to the school prior to travel.
- B. Use of a school vehicle to or from an employee's residence is prohibited except under very limited circumstances. A school vehicle may be used by a school employee to travel to or from an employee's residence under the following circumstances:
 - 1. If the employee has been assigned the use of a school vehicle for authorized school business away from the work station to which the employee is permanently assigned, and the number of miles traveled or the time needed to conduct the business will be minimized if the employee uses a school vehicle to travel to the employee's residence before or after traveling to the place of school business.
 - 2. Prior approval has been attained from the superintendent's office.
- C. Unauthorized personal use of a school vehicle may be grounds for disciplinary action.
- D. All school vehicles are smoke free.
- E. Electronic radar detectors are not permitted in school vehicles.
- F. The school vehicle must be returned to the storage site facility in the same condition in which the vehicle was received, **fully fueled and clean**. The driver will complete and turn in the trip log.
- G. The school owned vehicle will have a fuel card provided. Before filling the tank, make sure the card is accepted at the gas station. The following items can be purchased with the card:
 - 1. Fuel
 - 2. Oil
 - 3. Washer Fluid
 - 4. Emergency roadside assistance include – tow, jump, one gallon of gas or a locksmith.

5. Carwash
 6. Parking Fees
 7. No other vehicle maintenance, repairs, services or merchandise purchases are to be charged on the fuel service card.
- H. If a fuel card is lost or stolen, it must be reported immediately to the Business Office. When fuel, repairs or service must be paid for with cash or a personal credit card, the driver must submit a voucher to the business office. Original receipts are required.
- I. The vehicle shall not be used for any of the following prohibited uses:
1. Operation by an unauthorized driver.
 2. Operation by any driver under the influence of intoxicants, drugs or any other substance known to impair driving ability.
 3. For any illegal purpose.
 4. Operated in any abusive or reckless manner.
 5. Carrying or transporting firearms, intoxicants, drugs or any controlled substances.
 6. Towing or pushing anything.
 7. Operated in any race, test or contest.
 8. Operated off-road.
- J. Fines resulting from traffic citations involving either moving vehicle or parking violations are the obligation of the driver responsible for the vehicle involved and must be reported to the superintendent the next business day.

IV. PARKING AND STORAGE OF SCHOOL VEHICLE

- A. Parking of school vehicles shall be the responsibility of the driver.
1. Vehicles shall have the keys removed and remained locked when parked
 2. Vehicles shall be parked in a lot, if available; however, if no other parking is available, vehicles may be parked on the street if not in violation of local ordinance.
- B. The school vehicle shall be parked in the school parking lot when not in use.

V. USE OF PERSONAL VEHICLE FOR SCHOOL BUSINESS

- A. Employees are allowed to use their personal vehicles to conduct business and receive mileage reimbursement at the rate set forth by the school board if approved by the superintendent. When two or more are riding in one car, only the driver is compensated.
- B. In the event the school-owned vehicle is in use, employees will be required to provide their own vehicle and will be paid at the mileage reimbursement rate set forth by the school board.

VI. REQUEST FOR REIMBURSEMENT FOR USE OF PERSONAL VEHICLE FOR SCHOOL BUSINESS

- A. When travel is completed employees are to submit completed travel and expense reports to the Business Office. The report must be approved and forwarded to the payroll office who will process the request.
1. Travel and expense reports shall be accompanied by the following:
 - a. Receipt which must include date of service, itemized description of service and amount paid.
 - b. No item of expense shall be approved if a receipt is missing.
 - c. Credit card receipts are not sufficient documentation of expense unless they contain all of the information indicated above.
 - d. For claiming mileage, document the purpose of the travel and total miles traveled to and from the conference, workshop, seminar or meeting site.

VII. LIABILITY INSURANCE/DRIVERS LICENSE

- A. Employees shall not drive any vehicle, personal or school-owned, on school business without a valid driver's license of the appropriate classification. Driving records and driver's license status of school employees who use school vehicles for school business will be checked on an annual basis.

- B. It is the employee's responsibility to notify his/her supervisor if their license has been revoked or if there is any reason why they cannot drive a vehicle.
- C. Employees are required to have liability insurance in compliance with Minnesota Statute 65B.49 in effect on all personal vehicles used for school purposes or while performing school business. The school may at any time require proof of such insurance.
- D. Any employee transporting students to school related activities shall have completed Type III training and have a copy of that training certificate with them while transporting students.

VIII. SAFETY, ACCIDENTS, CLAIMS AND THEFT REPORTING

- A. Safety: Employees are expected to operate vehicles in a safe and conscientious manner at all times. Seat belts are to be worn by all occupants at all times. All laws are to be obeyed.
- B. Drivers will immediately report any accident, damage or theft to the law enforcement authority for the jurisdiction where the accident, damage or theft occurred. Drivers will deliver copies of documents, when received to the superintendent's office. Drivers will cooperate fully with the Pipestone Area Schools' insurer in the investigation and defense of any claim or lawsuit.

IX. ACCIDENTS

In the event of an accident or any damage to a school vehicle, the driver must:

- A. Obtain all of the following information:
 1. Names and addresses of all vehicle occupants and any injured people.
 2. Location where injured were taken.
 3. Name and address of other vehicle owner and driver.
 4. Other vehicle license number and description of the other vehicle(s) including, make, model, color, etc.
 5. Names and addresses of all witnesses.
 6. Name of policy agency, police department and accident report number.
- B. Do not admit liability or make any statements concerning the accident, except to police.

X. THEFT

- A. Drivers are required to immediately report the theft of a school vehicle to local law enforcement and their immediate supervisor.

XI. ADDITIONAL INFORMATION

- A. Traffic Laws: Drivers of school vehicles are required to observe and obey all traffic laws regarding the operation of a motor vehicle including speed limits. Drivers of school vehicles are responsible for all fines and penalties imposed for parking or traffic violations with respect to the school vehicle while the school vehicle is in their possession.
- B. Any employee found in violation of this policy or making false claims shall be subject to corrective action, including discipline, termination of employment, and/or applicable State or Federal laws.

Adopted: 11-24-2014

Revised: 4-25-2022; 2-24-2025

519 INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES

I. PURPOSE

There are occasions in which persons other than school district officials and employees find it necessary to speak with a student during the school day. Student safety and disruption of the educational program is of concern to the school district. The purpose of this policy is to establish the procedures for access to students by authorized individuals during the school day.

II. GENERAL STATEMENT OF POLICY

- A. Generally, students may not be interviewed during the school day by persons other than a student's parents, school district officials, employees and/or agents, except as otherwise provided by law and/or this policy.
- B. Requests from law enforcement officers and those other than a student's parents, school district officials, employees and/or agents to interview students shall be made through the principal's office. Upon receiving a request, it shall be the responsibility of the principal to determine whether the request will be granted. Prior to granting a request, the principal shall attempt to contact the student's parents to inform them of the request, except where otherwise prohibited by law.

III. INTERVIEWS CONDUCTED UNDER THE MALTREATMENT OF MINORS ACT

- A. In the case of an investigation pursuant to the Reporting of Maltreatment of Minors Act, Minnesota Statutes Chapter 260E, a local welfare agency, the agency responsible for investigating the report, and a local law enforcement agency may interview, without parental consent, an alleged victim and any minors who currently reside with or who have resided with the alleged perpetrator. The interview may take place at school and during school hours. School district officials will work with the local welfare agency, the agency responsible for investigating the report, or law enforcement agency to select a place appropriate for the interview. When it is possible and the report alleges substantial child endangerment or sexual abuse, the interview may take place outside the presence of the alleged offender and may take place prior to any interviews of the alleged offender.

[NOTE: This change is found in Minnesota Statutes, section 260E.22.]

- B. If the interview took place or is to take place on school district property, an order of the juvenile court pursuant to Minnesota Statutes, Chapter 260E may specify that school district officials may not disclose to the parent, legal custodian, or guardian the contents of the notification of intent to interview the child on school district property and/or any other related information regarding the interview that may be a part of the child's record. The school district official must receive a copy of the order from the local welfare or law enforcement agency.
- C. When the local welfare agency, local law enforcement agency, or agency responsible for assessing or investigating a report of maltreatment determines that an interview should take place on school district property, school district officials must receive written

notification of intent to interview the child on school district property prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school district property. Where the interviews are conducted by the local welfare agency, the notification must be signed by the chair of the local social services agency or the chair's designee. The notification is private educational data on the student. School district officials may not disclose to the parent, legal custodian or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded, unless a school employee or agent is alleged to have maltreated the child. Until school district officials receive said notification, all inquiries regarding the nature of the investigation or assessment should be directed to the local welfare or law enforcement agency or the agency responsible for assessing or investigating a report of maltreatment shall be solely responsible for any disclosure regarding the nature of the assessment or investigation.

- D. School district officials shall have discretion to reasonably schedule the time, place, and manner of an interview by a local welfare or local law enforcement agency on school district premises. However, where the alleged perpetrator is believed to be a school district official or employee, the local welfare or local law enforcement agency will have discretion to determine where the interview will be held. The interview must be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school district officials and the local welfare or law enforcement agency. However, school district officials must yield to the discretion of the local welfare or law enforcement agency concerning other persons in attendance at the interview. School district officials will make every effort to reduce the disruption to the educational program of the child, other students, or school staff when an interview is conducted on school district premises.
- E. Students shall not be taken from school district property without the consent of the principal and without proper warrant.

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)

Cross References: MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons)
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)

Adopted: 1-16-1996

Revised: 3-27-2006; 11-23-2020; 4-25-2022; 2-24-2025

520 STUDENT SURVEYS

I. PURPOSE

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. The purpose of this policy is to establish the parameters of information that may be sought in student surveys.

II. GENERAL STATEMENT OF POLICY

Student surveys may be conducted as determined necessary by the school district. Surveys, analyses, and evaluations conducted as part of any program funded through the U.S. Department of Education must comply with 20 United States Code section 1232h.

III. STUDENT SURVEYS IN GENERAL

- A. Student surveys will be conducted anonymously and in an indiscernible fashion. No mechanism will be used for identifying the participating student in any way. No attempt will be made in any way to identify a student survey participant. No requirement that the student return the survey shall exist, and no record of the student's returning a survey will be maintained.
- B. The superintendent may choose not to approve any survey that seeks probing personal and/or sensitive information that could result in identifying the survey participant, or is discriminatory in nature based on age, race, color, sex, disability, religion, or national origin.
- C. Surveys containing questions pertaining to the student's or the student's parent(s) or guardian(s) personal beliefs or practices in sex, family life, morality, and religion will not be administered to any student unless the parent or guardian of the student is notified in writing that such survey is to be administered and the parent or guardian of the student gives written permission for the student to participate or has the opportunity to opt out of the survey depending upon how the survey is funded. Any and all documents containing the written permission of a parent for a student to participate in a survey will be maintained by the school district in a file separate from the survey responses.
- D. Although the survey is conducted anonymously, potential exists for personally identifiable information to be provided in response thereto. To the extent that personally identifiable information of a student is contained in his or her responses to a survey, the school district will take appropriate steps to ensure the data is protected in accordance with Minnesota Statutes chapter 13 (Minnesota Government Data Practices Act), 20 United States Code section 1232g (Family Educational Rights and Privacy Act) and 34 Code of Federal Regulations Part 99.
- E. The school district must not impose an academic or other penalty on a student who opts out of participating in a student survey.

IV. STUDENT SURVEYS CONDUCTED AS PART OF DEPARTMENT OF EDUCATION PROGRAM

- A. All instructional materials, including teacher’s manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be available for inspection by the parents or guardians of the students.

- B. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor), or, in the case of an unemancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:
 - 1. political affiliations or beliefs of the student or the student’s parent;
 - 2. mental and psychological problems of the student or the student’s family;
 - 3. sex behavior or attitudes;
 - 4. illegal, antisocial, self-incriminating, or demeaning behavior;
 - 5. critical appraisals of other individuals with whom respondents have close family relationships;
 - 6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 - 7. religious practices, affiliations, or beliefs of the student or the student’s parent; or
 - 8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

- C. A school district that receives funds under any program funded by the U.S. Department of Education shall develop local policies consistent with Sections IV.A. and IV.B., above, concerning student privacy, parental access to information, and administration of certain physical examinations to minors.
 - 1. The following policies are to be adopted in consultation with parents:
 - a. The right of a parent to inspect, on request, a survey, including an evaluation, created by a third party before the survey is administered or distributed by a school to a student, including procedures for granting a parent’s request for reasonable access to such survey within a reasonable period of time after the request is received.

“Parent” means a legal guardian or other person acting *in loco parentis* (in place of a parent), such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child.
 - b. Arrangements to protect student privacy in the event of the administration or distribution of a survey, including an evaluation, to a student which contains one or more of the items listed in Section IV.B., above, including the right of a parent of a student to inspect, on request,

any such survey.

- c. The right of a parent of a student to inspect, on request, any instructional material used as part of the educational curriculum for the student and procedures for granting a request by a parent for such access within a reasonable period of time after the request is received.

“Instructional material” means instructional content that is provided to a student, regardless of format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (i.e., materials accessible through the Internet). The term does not include academic tests or academic assessments.

- d. The administration of physical examinations or screenings that the school district may administer to a student. This provision does not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (20 United States Code section 1400, *et seq.*).

- e. The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing the information to others for that purpose), including arrangements to protect student privacy that are provided by the school district in the event of such collection, disclosure, or use.

- (1) “Personal information” means individually identifiable information including a student or parent’s first and last name; a home or other physical address (including street name and the name of the city or town); a telephone number; or a Social Security identification number.

- (2) This provision does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as:

- (a) college or other post-secondary education recruitment or military;

- (b) book clubs, magazines, and programs providing access to low cost literary products;

- (c) curriculum and instructional materials used by elementary and secondary schools;

- (d) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students, or to generate other statistically useful data for the purpose of securing such tests and assessments and the subsequent analysis and public release of the aggregate data from such tests and assessments;

- (e) the sale by students of products or services to raise funds for school-related or education-related activities; and
 - (f) student recognition programs.
 - (3) The right of a parent to inspect, on request, any instrument used in the collection of information, as described in Section IV.C.1., Subparagraph e., above, before the instrument is administered or distributed to a student and procedures for granting a request by a parent for reasonable access to such an instrument within a reasonable period of time after the request is received.
- 2. The policies adopted under Section IV.C., Subparagraph 1., above, shall provide for reasonable notice of the adoption or continued use of such policies directly to parents of students enrolled in or served by the school district.
 - a. The notice will be provided at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in a policy.
 - b. The notice will provide parents with an opportunity to opt out of participation in the following activities:
 - (1) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.
 - (2) The administration of any third-party survey (non-Department of Education funded) containing one or more of the items contained in Section IV.B., above.
 - (3) Any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student or other students.

“Invasive physical examination” means any medical examination that involves the exposure of private body parts, or act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.
 - c. The notice will advise students of the specific or approximate dates during the school year when the activities in Section IV.C.2., Subparagraph b., above, are scheduled, or expected to be scheduled.
 - d. The notice provisions shall not be construed to preempt applicable provisions of state law that require parental notification and do not apply to any physical examination or screening that is permitted or required by applicable state law, including physical examinations or screenings

that are permitted without parental notification.

V. NOTICE

- A. The school district must give parents and students notice of this policy at the beginning of each school year and after making substantive changes to this policy.
- B. The school district must inform parents at the beginning of the school year if the district or school has identified specific or approximate dates for administering surveys and give parents reasonable notice of planned surveys scheduled after the start of the school year. The school district must give parents direct, timely notice when their students are scheduled to participate in a student survey by United States mail, e-mail, or another direct form of communication.
- C. The school district must give parents the opportunity to review the survey and to opt their students out of participating in the survey.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.065 (District Surveys to Collect Student Information; Parent Notice and Opportunity for Opting Out)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
20 U.S.C. § 1232h (Protection of Pupil Rights)
34 C.F.R. § 99 (Family Educational Rights and Privacy Act Regulations)
Gonzaga University v. Doe, 536 U.S. 273 (2002)
C.N. v. Ridgewood Bd. of Educ., 430 F.3d. 159 (3rd Cir. 2005)
Fields v. Palmdale School Dist., 427 F.3d. 1197 (9th Cir. 2005)

Cross References: MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination, Grievance Procedure and Process)

Adopted: 4/24/2006

Revised: 10/24/2016, 2/28/2022, 2-24-2025

522 TITLE IX SEX NONDISCRIMINATION POLICY, GRIEVANCE PROCEDURE AND PROCESS

I. GENERAL STATEMENT OF POLICY

- A. The school district does not discriminate on the basis of sex in its education programs or activities, and it is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The school district is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.
- B. The school district prohibits sexual harassment that occurs within its education programs and activities. When the school district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.
- C. This policy applies to sexual harassment that occurs within the school district's education programs and activities and that is committed by a school district employee, student, or other members of the school community. This policy does not apply to sexual harassment that occurs off school grounds, in a private setting, and outside the scope of the school district's education programs and activities. This policy does not apply to sexual harassment that occurs outside the geographic boundaries of the United States, even if the sexual harassment occurs in the school district's education programs or activities.
- D. Any student, parent, or guardian having questions regarding the application of Title IX and its regulations and/or this policy and grievance process should discuss them with the Title IX Coordinator. The school district's Title IX Coordinator(s) is:

Rick Zollner, Activities Director, 1401 7th St SW, Pipestone, MN 56164; 507-562-6076, rick.zollner@pas.k12.mn.us

Questions relating solely to Title IX and its regulations may be referred to the Title IX Coordinator(s), the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

- E. The effective date of this policy is August 14, 2020, and applies to alleged violations of this policy occurring on or after August 14, 2020.

RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse, which may include filing charges with the agencies listed below or initiating action in state or federal court.

Claims of discrimination may also be pursued through the following agencies where appropriate:

A student, parent, or employee can file a complaint with OCT at any time at:

Office for Civil Rights, Region V
U.S. Department of Education
Citigroup Center
500 W. Madison Street – Suite 1475
Chicago, IL 60661-4544
Tel: 312-730-1560
Facsimile: 312-730-1576
TDD: 800-877-8339

Students, parents, and employees may file a complaint of discrimination with:

MN Department of Human Rights
Freeman Building, 625 Robert Street North
St. Paul, MN 55155
800-657-3704
651-539-1100
TDD 651-296-1283

For complaints of employment discrimination:

Equal Employment Opportunity Commission
330 S. 2nd Avenue, Suite 720
Minneapolis, MN 55401
800-669-4000
TDD 800-669-6820

II. DEFINITIONS

- A. "Actual knowledge" means notice of sexual harassment or allegations of sexual harassment to the school district's Title IX Coordinator or to any employee of the school district. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only official of the school district with actual knowledge is the respondent.
- B. "Complainant" means a person who is alleged to be the victim of conduct that could constitute sexual harassment under Title IX. A Title IX Coordinator who signs a formal complaint is not a complainant unless the Title IX Coordinator is alleged to be the victim of the conduct described in the formal complaint.
- C. "Day" or "days" means, unless expressly stated otherwise, business days (i.e. day(s) that the school district office is open for normal operating hours, Monday - Friday, excluding State-recognized holidays).
- D. "Deliberately indifferent" means clearly unreasonable in light of the known circumstances. The school district is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.
- E. "Education program or activity" means locations, events, or circumstances for which the school district exercises substantial control over both the respondent and the context in which the sexual harassment occurs and includes school district education programs or activities that occur on or off of school district property.
- F. "Formal complaint" means a document filed by a complainant or signed by the Title IX

Coordinator alleging sexual harassment against a respondent and requesting that the school district investigate the allegation of sexual harassment.

1. A formal complaint filed by a complainant must be a physical document or an electronic submission. The formal complaint must contain the complainant's physical or digital signature, or otherwise indicate that the complainant is the person filing the formal complaint, and must be submitted to the Title IX Coordinator in person, by mail, or by email.
 2. A formal complaint shall state that, at the time of filing the formal complaint, the complainant was participating in, or attempting to participate in, an education program or activity of the school district with which the formal complaint is filed.
- G. "Informal resolution" means options for resolving a formal complaint that do not involve a full investigation and adjudication. Informal resolution may encompass a broad range of conflict resolution strategies, including mediation or restorative justice.
- H. "Relevant questions" and "relevant evidence" are questions, documents, statements, or information that are related to the allegations raised in a formal complaint. Relevant evidence includes evidence that is both inculpatory and exculpatory. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.
- I. "Remedies" means actions designed to restore or preserve the complainant's equal access to education after a respondent is found responsible. Remedies may include the same individualized services that constitute supportive measures, but need not be non-punitive or non-disciplinary, nor must they avoid burdening the respondent.
- J. "Respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment under Title IX.
- K. "Sexual harassment" means any of three types of misconduct on the basis of sex that occurs in a school district education program or activity and is committed against a person in the United States:
1. *Quid pro quo* harassment by a school district employee (conditioning the provision of an aid, benefit, or service of the school district on an individual's participation in unwelcome sexual conduct);
 2. Unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access; or
 3. Any instance of sexual assault (as defined in the Clery Act, 20 United States Code, section 1092(f)(6)A(v)), dating violence, domestic violence, or stalking (as defined in the Violence Against Women Act, 34 United States Code, section 12291).
- L. "Supportive measures" means individualized services provided to the complainant or respondent without fee or charge that are reasonably available, non-punitive, non-

disciplinary, not unreasonably burdensome to the other party, and designed to ensure equal educational access, protect safety, and deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, alternative educational services as defined under Minnesota Statutes, section 121A.41, as amended, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the school district buildings or property, and other similar measures.

- M. "Title IX Personnel" means any person who addresses, works on, or assists with the school district's response to a report of sexual harassment or formal complaint, and includes persons who facilitate informal resolutions. The following are considered Title IX Personnel:
1. "Title IX Coordinator" means an employee of the school district that coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX. The Title IX Coordinator is responsible for acting as the primary contact for the parties and ensuring that the parties are provided with all notices, evidence, reports, and written determinations to which they are entitled under this policy and grievance process. The Title IX Coordinator is also responsible for effective implementation of any supportive measures or remedies. The Title IX Coordinator must be free from conflicts of interest and bias when administering the grievance process.
 2. "Investigator" means a person who investigates a formal complaint. The investigator of a formal complaint may not be the same person as the Decision-maker or the Appellate Decision-maker. The Investigator may be a school district employee, school district official, or a third party designated by the school district.
 3. "Decision-maker" means a person who makes a determination regarding responsibility after the investigation has concluded. The Decision-maker cannot be the same person as the Title IX Coordinator, the Investigator, or the Appellate Decision-maker.
 4. "Appellate Decision-maker" means a person who considers and decides appeals of determinations regarding responsibility and dismissals of formal complaints. The Appellate Decision-maker cannot be the same person as the Title IX Coordinator, Investigator, or Decision-maker. The Appellate Decision-maker may be a school district employee, or a third party designated by the school district.
 5. The superintendent of the school district may delegate functions assigned to a specific school district employee under this policy, including but not limited to the functions assigned to the Title IX Coordinator, Investigator, Decision-maker, Appellate Decision-maker, and facilitator of informal resolution processes, to any suitably qualified individual and such delegation may be rescinded by the superintendent at any time. The school district may also, in its discretion, appoint suitably qualified persons who are not school district employees to fulfill any function under this policy, including, but not limited to, Investigator, Decision-maker, Appellate Decision-maker, and facilitator of informal resolution processes.

III. BASIC REQUIREMENTS FOR GRIEVANCE PROCESS

A. Equitable Treatment

1. The school district shall treat complainants and respondents equitably. However, equality or parity with respect to supportive measures provided to complainants and respondents is not required.
2. The school district will not impose any disciplinary sanctions or take any other actions against a respondent that do not constitute supportive measures until it has completed this grievance process and the respondent has been found responsible.
3. The school district will provide appropriate remedies to the complainant any time a respondent is found responsible.

B. Objective and Unbiased Evaluation of Complaints

1. Title IX Personnel, including the Title IX Coordinator, Investigator, Decision-maker, and Appellate Decision-maker, shall be free from conflicts of interest or bias for or against complainants or respondents generally or a specific complainant or respondent.
2. Throughout the grievance process, Title IX Personnel will objectively evaluate all relevant evidence, inculpatory and exculpatory, and shall avoid credibility determinations based solely on a person's status as a complainant, respondent, or witness.

- C. Title IX Personnel will presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

D. Confidentiality

The school district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act (FERPA), 20 United States Code, section 1232g, FERPA regulations, 34 Code of Federal Regulations, part 99, Minnesota law under Minnesota Statutes section 13.32, or as required by law, or to carry out the purposes of 34 Code of Federal Regulations, part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder (i.e., the school district's obligation to maintain confidentiality shall not impair or otherwise affect the complainants and respondents receipt of the information to which they are entitled with respect to the investigative record and determination of responsibility).

E. Right to an Advisor; Right to a Support Person

Complainants and respondents have the right, at their own expense, to be assisted by an advisor of their choice during all stages of any grievance proceeding, including all meetings and investigative interviews. The advisor may be, but is not required to be, an attorney. In general, an advisor is not permitted to speak for or on behalf of a complainant or respondent, appear in lieu of complainant or respondent, participate as

a witness, or participate directly in any other manner during any phase of the grievance process.

A complainant or respondent with a disability may be assisted by a support person throughout the grievance process, including all meetings and investigative interviews, if such accommodation is necessary. A support person may be a friend, family member, or any individual who is not otherwise a potential witness. The support person is not permitted to speak for or on behalf of a complainant or respondent, appear in lieu of complainant or respondent, participate as a witness, or participate directly in any other manner during any phase of the grievance process.

F. Notice

The school district will send written notice of any investigative interviews or meetings to any party whose participation is invited or expected. The written notice will include the date, time, location, participants, and purpose of the meeting or interview, and will be provided to allow sufficient time for the party to prepare to participate.

G. Consolidation

The school district may, in its discretion, consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

H. Evidence

1. During the grievance process, the school district will not require, allow, rely upon, or otherwise use questions or evidence that constitute or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.
2. The school district shall not access, consider, disclose, or otherwise use a party's medical, psychological, and similar treatment records unless the school district obtains the party's voluntary, written consent.

I. Burden of Proof

1. The burden of gathering evidence and the burden of proof shall remain upon the school district and not upon the parties.
2. The grievance process shall use a preponderance of the evidence standard (i.e. whether it is more likely than not that the respondent engaged in sexual harassment) for all formal complaints of sexual harassment, including when school district employees are respondents.

J. Timelines

1. Any informal resolution process must be completed within thirty (30) calendar days following the parties' agreement to participate in such informal process.
2. An appeal of a determination of responsibility or of a decision dismissing a formal complaint must be received by the school district within five (5) days of the date the determination of responsibility or dismissal was provided to the parties.

3. Any appeal of a determination of responsibility or of a dismissal will be decided within thirty (30) calendar days of the day the appeal was received by the school district.
4. The school district will seek to conclude the grievance process, including any appeal, within 120 calendar days of the date the formal complaint was received by the school district.
5. Although the school district strives to adhere to the timelines described above, in each case, the school district may extend the time frames for good cause. Good cause may include, without limitation: the complexity of the allegations; the severity and extent of the alleged misconduct; the number of parties, witnesses, and the types of other evidence (e.g., forensic evidence) involved; the availability of the parties, advisors, witnesses, and evidence (e.g., forensic evidence); concurrent law enforcement activity; intervening school district holidays, breaks, or other closures; the need for language assistance or accommodation of disabilities; and/or other unforeseen circumstances.

K. Potential Remedies and Disciplinary Sanctions

1. The following is the range of possible remedies that the school district may provide a complainant and disciplinary sanctions that the school district might impose upon a respondent, following determination of responsibility: counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual or unilateral restrictions on contact between the parties, changes in work locations, leaves of absence, monitoring of certain areas of the school district buildings or property, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge.
2. If the Decision-maker determines a student-respondent is responsible for violating this policy, the Decision-maker will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX Coordinator will notify the superintendent of the recommended remedies, such that an authorized administrator can consider the recommendation(s) and implement appropriate remedies in compliance with MSBA Model Policy 506 – Student Discipline. The discipline of a student-respondent must comply with the applicable provisions of Minnesota Pupil Fair Dismissal Act, the Individuals with Disabilities Education Improvement Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1972, and their respective implementing regulations.

IV. REPORTING PROHIBITED CONDUCT

- A. Any student who believes they have been the victim of unlawful sex discrimination or sexual harassment, or any person (including the parent of a student) with actual knowledge of conduct which may constitute unlawful sex discrimination or sexual harassment toward a student should report the alleged acts as soon as possible to the Title IX Coordinator.
- B. Any employee of the school district who has experienced, has actual knowledge of, or has witnessed unlawful sex discrimination, including sexual harassment, or who otherwise becomes aware of unlawful sex discrimination, including sexual harassment, must promptly report the allegations to the Title IX Coordinator without screening or

investigating the report or allegations.

- C. A report of unlawful sex discrimination or sexual harassment may be made at any time, including during non-business hours, and may be made in person, by mail, by telephone, or by e-mail using the Title IX Coordinator's contact information. A report may also be made by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.
- D. Sexual harassment may constitute both a violation of this policy and criminal law. To the extent the alleged conduct may constitute a crime, the School District may report the alleged conduct to law enforcement authorities. The school district encourages complainants to report criminal behavior to the police immediately.

V. INITIAL RESPONSE AND ASSESSMENT BY THE TITLE IX COORDINATOR

- A. When the Title IX Coordinator receives a report, the Title IX Coordinator shall promptly contact the complainant confidentially to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.
- B. The school district will offer supportive measures to the complainant whether or not the complainant decides to make a formal complaint. The school district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the school district's ability to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.
- C. If the complainant does not wish to file a formal complaint, the allegations will not be investigated by the school district unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the complainant's wishes is not clearly unreasonable in light of the known circumstances.
- D. Upon receipt of a formal complaint, the school district must provide written notice of the formal complaint to the known parties with sufficient time to prepare a response before any initial interview. This written notice must contain:
 - 1. The allegations of sexual harassment, including sufficient details known at the time, the identities of the parties involved in the incident (if known), the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known;
 - 2. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process;
 - 3. A statement explaining that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney;
 - 4. A statement that the parties may inspect and review evidence gathered pursuant to this policy;
 - 5. A statement informing the parties of any code of conduct provision that prohibits

knowingly making false statements or knowingly submitting false information;
and

6. A copy of this policy.

VI. STATUS OF RESPONDENT DURING PENDENCY OF FORMAL COMPLAINT

A. Emergency Removal of a Student

1. The school district may remove a student-respondent from an education program or activity of the school district on an emergency basis before a determination regarding responsibility is made if:
 - a. The school district undertakes an individualized safety and risk analysis;
 - b. The school district determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal of the student-respondent; and
 - c. The school district determines the student-respondent poses such a threat, it will so notify the student-respondent and the student-respondent will have an opportunity to challenge the decision immediately following the removal. In determining whether to impose emergency removal measures, the Title IX Coordinator shall consult related school district policies, including MSBA Model Policy 506 – Student Discipline. The school district must take into consideration applicable requirements of the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973, prior to removing a special education student or Section 504 student on an emergency basis.

B. Employee Administrative Leave

The school district may place a non-student employee on administrative leave during the pendency of the grievance process of a formal complaint. Such leave will typically be paid leave unless circumstances justify unpaid leave in compliance with legal requirements. The school district must take into consideration applicable requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act prior to removing an individual with a qualifying disability.

VII. INFORMAL RESOLUTION OF A FORMAL COMPLAINT

- A. At any time prior to reaching a determination of responsibility, informal resolution may be offered and facilitated by the school district at the school district's discretion, but only after a formal complaint has been received by the school district.
- B. The school district may not require as a condition of enrollment or continued enrollment, or of employment or continued employment, or enjoyment of any other right, waiver of the right to a formal investigation and adjudication of formal complaints of sexual harassment.
- C. The informal resolution process may not be used to resolve allegations that a school district employee sexually harassed a student.

- D. The school district will not facilitate an informal resolution process without both parties' agreement, and will obtain their voluntary, written consent. The school district will provide to the parties a written notice disclosing the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, the parties' right to withdraw from the informal resolution process, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.
- E. At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

VIII. DISMISSAL OF A FORMAL COMPLAINT

- A. Under federal law, the school district must dismiss a Title IX complaint, or a portion thereof, if the conduct alleged in a formal complaint or a portion thereof:
 - 1. Would not meet the definition of sexual harassment, even if proven;
 - 2. Did not occur in the school district's education program or activity; or
 - 3. Did not occur against a person in the United States.
- B. The school district may, in its discretion, dismiss a formal complaint or allegations therein if:
 - 1. The complainant informs the Title IX Coordinator in writing that the complainant desires to withdraw the formal complaint or allegations therein;
 - 2. The respondent is no longer enrolled or employed by the school district; or
 - 3. Specific circumstances prevent the school district from gathering sufficient evidence to reach a determination.
- C. The school district shall provide written notice to both parties of a dismissal. The notice must include the reasons for the dismissal.
- D. Dismissal of a formal complaint or a portion thereof does not preclude the school district from addressing the underlying conduct in any manner that the school district deems appropriate.

IX. INVESTIGATION OF A FORMAL COMPLAINT

- A. If a formal complaint is received by the School District, the school district will assign or designate an Investigator to investigate the allegations set forth in the formal complaint.
- B. If during the course of the investigation the school district decides to investigate any allegations about the complainant or respondent that were not included in the written notice of a formal complaint provided to the parties, the school district must provide notice of the additional allegations to the known parties.
- C. When a party's participation is invited or expected in an investigative interview, the

Investigator will coordinate with the Title IX Coordinator to provide written notice to the party of the date, time, location, participants, and purposes of the investigative interview with sufficient time for the party to prepare.

- D. During the investigation, the Investigator must provide the parties with an equal opportunity to present witnesses for interviews, including fact witnesses and expert witnesses, and other inculpatory and exculpatory evidence.
- E. Prior to the completion of the investigative report, the Investigator, through the Title IX Coordinator, will provide the parties and their advisors (if any) with an equal opportunity to inspect and review any evidence directly related to the allegations. The evidence shall be provided in electronic format or hard copy and shall include all relevant evidence, evidence upon which the school district does not intend to rely in reaching a determination regarding responsibility, and any inculpatory or exculpatory evidence whether obtained from a party or another source. The parties will have ten (10) days to submit a written response, which the Investigator will consider prior to completion of the investigative report.
- F. The Investigator will prepare a written investigative report that fairly summarizes the relevant evidence. The investigative report may include credibility determinations that are not based on a person's status as a complainant, respondent or witness. The school district will send the parties and their advisors (if any) a copy of the report in electronic format or hard copy, for their review and written response at least ten (10) days prior to a determination of responsibility.

X. DETERMINATION REGARDING RESPONSIBILITY

- A. After the school district has sent the investigative report to both parties and before the school district has reached a determination regarding responsibility, the Decision-maker must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness.
- B. The Decision-maker must provide the relevant questions submitted by the parties to the other parties or witnesses to whom the questions are offered, and then provide each party with the answers, and allow for additional, limited follow-up questions from each party.
- C. The Decision-maker must explain to the party proposing the questions any decision to exclude a question as not relevant.
- D. When the exchange of questions and answers has concluded, the Decision-maker must issue a written determination regarding responsibility that applies the preponderance of the evidence standard to the facts and circumstances of the formal complaint. The written determination of responsibility must include the following:
 - 1. Identification of the allegations potentially constituting sexual harassment;
 - 2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
 - 3. Findings of fact supporting the determination;

4. Conclusions regarding the application of the school district's code of conduct to the facts;
 5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the school district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the school district to the complainant; and
 6. The school district's procedures and permissible bases for the complainant and respondent to appeal and the date by which an appeal must be made.
- E. In determining appropriate disciplinary sanctions, the Decision-maker should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incident occurred.
 - F. The written determination of responsibility must be provided to the parties simultaneously.
 - G. The Title IX Coordinator is responsible for the effective implementation of any remedies.
 - H. The determination regarding responsibility becomes final either on the date that the school district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

XI. APPEALS

- A. The school district shall offer the parties an opportunity to appeal a determination regarding responsibility or the school district's dismissal of a formal complaint or any allegations therein, on the following bases:
 1. A procedural irregularity that affected the outcome of the matter (e.g., a material deviation from established procedures);
 2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
 3. The Title IX Coordinator, Investigator, or Decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
- B. If notice of an appeal is timely received by the school district, the school district will notify the parties in writing of the receipt of the appeal, assign or designate the Appellate Decision-maker, and give the parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.
- C. After reviewing the parties' written statements, the Appellate Decision-maker must issue a written decision describing the result of the appeal and the rationale for the result.
- D. The written decision describing the result of the appeal must be provided simultaneously to the parties.

- E. The decision of the Appellate Decision-maker is final. No further review beyond the appeal is permitted.

XII. RETALIATION PROHIBITED

- A. Neither the school district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of sexual harassment, filing a formal complaint, or participating in an investigation, constitutes a violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.
- B. Any person may submit a report or formal complaint alleging retaliation in the manner described in this policy and it will be addressed in the same manner as other complaints of sexual harassment or sex discrimination.
- C. Charging an individual with violation of school district policies for making a materially false statement in bad faith in the course of a grievance proceeding under this policy shall not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

XIII. TRAINING

- A. The school district shall ensure that Title IX Personnel receive appropriate training. The training shall include instruction on:
 - 1. The Title IX definition of sexual harassment;
 - 2. The scope of the school district's education program or activity;
 - 3. How to conduct an investigation and grievance process, appeals, and informal resolution processes, as applicable;
 - 4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias;
 - 5. For Decision-makers, training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's prior sexual behavior are not relevant; and
 - 6. For Investigators, training on issues of relevance, including the creation of an investigative report that fairly summarizes relevant evidence.
- B. The training materials will not rely on sex stereotypes and must promote impartial

investigations and adjudications of formal complaints.

- C. Materials used to train Title IX Personnel must be posted on the school district's website. If the school district does not have a website, it must make the training materials available for public inspection upon request.

XIV. DISSEMINATION OF POLICY

- A. This policy shall be made available to all students, parents/guardians of students, school district employee, and employee unions.
- B. The school district shall conspicuously post the name of the Title IX Coordinator, including office address, telephone number, and work e-mail address on its website and in each handbook that it makes available to parents, employees, students, unions, or applicants.
- C. The school district must provide applicants for admission and employment, students, parents or legal guardians of secondary school students, employees, and all unions holding collective bargaining agreements with the school district, with the following:
 - 1. The name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator;
 - 2. Notice that the school district does not discriminate on the basis of sex in the education program or activity that it operates, and that it is required by Title IX not to discriminate in such a manner;
 - 3. A statement that the requirement not to discriminate in the education program or activity extends to admission and employment, and that inquiries about the application of Title IX may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the United States Department of Education, or both; and
 - 4. Notice of the school district's grievance procedures and grievance process contained in this policy, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the school district will respond.

XV. RECORDKEEPING

- A. The school district must create, and maintain for a period of seven calendar years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the school district must document:
 - 1. The basis for the school district's conclusion that its response to the report or formal complaint was not deliberately indifferent;
 - 2. The measures the school district has taken that are designed to restore or preserve equal access to the school district's education program or activity; and
 - 3. If the school district does not provide a complainant with supportive measures, then it must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. Such a record must be

maintained for a period of seven years.

4. The documentation of certain bases or measures does not limit the recipient in the future from providing additional explanations or detailing additional measures taken.

B. The school district must also maintain for a period of seven calendar years records of:

1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the recipient's education program or activity;
2. Any appeal and the result therefrom;
3. Any informal resolution and the result therefrom; and
4. All materials used to train Title IX Personnel.

Legal References:

Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)
Minn. Stat. §§ 121A.40 – 121A.575 (Minnesota Pupil Fair Dismissal Act)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments)
34 C.F.R. Part 106 (Implementing Regulations of Title IX)
20 U.S.C § 1400, *et seq.* (Individuals with Disabilities Education Act)
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act)
42 U.S.C. § 12101, *et seq.* (Americans with Disabilities Act)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act of 1974)
20 U.S.C. § 1092 *et seq.* (Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act ("Clery Act"))

Cross References:

MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

Adopted: 10-15-1996

Revised: 12/19/05, 9/14, 7/17, 2/18, 7/22/19, 7/27/20, 8/31/2020, 9/27/21, 8/22/22, 9/23/2024, 2/24/2025

612.1 DEVELOPMENT OF PARENT AND FAMILY ENGAGEMENT POLICIES FOR TITLE I PROGRAMS

I. PURPOSE

The purpose of this policy is to encourage and facilitate involvement by parents of students participating in Title I in the educational programs and experiences of students. The policy shall provide the framework for organized, systematic, ongoing, informed, and timely parental involvement in relation to decisions about the Title I services within the school district. The involvement of parents by the school district shall be directed toward both public and private school children whose parents are school district residents or whose children attend school within the boundaries of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to plan and implement, with meaningful consultation with parents of participating children, programs, activities, and procedures for the engagement of parents and families in its Title I programs.
- B. The policy of the school district is to fully comply with 20 United States Code section 6318 which requires the school district to develop jointly with, agree upon with, and distribute to parents of children participating in Title I programs written parent and family engagement policies.

III. DEVELOPMENT OF DISTRICT LEVEL POLICY

The school board will direct the administration to develop jointly with, agree upon with, and distribute to parents and family members of participating children a written parent and family engagement policy that will be incorporated into the school district's Title I plan. The policy will establish the expectations for meaningful parent and family involvement and describe how the school district will:

- A. Involve parents and family members in the joint development of the school district's Title I plan and the development of support and improvement plans;
- B. Provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the school district in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education;
- C. Coordinate and integrate parent and family engagement strategies with similar strategies, to the extent feasible and appropriate, with other relevant federal, state, and local laws and programs;
- D. Conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of the schools served, including identifying barriers to greater participation by parents in parental involvement activities (with particular attention to, parents who are economically disadvantaged, disabled,

have limited English proficiency, have limited literacy, or who are of a racial or ethnic minority background); the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and strategies to support successful school and family interactions;

- E. Use the findings of such evaluations to design evidence-based strategies for more effective parental involvement and to revise, if necessary, the district-level and school-level and family engagement policies; and
- F. Involve parents in the activities of the schools, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents or family members served by the school district to adequately represent the needs of the population served by the school district for the purposes of developing, revising, and reviewing the parent and family engagement policy.

IV. DEVELOPMENT OF SCHOOL LEVEL POLICY

The school board will direct the administration of each school to develop (or amend an existing parental involvement policy) jointly with, and distribute to, parents and family members of participating children a written parent and family engagement policy, agreed upon by such parents and families, that shall describe the means for carrying out the federal requirements of parent and family engagement. Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.

- A. The policy will describe the means by which each school with a Title I program will:
 - 1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation in Title I programs, and to explain to parents of participating children the program, its requirements, and their right to be involved;
 - 2. Offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds transportation, child care, or home visits, as such services relate to parental involvement;
 - 3. Involve parents in an organized, ongoing, and timely way in the planning, review, and improvement of the parental involvement programs, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the school-wide program plan, except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children;
 - 4. Provide parents of participating children with: timely information about Title I programs; a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging state academic standards; if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and to respond to any such suggestions as soon as practicably possible; and
 - 5. If the school-wide program plan is not satisfactory to the parents of participating children, submit any parent's comments on the plan when it is submitted to the school district.
- B. As a component of this policy, each school shall jointly develop with parents a school/parent compact which outlines how parents, staff, and students will share the responsibility for improved student academic achievement and the means by which the

school and parents will build and develop a partnership to help children achieve the state's high standards. The compact shall:

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to meet state student academic achievement standards;
 2. Describe the ways each parent will be responsible for supporting his or her child's learning by volunteering in his or her child's classroom and participating, as appropriate, in decisions relating to his or her child's education and use of extracurricular time.
 3. Address the importance of communication between teachers and parents on an on-going basis through the use of:
 - a. Annual parent-teacher conferences to discuss the compact and the child's achievement;
 - b. Frequent progress reports to the parents; and
 - c. Reasonable access to staff, opportunities to volunteer, participate in the child's class, and observe in the child's classroom.
 - d. Ensuring regular two-way, meaningful communication between family members and school staff and, to the extent practicable, in a language that family members can understand.
- C. To ensure effective involvement of parents and to support a partnership among the school, parents, and community to improve student academic achievement, the policy will describe how each school and the school district will:
1. Provide assistance to participating parents in understanding such topics as the state's academic content standards and state academic achievement standards, state and local academic assessments, Title I requirements, and how to monitor a child's progress and work with educators to improve the achievement of their children;
 2. Provide materials and training to assist parents in working with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement;
 3. Educate school staff, with the assistance of parents, in the value and utility of contributions of parents and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and school;
 4. Coordinate and integrate parental involvement programs and activities with other federal, state, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children to the extent feasible and appropriate;
 5. Ensure, to the extent practicable, that information about school and parent meetings, programs, and activities is sent home to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand; and
 6. Provide such other reasonable support for parental involvement activities as requested by parents.

- D. The policy will also describe the process to be taken if the school district and school choose to:
1. Involve parents in the development of training for school staff to improve the effectiveness of such training;
 2. Provide necessary literacy training with funds received under Title I programs if all other funding has been exhausted;
 3. Pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
 4. Train parents to enhance the involvement of other parents;
 5. Arrange meetings at a variety of times or have conduct in-home conferences between teachers or other educators, who work directly with participating children, and parents who are unable to attend such conferences at school in order to maximize parental involvement and participation in school-related activities;
 6. Adopt and implement model approaches to improving parental involvement;
 7. Develop appropriate roles for community-based organizations and business in parental involvement activities; and
 8. Establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in Title I programs.
- E. To carry out the requirements of parent and family engagement, the school district and schools, to the extent practicable, will provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports in a format and, to the extent practicable, in a language that is understandable by the parents.
- F. The school district and each school shall inform parents and parent organizations of the existence of family engagement in education programs.

The policies will be updated periodically to meet the changing needs of parents and the school.

Legal References: 20 U.S.C. § 6318 (Parent and Family Engagement)

Cross References: None

Adopted: 8-28-2017

Revised: 2-24-2025

701 ESTABLISHMENT AND ADOPTION OF SCHOOL DISTRICT BUDGET

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. REQUIREMENT

- A. The superintendent or such other school official as designated by the superintendent or the school board shall each year prepare preliminary revenue and expenditure budgets for review by the school board or its designated committee or committees. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for the school district for the next fiscal year and make such adjustments in the expenditure budget as necessary to carry out the education program within the revenues projected. When projected expenditures exceed projected revenues, the school board may consider use of an available fund balance, if one exists.
- B. The school district must maintain separate accounts to identify revenues and expenditures for each building. Expenditures shall be reported in compliance with Minnesota Statutes, section 123B.76.
- C. Prior to July 1 of each year, the school board shall approve and adopt its initial revenue and expenditure budgets for the next school year. The adopted expenditure budget document shall be considered the school board's expenditure authorization for that school year. No funds may be expended for any purpose in any school year prior to the adoption of the budget document which authorizes that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year.
- D. Each year, the school district shall publish its adopted revenue and expenditure budgets for the current year, the actual revenues, expenditures, and fund balances for the prior year, and the projected fund balances for the current year in the form prescribed by the Commissioner of the Minnesota Department of Education (Commissioner) within one week of the acceptance of the final audit by the school board, or November 30, whichever is earlier. A statement shall be included in the publication that the complete budget in detail may be inspected by any resident of the school district upon request to the superintendent. A summary of this information and the address of the school district's official website where the information can be found must be published in a

newspaper of general circulation in the school district. At the same time as this publication, the school district shall publish the other information required by Minnesota Statutes section, 123B.10.

- E. At the public hearing on the adoption of the school district's proposed property tax levy, the school board shall review its current budget and the proposed property taxes payable in the following calendar year.
- F. The school district must also post the materials specified in Paragraph III.D. above on the school district's official website, including a link to the school district's school report card on the Minnesota Department of Education's website, and publish a summary of information and the address of the school district's website where the information can be found in a qualified newspaper of general circulation in the district.

IV. IMPLEMENTATION

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

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

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

Adopted: 10-15-1996

Revised: 6-24-2019; 2-24-2025

721 UNIFORM GRANT GUIDANCE POLICY REGARDING FEDERAL REVENUE SOURCES

[NOTE: School districts are required by the federal Uniform Grant Guidance (UGG) regulations, 2 Code of Federal Regulations, Part 200, to have the policies that establish uniform administrative requirements, cost principles, and audit requirements for federal awards to non-federal entities including school districts. In June 2018, the United States Office of Management and Budget increased the threshold dollar amounts for both simplified acquisition costs (\$250,000) and micro-purchases (\$10,000).]

I. PURPOSE

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

II. DEFINITIONS

[NOTE: In October 2024, MSBA updated Article II to ensure that the definitions are presented in alphabetical order. School districts may choose whether to adopt this change.]

- 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. "Contract" means a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. The term, as used in 2 Code of Federal Regulations, Part 200, does not include a legal instrument, even if the non-federal entity considers it a contract, when the substance of the transaction meets the definition of a federal award or subaward.
- C. "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.
- D. "Equipment" means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or \$10,000.
- E. "Federal award" has the meaning, depending on the context, in either paragraph 1. or 2. of this definition:
 - 1. a. The federal financial assistance that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 Code of Federal Regulations, section 200.101 (Applicability); or

- b. The cost-reimbursement contract under the federal Acquisition Regulations that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 Code of Federal Regulations, section 200.101 (Applicability).
- 2. The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (b) of 2 Code of Federal Regulations, section 200.40 (Federal Financial Assistance), or the cost-reimbursement contract awarded under the federal Acquisition Regulations.
- 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.

F. Grants

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

[NOTE: All requirements outlined in this policy apply to both direct grants and state-administered grants.]

G. "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.

H. "Post-retirement health plans" refer to costs of health insurance or health services not included in a pension plan covered by 2 Code of Federal Regulations, section 200.431(g) for retirees and their spouses, dependents, and survivors.

I. Procurement Methods

- 1. "Procurement by micro-purchase" is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (generally \$10,000, except as otherwise discussed in 48 Code of Federal Regulations, Subpart 2.1 or as periodically adjusted for inflation).

[NOTE: Minnesota school districts may choose to increase their federal micro-purchase threshold to \$25,000, which would align with the Minnesota limit. School districts choosing to adopt this increase must annually certify the higher threshold and the justification for using the higher threshold. Acceptable reasons for justification must meet *one* of the following criteria: (1) a qualification as a low-risk auditee, in accordance with the criteria established in 2 Code of Federal Regulations, section 200.520; (2) an annual internal institutional risk assessment to identify, mitigate, and manage financial risks; or (3) a higher threshold consistent with state law.]

- 2. "Procurement by small purchase procedures" are those relatively simple and informal procurement methods for securing services, supplies, or other

property that do not cost more than \$175,000 (periodically adjusted for inflation).

[NOTE: Despite the federal government's increase in the dollar cap for small purchases, Minnesota law limits the cap to \$175,000.]

3. "Procurement by sealed bids (formal advertising)" is a publicly solicited and a firm, fixed-price contract (lump sum or unit price) awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.
4. "Procurement by competitive proposals" is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded. Competitive proposals are generally used when conditions are not appropriate for the use of sealed bids.
5. "Procurement by noncompetitive proposals" is procurement through solicitation of a proposal from only one source.
- J. "Relocation costs" are costs incident to the permanent change of duty assignment (for an indefinite period or for a stated period not less than 12 months) of an existing employee or upon recruitment of a new employee.
- K. "Severance pay" is a payment in addition to regular salaries and wages by the non-federal entities to workers whose employment is being terminated.
- L. "Travel costs" are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the school district.

III. CONFLICT OF INTEREST

A. Employee Conflict of Interest

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

B. Organizational Conflicts of Interest

The school district is unable or appears to be unable to be impartial in conducting a procurement action involving the related organization because of relationships with a parent company, affiliate, or subsidiary organization.

C. Disclosing Conflicts of Interest

The school district must disclose in writing any potential conflict of interest to MDE in accordance with applicable federal awarding agency policies.

IV. ACCEPTABLE METHODS OF PROCUREMENT

A. General Procurement Standards

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

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

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

D. The school district must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

E. The school district must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement; selection of the contract type; contractor selection or rejection; and the basis for the contract price.

F. The school district alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the school district of any contractual responsibilities under its contracts.

G. The school district must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms are considered.

[NOTE: This change appears in the 2024 amended UGG.]

H. Methods of Procurement

The school district must use one of the following methods of procurement:

1. Procurement by micro-purchases. To the extent practicable, the school district must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the school district considers the price to be reasonable.
2. Procurement by small purchase procedures. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.
3. Procurement by sealed bids (formal advertising).
4. Procurement by competitive proposals. If this method is used, the following requirements apply:

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

I. Competition

The school district must have written procedures for procurement transactions. These procedures must ensure that all solicitations:

- 1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When making a clear and accurate description of the technical requirements is impractical or uneconomical, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and

2. Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
- J. The school district must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the school district must not preclude potential bidders from qualifying during the solicitation period.
 - K. Non-federal entities are prohibited from contracting with or making subawards under "covered transactions" to parties that are suspended or debarred or whose principals are suspended or debarred. "Covered transactions" include procurement contracts for goods and services awarded under a grant or cooperative agreement that are expected to equal or exceed \$25,000.
 - L. All nonprocurement transactions entered into by a recipient (i.e., subawards to subrecipients), irrespective of award amount, are considered covered transactions, unless they are exempt as provided in 2 Code of Federal Regulations, section 180.215.

V. MANAGING EQUIPMENT AND SAFEGUARDING ASSETS

A. Property Standards

The school district must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with federal funds as provided to property owned by the non-federal entity. Federally owned property need not be insured unless required by the terms and conditions of the federal award. The school district must adhere to the requirements concerning real property, equipment, supplies, and intangible property set forth in 2 Code of Federal Regulations, sections 200.311, 200.314, and 200.315.

B. Equipment

Management requirements.

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

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

5. If the school district is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

C. Cybersecurity

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

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

[NOTE: See 2 CFR 200.303, which establishes internal controls that the school district must implement.]

VI. FINANCIAL MANAGEMENT REQUIREMENTS

A. Financial Management.

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

B. Payment

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

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

C. Internal Controls

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

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

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

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

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

VII. ALLOWABLE USE OF FUNDS AND COST PRINCIPLES

A. Allowable Use of Funds

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

B. Definitions

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

C. Allowable Costs

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

1. Advisory councils;
2. Audit costs and related services;
3. Bonding costs;
4. Communication costs;
5. Compensation for personal services;

6. Depreciation and use allowances;
7. Employee morale, health, and welfare costs;
8. Equipment and other capital expenditures;
9. Gains and losses on disposition of depreciable property and other capital assets and substantial relocation of federal programs;
10. Insurance and indemnification;
11. Maintenance, operations, and repairs;
12. Materials and supplies costs;
13. Meetings and conferences;
14. Memberships, subscriptions, and professional activity costs;
15. Security costs;
16. Professional service costs;
17. Proposal costs;
18. Publication and printing costs;
19. Rearrangement and alteration costs;
20. Rental costs of building and equipment;
21. Training costs; and
22. Travel costs.

D. Costs Forbidden by Federal Law

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

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

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

E. Program Allowability

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

F. Federal Cost Principles

1. The Omni Circular defines the parameters for the permissible uses of federal funds. While many requirements are contained in the Omni Circular, it includes five core principles that serve as an important guide for effective grant management. These core principles require all costs to be:
 - a. Necessary for the proper and efficient performance or administration of the program.
 - b. Reasonable. An outside observer should clearly understand why a decision to spend money on a specific cost made sense in light of the cost, needs, and requirements of the program.
 - c. Allocable to the federal program that paid for the cost. A program must benefit in proportion to the amount charged to the federal program – for example, if a teacher is paid 50% with Title I funds, the teacher must work with the Title I program/students at least 50% of the time. Recipients also need to be able to track items or services purchased with federal funds so they can prove they were used for federal program purposes.
 - d. Authorized under state and local rules. All actions carried out with federal funds must be authorized and not prohibited by state and local laws and policies.¹⁴⁶

- e. Adequately documented. A recipient must maintain proper documentation so as to provide evidence to monitors, auditors, or other oversight entities of how the funds were spent over the lifecycle of the grant.

G. Program Specific Fiscal Rules

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

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

H. Approved Plans, Budgets, and Special Conditions

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

I. Training

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

J. Employee Sanctions

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

K. Mandatory Disclosures

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

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

VIII. COMPENSATION – PERSONAL SERVICES EXPENSES AND REPORTING

A. Compensation – Personal Services

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

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

Unless an arrangement is specifically authorized by a federal awarding agency, a school district must follow its written non-federal, 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 written policies of the school district.
5. Post-retirement costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with established written policies of the school district.
6. Costs of severance pay are allowable only to the extent that, in each case, severance pay is required by law; employer-employee agreement; established policy that constitutes, in effect, an implied agreement on the school district's part; or circumstances of the particular employment.

C. Insurance and Indemnification

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

D. Recruiting Costs

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

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

E. Relocation Costs of Employees

Relocation costs are allowable, subject to the limitations described below, provided that reimbursement to the employee is in accordance with the school district's reimbursement policy.

F. Travel Costs

Travel costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the school district's non-federally funded activities and in accordance with the school district's reimbursement policies.

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

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

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

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

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

[NOTE: Noncompliance. If a school district fails to comply with federal statutes, regulations, or the terms and conditions of a federal award, the DOE or MDE may impose additional conditions, as described in 2 Code of Federal Regulations, section 200.208 (Specific Conditions). If the DOE or MDE determines that noncompliance cannot be remedied by imposing additional conditions, the DOE or MDE may take one or more of the following actions, as appropriate under the circumstances: 1) Temporarily withhold cash payments pending correction of the deficiency by the school district or more severe enforcement action by the DOE or MDE; 2) Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance; 3) Wholly or partly suspend or terminate the federal award; 4) Initiate suspension or debarment proceedings as authorized under 2 Code of Federal Regulations, Part 180 and DOE regulations (or, in the case of MDE, recommend such a proceeding be initiated by the DOE); 5) Withhold further federal awards for the project or program; and/or 6) Take other remedies that may be legally available.]

Legal References: [2 C.F.R. § 200.1](#) (Definitions: Capital Assets)
[2 C.F.R. § 200.112](#) (Conflict of Interest)
[2 C.F.R. § 200.113](#) (Mandatory Disclosures)
[2 C.F.R. § 200.205](#) (Federal Awarding Agency Review of Merit of Proposals)
[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(c) (Competition)
2 C.F.R. § 200.320 (Methods of Procurement to be Followed)
2 C.F.R. § 200.321 (Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms)
2 C.F.R. § 200.328 (Financial Reporting)
2 C.F.R. § 200.339 (Remedies for Noncompliance)
2 C.F.R. § 200.403(c) (Factors Affecting Allowability of Costs)
2 C.F.R. § 200.430 (Compensation – Personal Services)
2 C.F.R. § 200.431 (Compensation – Fringe Benefits)
2 C.F.R. § 200.447 (Insurance and Indemnification)
2 C.F.R. § 200.463 (Recruiting Costs)
2 C.F.R. § 200.464 (Relocation Costs of Employees)
2 C.F.R. § 200.474 (Transportation Costs)
2 C.F.R. § 200.475 (Travel Costs)

Cross References: MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)
MSBA/MASA Model Policy 210 (Conflict of Interest – School Board Members)
MSBA/MASA Model Policy 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)

Adopted: 7-24-2017

Revised: 11-23-2020; 8-22-2022; 2-24-2025

751 INTERNAL CONTROL POLICY**I. PURPOSE**

Pipestone Area Schools, ISD 2689, seeks to balance its internal accounting control in such a way as to ensure public confidence and maintain the integrity of its financial systems and assets, without unduly inhibiting the ability to efficiently carry out its mission.

II. CASH DISPURSEMENTS**1. GOAL**

The goal of the Pipestone Area School Board in establishing an internal control system for cash disbursements is to safeguard the assets of Pipestone Area Schools and to ensure an appropriate level of fiduciary responsibility

2. OBJECTIVE

The objective of the Pipestone Area School Board in meeting this goal is to ensure that cash is disbursed only upon proper authorization of management for valid governmental purposes, and that all disbursements are properly recorded.

3. PROCEDURES**A. Segregation of Duties**

No financial transaction shall be handled by only one person from beginning to end.

1. Payment of all claims will be authorized by either the Principal, Curriculum Director, Activities Director, Business Manager, or Superintendent. The School Board will authorize the payment of all the claims.

2. Checks will be signed by the School Board Chairman, Clerk, and Treasurer. Signatures are electronic and all 3 are required on the check. The electronic signature is stored on the hard drive on the Accounts Payable Clerk, Payroll/HR Coordinator, and the Business Manager's computers. Access to payment printing is password protected on each computer noted above.

3. Payments will be coded and recorded by the Accounts Payable Clerk, with oversight by the Business Manager. In the absence of the Accounts Payable Clerk, the Business Manager may code and record payments. The payments for payroll tax and other payroll deductions will be coded and recorded by Payroll/HR with oversight by the Business Manager.

4. The Treasurer's report and budget year-to-date report will be prepared by the Business Manager and presented to the School Board on a monthly basis. The Accounts Payable Clerk will prepare the detail payment register by check number, which will be presented to the School Board on a monthly basis. The Business Manager will review the detail payment register by check number after it is prepared.

5. A requisition will be completed for all purchases, and approved by the appropriate administrator. Teacher requisitions are approved by the building Principal, or the Curriculum Director. The Superintendent approves the Facility Manager, Tech Coordinator, and Food Service requisitions, and the Business Manager approves requisitions for the Business Office.

6. Requisition processing -

- Elementary – Administrative Assistant processes all requisitions for elementary staff.
- MS/HS - Administrative Assistant processes all requisitions for MS/HS staff.
- Accounts Payable Clerk – processes requisitions for Food Service, Tech Coordinator, Facility Manager, and Business Office.
- The processing personnel will make sure they have the appropriate signatures before a purchase order is generated. Consecutive purchase order numbers are automatically assigned in Smart Finance. The Superintendent’s signature is on all purchase orders. The electronic signature is password protected and stored on the hard drives of the personnel that prepare purchase orders.
- Properly signed and approved purchase orders will be mailed by the personnel who it was prepared by.

B. Accounting Controls

The following common internal controls relate to paying bills:

1. All disbursements will be made by pre-numbered checks. The MICR encoding is printed on the checks at the time of payment processing, eliminating actual pre-printed check stock.
2. Smart Finance Software does not allow the user to use the same check number per bank record.
3. Under no circumstances will blank checks be signed in advance.
4. The Accounts Payable Clerk receives the mail for the Business Office. The invoices are stamped with “IS THIS INVOICE OK TO PAY?” The stamp also contains the date received by the Accounts Payable Clerk, along with a signature and date line for the appropriate individual to sign. Invoices are then delivered to the individual for their signature. When the invoice is returned to the Accounts Payable Clerk, the payment process is initiated.
5. All signed checks will be mailed promptly by the Accounts Payable Clerk after the School Board approves the expenditures at the monthly board meeting.
6. When an invoice is paid, the voucher number is listed on the invoice. The check stub contains the vendor name, invoice date, voucher number, check number, check date, and amount paid. The check has 3 parts and the third part is attached to the invoice.
7. A monthly detail payment register by check number will be prepared on a monthly basis. The report details the vendor, bank, check number, check date, account code, dollar amount, and the description of the expenditures. The Accounts Payable Clerk generates the report which is reviewed by the Business Manager. The report is presented at the monthly board meetings for the School Board to approve payment of the invoices.
8. Credit card purchases are allowed. The employee will have to complete a requisition, following the procedures noted above (3. A. 5 and 6). The Accounts Payable Clerk issues the credit cards. The cards are numbered and the user has to sign for the card, along with the reason for needing the credit card. The employee has to include all of the detailed receipts and a description of the purchase when the credit card is returned.
9. If a personal credit card is used for travel, the employee must fill out the Employee Reimbursement/Travel Claim. Block A of the form is the narrative. The employee has to fill in the general purpose of the expenses. Block B contains the detail of the travel expenses (e.g., meals, lodging, taxi, bus, parking, tolls, rental car expense, and conference fees). Detailed receipts need to be attached to the Employee Reimbursement/Travel Claim in order for the employee to be reimbursed. The employee and the administrator in charge of the employee need to sign the form.
10. All journal entries will be prepared by the Business Manager with the supporting documentation.

III. PAYROLL

1. GOAL

The goal of the Pipestone Area School Board in establishing an internal control system for payroll disbursements is to safeguard the assets of the school and to ensure an appropriate level of fiduciary responsibility.

2. OBJECTIVE

The objective of the Pipestone Area School Board in meeting this goal is to ensure that payroll disbursements are made only upon proper authorization to bona fide employees, that payroll disbursements are properly recorded, and related legal requirements (such as payroll tax deposits) are complied with.

3. PROCEDURES

A. Segregation of Duties

Payroll checks will be processed by the following persons:

1. The Business Manager will review the payroll register after HR/Payroll Coordinator completes the payroll.
2. The HR/Payroll Coordinator will prepare all payroll related tax withholding deposits and reports.
3. The SWWC Service Cooperative will prepare year-end W-2's for employees. The HR/Payroll Coordinator will distribute the W-2's and respond to inquiries regarding the same.

B. Accounting Controls

The following common internal controls relate to payroll:

1. Time sheets are required for hourly employees to document employee hours, including overtime and leave time. Designated hourly employee use a time clock to track their hours.
2. Employment records will be maintained for each employee that detail wage rates, benefits, taxes withheld, and any changes in employment status.
3. Payroll-related taxes, including employer share, will be withheld and paid to the appropriate government agency on a timely basis.
4. Written contracts shall dictate the accounting for vacations, holidays, sick leave, and other benefits.
5. A list of payroll checks written, with the appropriate taxes withheld, will be maintained in a separate payroll register.

IV. STUDENT ACTIVITY ACCOUNTS

1. GOAL

The goal of the Pipestone Area School Board in establishing an internal control system for student activity accounts to safeguard the assets of the school and to ensure an appropriate level of fiduciary responsibility.

2. OBJECTIVE

The objective of the Pipestone Area School Board in meeting this goal is to provide guidelines for the use, safekeeping, and reporting standards of the student activity accounts.

3. PROCEDURES

A. Segregation of Duties/Accounting Controls

Student activity funds are available for extra curricular activities, which is defined as all direct and personal services for pupils for their enjoyment that are managed and operated under the guidance of an adult or staff member. Student activity accounts are for extracurricular activities where funds are raised by students, and for students that are currently enrolled and participate in an activity.

1. Cash Disbursements – The student activity advisor has to complete the required form with the Accounts Payable Clerk. The form includes the vendor, date, dollar amount, and a description of the service or goods provided. The completed form will be signed by activity advisor, the student advisor, and the MS/HS Principal. The invoice has to be attached to the form and will be reviewed by the Accounts Payable Clerk for accuracy. If questions arise, the Accounts Payable Clerk will contact the student advisor. The checks are signed by the Business Manager and the Superintendent. The electronic signature is stored on the Accounts Payable Clerks hard drive. Access to payment printing is password protected on the computer noted above.

2. Cash Receipts – The student activity advisor has to complete the required deposit form with the Accounts Payable Clerk. The form includes the date, account, activity advisor signature, and the dollar amount. The Accounts Payable Clerk will count the deposit for accuracy, and if there is a discrepancy between the two amounts, the activity advisor is contacted, the issue is discussed and resolved. The Accounts Payable Clerk prepares the deposit and the Business Manager brings the deposit to the bank.

3. A monthly detail payment by register is prepared on a monthly basis and presented to the School Board.

4. The Accounts Payable Clerk prepares the monthly activity for receipts and disbursements each month for the advisors to review.

5. Pipestone Area Schools will comply with the "Manual for Activity Fund Accounting" prepared by the Minnesota Department of Education.

V. CASH RECEIPTS

1. GOAL

The goal of the Pipestone Area School Board in establishing an internal control system for cash receipts is to safeguard assets of the school and to ensure an appropriate level of fiduciary responsibility.

2. OBJECTIVE

The objective of the Pipestone Area School Board in meeting this goal is to ensure that all cash intended for the school is received, promptly deposited, properly recorded, reconciled, and kept under adequate security.

3. PROCEDURES

A. Segregation of Duties

No financial transaction shall be handled by only one person from beginning to end.

1. The Superintendent's Admin Assistant will be responsible for receiving all cash payments to the school district, whether by mail or in person. In the absence of the Superintendent's Admin Assistant, the Accounts Payable Clerk may receive cash payments.

2. The Superintendent's Admin Assistant will review receipts prior to making any deposits. The Business Manager will be responsible for coding the receipts and entering the deposits into Smart Finance.

3. The bank reconciliations will be prepared by the Business Manager on a monthly basis. The Business Manager will prepare the Treasurer's report and present it to the Pipestone Area School Board on a monthly basis.

4. Invoices for Pipestone Area Schools will be prepared by the Business Manager. An accounts receivable register will be maintained by the Business Manager.

B. **Accounting Controls**

The following guidelines will govern the processing of receipts.

1. All receipts will be deposited in a timely manner.

2. The Superintendent's Admin Assistant will record all receipts using a sequential receipt number.

3. Receipts will include payer, date, amount, and description.

4. Receipts will be coded with appropriate account information.

5. Receipt documents totals must match totals from bank receipt.

6. Receipts will be recorded in Smart Finance.

7. Receipts from donations must be presented to the Pipestone Area School Board for acceptance and approval.

8. Concessions: Various groups sign up to do concessions. The Accounts Payable Clerk prepares a cash box with \$800.00 from the safe for starting cash for concessions. The cash box is delivered to the Athletic Director, who then gives it to the advisor supervising concessions. At the end of the event, the cash box is counted and recorded by the advisor and the Accounts Payable Clerk. The \$800.00 starting cash goes back into the safe and anything over gets deposited by the Accounts Payable Clerk.

9. Extracurricular Events – Gate Receipts: The Accounts Payable Clerks prepares ticket gate boxes with \$800.00 from the safe for starting cash for gate sales. The cash box(es) are delivered to the Athletic Director, who then gives it/them to the ticket seller. At the end of the event, the cash box is counted and recorded by the ticket seller and the Accounts Payable Clerk. The \$800.00 starting cash goes back into the safe and anything over and above is counted and deposit is prepared by the Superintendent's Admin Assistant.

10. The Accounts Payable Clerk has \$3,000.00 in a locked safe for concessions and ticket gate boxes. The Accounts Payable Clerk and the Athletic Director are the only personnel who know the combination of the safe.

VI. BUDGETARY CONTROLS

1. GOAL

The goal of the Pipestone Area School Board in establishing an internal control system for budgetary control is to safeguard the assets of the school and to ensure an appropriate level of fiduciary responsibility.

2. OBJECTIVE

The objective of the Pipestone Area School Board in meeting this goal is to ensure that the budget is monitored on an ongoing basis.

3. PROCEDURES

A. Segregation of Duties

The following guidelines will govern the preparation and monitoring of the budget.

1. The Superintendent will establish the budget monetary guidelines that will be used in the budget. The appropriate staff are responsible for completing requisitions. The Business Manager creates a spreadsheet with the requisitions coded to the appropriate areas. The Business Manager meets with the Elementary, MS/HS Principal, and the Curriculum Director to ensure the total of the requisitions are within the budgetary guidelines established by the Superintendent.
2. The Business Manager will prepare spreadsheets for the salaries and benefits. These spreadsheets will serve as the source documents for the payroll side of the budget.
3. The Business Manager will use a percentage increase for other items in the budget based on current economic conditions.
4. The Business Manager and Superintendent will review the budget. The preliminary budget will be presented to the School Board at the June meeting for approval.
5. A budget transfer form will be prepared if there are changes to the original budget. The budget transfer form will include the accounts that are affected by the budget transfer. The form will also include an explanation of why the transfer was made. The budget transfer has to be approved by the Superintendent.
6. If there is an increase or decrease in the overall budget, a budget amendment will be prepared. The budget amendments will be presented to the School Board for approval.

VII. FINANCIAL STATEMENT PREPARATION

1. GOAL

The goal of the Pipestone Area School Board in establishing an internal control system for financial statement preparation.

2. OBJECTIVE

The objective of the Pipestone Area School Board is to negate the audit finding which states that "District personnel that lack the necessary expertise are responsible for financial statements required to be prepared in accordance with generally accepted accounting principles." This finding was included in the audit report for the year ending June 30, 2021.

3. PROCEDURES

A. Required Review Policies and Procedures

1. The Business Manager will reconcile the general ledger amounts to the draft financial statements utilizing grouping schedules provided by the auditors.
2. The Business Manager will review all of the supporting documentation and explanations for journal entries that are proposed by the auditing firm and approve the journal entries.
3. The Business Manager will review the adequacy of the financial statement disclosures by completing a disclosure checklist. The Business Manager will use the disclosure checklist published by the American Institute of Certified Public Accountants.

4. The Business Manager will review and approve schedules and calculations supporting the amounts included in the notes to the financial statements.

Adopted: 12-15-2008

Revised: 2-28-2022, 2-24-2025

RESOLUTION ACCEPTING DONATIONS

WHEREAS, Minnesota Statutes 123B.02, Subd. 6 provides: “The board may receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, or for the benefit of pupils thereof, including trusts created to provide pupils of the district with advanced education after completion of high school, in the advancement of education.”, and

WHEREAS, Minnesota Statutes 465.03 provides: “Any city, county, school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full.” and

WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full;

THEREFORE, BE IT RESOLVED, that the School Board of Pipestone Area Schools, ISD 2689, gratefully accepts the following donations to high school activities as identified below:

Calumet Farms LLP	\$545.00	Donation to FFA
CHS	\$150.00	Donation to Little Arrow Wrestling (Community Ed)
First Bank & Trust	\$300.00	Donation to Little Arrow Wrestling (Community Ed)
Pipestone Building Materials	\$225.00	Donation to Robotics
Ludolph Bus Service, Inc	\$300.00	Donation to Robotics
Darveaux Foods of Pipestone	\$250.00	Donation to Robotics
Everett Tire & Auto	\$100.00	Donation to Robotics
Christensen Broadcasting	\$150.00	Donation to Robotics
Taya DeRycke Bole More Lanes	\$1,000.00	Donation to Robotics
PASBA	\$13,081.49	Donation of Batting Cage for Softball

The motion for adoption of the foregoing resolution made by Member ___ and duly seconded by Member ___ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

The foregoing resolution was approved this 24th day of February, 2025

FFA

CALUMET FARMS LLP

1801 FORMAN DR
Pipestone, MN 56164

First Bank & Trust
P.O. Box 190
Pipestone, MN 56164
(507) 825-3344

0000002403

78-844/914

Pay *FIVE HUNDRED FORTY-FIVE AND XX / 100

Check Date
12/18/2024

Amount
*****545.00*

To The Order Of
PIPESTONE FFA

Gray Weeber

Tom Fink

Authorized Signature



⑈0000002403⑈ ⑆091408446⑆ 01800351231⑈

Independent School District No. 2689
Pipestone, Minnesota 56164

Date 2-12-25

5166

Received of CHS

Amount \$ 150-

For Donation to Little Arrow Wrestling Comm Ed.

Code								Amount	Description
								150-	check

Signed ROP

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND - NOT A WHITE BACKGROUND



CHS Inc.
P.O. BOX 64089
St. Paul, MN 55164-0089

Wells Fargo Bank, N.A.
Denver, CO

82-91
1021

DATE	CHECK NO.
12/11/2024	100900692

ONE HUNDRED FIFTY AND 00/100

PAY TO THE ORDER OF:

PIPESTONE AREA SCHOOLS
1401 7TH ST SW
PIPESTONE, MN 56164-1877

PAY THIS AMOUNT
\$*****150.00***

Angela Olsonowski

THE BACK OF THIS DOCUMENT CONTAINS AN ARTIFICIAL WATERMARK - HOLD AT AN ANGLE TO VIEW

⑈ 100900692 ⑈ ⑆ 102100918 ⑆ 4990028265 ⑈

Independent School District No. 2689
Pipestone, Minnesota 56164

Date 2-12-25

5167

Received of First Bank + Trust Amount \$ 300-
For Donation to Little Arrow Wrestling - Comm Ed

Code								Amount	Description
								300-	check

Signed [Signature]

THE REVERSE SIDE OF THIS DOCUMENT INCLUDES MICROPRINTED ENDORSEMENT LINES AND ARTIFICIAL WATERMARK - HOLD AT AN ANGLE TO VIEW

FISHBACK FINANCIAL CORPORATION | FIRST BANK & TRUST

124033

 Accounts Payable
PO Box 5057
Brookings, SD 57006
605.696.2200

DATE 1/10/2025 AMOUNT \$300.00

PAY THREE HUNDRED and 00/100*****

TO THE ORDER OF:

LITTLE ARROWS WRESTLING

[Signature]



⑈ 124033 ⑈ ⑆091408446⑆ 1100124056⑈

HEAT SENSITIVE RED IMAGE DISAPPEARS WITH HEAT

THE BACK OF THIS DOCUMENT INCLUDES MICROPRINTED ENDORSEMENT LINES

DOCUMENT IS PRINTED ON CHEMICAL & REACTIVE PAPER - THE BACK OF THIS DOCUMENT INCLUDES A TAMPER EVIDENT CHEMICAL WASH WARNING BOX

PIPESTONE BUILDING MATERIALS, INC.

P.O. BOX 424
PIPESTONE, MN 56164
(507) 825-6358

FIRST BANK & TRUST
P.O. BOX 190
PIPESTONE, MN 56164
(507) 825-3344
75-844/914

024435

PAY TO THE ORDER OF PAS Robotics

Two Hundred Twenty-Five and 00/100***** \$**225.00

PAS Robotics

DOLLARS

2/5/2025

MEMO

[Handwritten Signature]
AUTHORIZED SIGNATURE



LUDOLPH BUS SERVICE, INC.

810 4TH ST. NW
PIPESTONE, MN 56164
PH 507-825-2303 FAX 507-825-3002

14199

PAY TO THE ORDER OF

Pipestone Area Arrowbots

Three Hundred and 00/100***** \$**300.00

Pipestone Area Arrowbots
1401 7th Street SW
Pipestone, MN 56164

2/5/2025

DOLLARS

MEMO

Sponsor



[Handwritten Signature]
AUTHORIZED SIGNATURE



Security features. Details on back.

⑈014199⑈ ⑆091216007⑆ 4531020885⑈

First National Bank

Jack

DARVEAUX FOODS OF PIPESTONE, INC.

HANK'S FOODS
504 - 7TH STREET SW
PIPESTONE, MN 56164



P.O. Box 190
Pipestone, MN 56164
(507) 825-3344
78-844/914

41175

PAY TO THE ORDER OF

Pipestone Arrow Bats

DATE

2/5/25

\$ *250* —

DOLLARS

FOR *2025 Sponsorship*

Thomas S

10885

78-844/914

2-5-25

Date

CHECK AMOUNT

\$ *100*

DOLLARS

**STEVEN H. EVERETT
EVERETT TIRE & AUTO**
PH. 507-562-8473
806 INDUSTRIAL RD.
PIPESTONE, MN 56164

Pay to the Order of:

Pipestone Arrog Robotics
one hundred dollars + 00/100



P.O. Box 190
Pipestone, MN 56164
(507) 825-3344

Steve Everett

For *33155310 10885*

Christensen Broadcasting LLC
KCOCC, KDWC, KISD, KJOE, KLOH & KMFM Radio
P.O. Box 456
Pipestone, MN 56164
507-825-4282

78-844/914

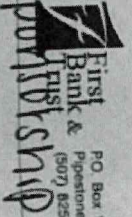
DATE *2/5/25*

364

PAY TO THE ORDER OF

Pipestone Arrowbats
one hundred fifty + 00/100 \$ *150.00*

DOLLARS



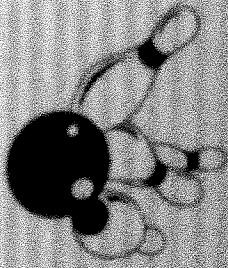
P.O. Box 190
Pipestone, MN 56164
(507) 825-3344

Moya Christensen

MEMO *Sponsorship*
⑆091408446⑆ 1800365402⑆ 00364

Security Features Details on back

Security Features Details on back



Tava Derycke
DBA Bole Mor Lanes
 735 7th Ave Sw. Ph 507-215-1394
 Pipestone, MN 56164

2157
 78 84/314

2-6-2025

Date CHECK AMOUNT

Pay to the Order of Pipestone Area Annabots

One thousand and no/100

\$ 1,000 ⁰⁰/₁₀₀

Dollars Pipestone Area Annabots



First Bank & Trust
 P.O. Box 100
 Pipestone, MN 56164
 (507) 825-3344

For FIRST Robotics Donation

[Handwritten Signature]

⑆091408446⑆ 1800348672⑆ 02157

FRONT CENTER MICR LINE

November 25th, 2024

To whom it may concern:

This is a quote for a new batting cage at the High School varsity softball field. This will be installed just outside the right field fence. The cage itself will be 14' W X 55' L. We will have to drill 8 holes for the batting cage poles to be set in. We would also like to pour a 16' X 60' X 4" concrete pad for the base/floor of the batting cage. We will then put the turf on top of this concrete pad. I will most likely do the installation of the cage and concrete work myself, with the help of equipment from friends. Volunteer softball players and their parents will help with the labor of the project as well. The price total will include concrete, rebar, and some minor electrical work for an outlet for the pitching machine. Thank you for considering this project.

All of the money is accounted for and I would like the permission from the school board to proceed with this project.

166

Price Quotes:

Jer's Electric	\$1000.00
Buffalo Ridge Concrete	\$3000.00
Pipestone Building Material	\$300.00
On Deck Sports	\$8781.49

Total: \$13,081.49

Sincerely: Mike Bloemendaal.

Shipping label with barcode and text including "FEDEX" and "DALLAS TX".

Small shipping label with barcode.

Handwritten label: "Do not work"

Handwritten label: "12/15/15"

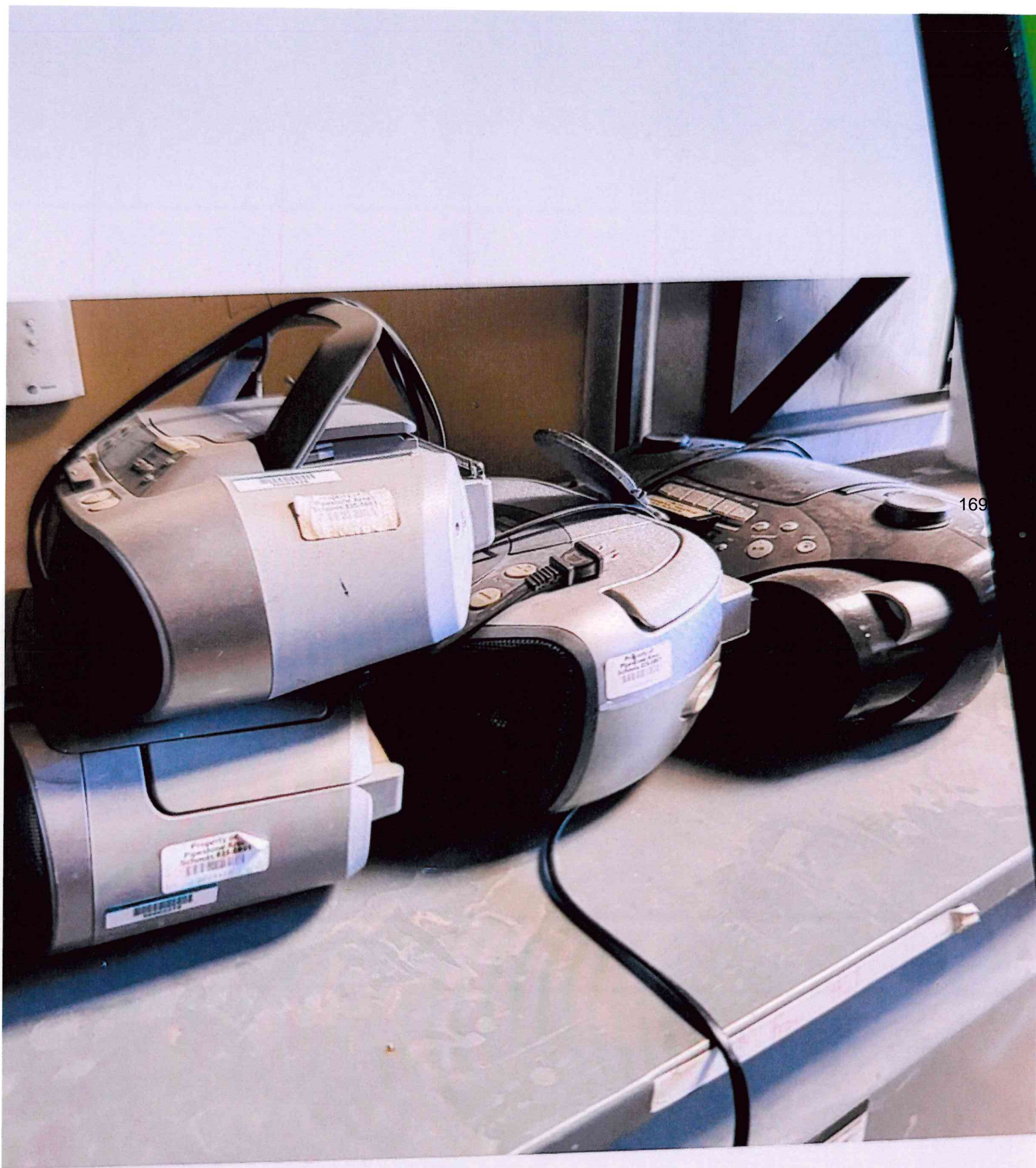
167

Logo with a leaf and the word "rice" (partially visible).

729









SWWC Service Cooperative Contracts Summary

	24-25 Contracts	25-26 Contracts
Member: Pipestone Area School District		
Child Count on Contracts	1,105	1,087
Membership Dues (One-Time)	\$0.00	\$0.00
Administrative Solutions		
Environmental/Occupational Health & Safety Management Program	\$10,179.00	\$10,686.00
Health & Safety Management Assistance	\$2,964.34	\$2,964.34
Regional Management Information Center		
<ul style="list-style-type: none"> • Business/SMART Systems Services 	\$18,938.50	\$19,594.10
<ul style="list-style-type: none"> • Business UFARS Support Services without access to SMART Systems 	\$0.00	\$0.00
<ul style="list-style-type: none"> • MARSS/Other Revenue Reporting Services 	\$2,384.00	\$2,446.78
<ul style="list-style-type: none"> • Extended Services Subscription 	\$0.00	\$0.00
Technology Services		
<ul style="list-style-type: none"> • Basic Technology Services 	Included with WAN	Included with WAN
<ul style="list-style-type: none"> • Technology Coordination Support 	\$110,400.00 full time; year 3 of 3 years	\$120,614.00 full time; year 1 of 3 years; \$2,290 WAN Tech Subscriber Deduction
<ul style="list-style-type: none"> • Technology Integration Support 	\$0.00	\$0.00
<ul style="list-style-type: none"> • E-Rate Coordination Services 	Included with WAN	Included with WAN
<ul style="list-style-type: none"> • Comprehensive Cyber Security 	\$15,260.25	\$9,515.50
<ul style="list-style-type: none"> • Student Data Privacy Program 	\$1,545.00	\$1,950.00
<ul style="list-style-type: none"> • WAN Consortium Member 	Yes	Yes
<ul style="list-style-type: none"> • Email Security Service 	Yes	Yes
<ul style="list-style-type: none"> • Email Archiving Service 	Level 1 – 3 Year Retention	Level 1 – 3 Year Retention
<ul style="list-style-type: none"> • Secured Remote Backup Service 	Yes	Yes
<ul style="list-style-type: none"> • Website ADA Accessibility and Usability Support with Siteimprove 	No	No
<ul style="list-style-type: none"> • OnDemand IT Certification and Training Solution with Stormwind Studios 	No	No

• Moodle Course Hosting Service	No	No
• Moodle in Your School Service	No	No
• SWWC Private Cloud Server Hosting	No	No
• SWWC Managed FilterED ILT Services	No	No
Educational Solutions		
Special Education Services:		
• School Psychologist	\$98,400.00	\$102,400.00
• Speech/Language Pathologist	\$293,880.00	\$315,980.00
• Teacher of the Visually Impaired	\$0.00	\$0.00
• Early Childhood Special Education Teacher	\$174,590.00	\$234,000.00
• Teacher of the Deaf/Hard of Hearing	\$43,560.00	\$33,500.00
• DAPE Teacher	\$0.00	\$0.00
• Occupational Therapy	\$111,230.00	\$114,660.00
• Orientation and Mobility Services	\$0.00	\$0.00
• Physical Therapy	\$0.00	\$0.00
• Regional ECSE Coordination	\$3,098.00	\$3,206.00
• Special Education Cooperative Membership Fee	\$29,890.00	\$31,187.00
• Shared Special Education Administrative Services	\$64,738.00	\$68,533.00
• Single District Special Education Administrator	\$0.00	\$0.00
TOTAL SPECIAL EDUCATION SERVICES	\$819,386.00	\$903,466.00
Behavior Analytic Services	\$23,400.00 Package D	\$25,200.00 Package D
Mental Health Services	\$0.00	\$0.00
School Nurse Services	\$0.00	\$0.00
Teaching & Learning Curriculum & Instruction Coordination Services	\$0.00	\$0.00
Teaching & Learning Shared Curriculum & Instruction Coordination Services	\$0.00	\$0.00
Teaching & Learning Literacy Lead Specialist Services	\$0.00	\$0.00
Teaching & Learning Customized Services	\$0.00	\$0.00
STARRS Online Academy	Yes	Yes
Translation/Interpretation	No	No
TOTAL	\$1,006,807.09	\$1,096,436.72

**SWWC SERVICE COOPERATIVE
MEMBERSHIP AGREEMENT
2025-26**

THIS AGREEMENT, is executed this 3rd day of February, 2025, (the “Execution Date”) by and between SWWC Service Cooperative (hereinafter referred to as “SWWC”), and **Pipestone Area School District**, No. 2689, located at Pipestone, Minnesota (hereinafter referred to as the “Member”). The provisions contained herein, along with the addenda and attachments thereto, shall constitute the entire agreement and understanding between the parties.

RECITALS

- A. Pursuant to Minnesota Statute § 123A.21, SWWC was formed to perform planning on a regional basis and to assist in meeting the specific needs of clients in participating school districts, cities, counties, and other governmental agencies that could be better provided by a service cooperative than individually by the members themselves. Minnesota Statute § 123A.21 authorizes SWWC to provide those programs and services which are determined to be priority needs of the particular region pursuant to Minn. Stat. § 123A.21, subd. 7, and to assist in meeting special needs which may arise from the fundamental constraints of SWWC’s members.
- B. Membership in SWWC is not compulsory. Members may subscribe to SWWC programs and services available to all members by payment of a one-time membership fee. At its sole option the member may further subscribe to programs and services beyond those offered to all members (“Additional Services”). Individual members shall collectively share in the costs incurred in providing the Additional Services to which they subscribe.
- C. The parties hereto desire to establish a relationship in which SWWC will provide programs and services to the Member and in which the Member will remit payment for such programs and services specified herein.
- D. SWWC and the Member seek to assure a thorough understanding of the obligations assumed by each.

AGREEMENT

1. **Dues and Fees.**
 - a. **Membership Dues.** The SWWC Board of Directors has determined membership fees (“Annual Membership Dues”) as follows:
 - **Full Membership:** Open to public school districts, cities, counties, and other governmental agencies as defined in Minnesota Statute (M.S. 471.59) and are within the SWWC region. A **one-time fee of \$25** will be assessed.
 - **Associate Membership:** Open to (a) nonpublic schools, partnership agencies, or nonprofit organizations within the SWWC region, and to (b) schools – public and nonpublic, cities, counties, partnership agencies, nonprofit organizations, and other governmental agencies outside the SWWC region. A **one-time fee of \$50** will be assessed.
 - b. **Additional Services Fees.** The Additional Service addenda attached hereto reflect each Additional Service subscribed to by the Member. The cost of such Additional Services may be determined by apportioning the approximate cost of each program and service among the members participating in the Additional Service, or may alternatively be determined by a flat fee schedule (“Additional Services Fees”). The attached Additional Service addenda shall state the manner in which the cost of such Additional Service subscribed to shall be calculated during the Term of this Agreement.
2. **Payment.** Unless modified by any addenda attached hereto, all payments due SWWC by Member shall be paid on or before August 15.
3. **Calculation of Student Enrollment.** If the attached addenda state that the Additional Service Fees are to be assessed on a per student basis, the student enrollment numbers used shall be those identified by the Minnesota Automated Reporting Student System (MARSS) from the second prior fiscal year (23-24). The number of students calculated shall be those enrolled in pre-kindergarten through 12th grade education.
4. **Indemnification by Member.** The Member shall indemnify and hold SWWC harmless from any and all loss, damage, liability, cost or expense (including reasonable attorneys’ fees and expenses) which SWWC may incur or suffer as a result of any claim of any kind whatsoever arising out of:
 - a. any act or omission by Member or any of Member’s agents or employees which violates this Agreement;
 - b. any claim for breach of warranty based upon any warranty or representation given or purportedly given by Member, Member’s agents or employees which is different from or in addition to written warranties and representations given by SWWC, as amended by from time to time;

- c. third party claim for personal injury, damage, economic loss or other damage, caused by or arising out of the use, creation or production of any products proximately caused by or resulting from the negligence of Member, or the Member's agents or employees;
- d. any claim for breach of warranty based upon a defect caused by any act or omission by the Member, or the Member's employees or agents; or
- e. any claim or demand arising from the employment for engagement by Member of any person or entity.

5. **Term; Automatic Renewal.** Unless modified by addenda attached hereto, SWWC's obligations pursuant to this Agreement and any attached addenda shall commence on July 1, 2025 (the "Effective Date") and shall continue for a period of twelve (12) months (the "Initial Term"). This Agreement and all addenda attached hereto shall thereafter automatically and continuously renew from year to year (each, an "Extended Term") unless the Member delivers (a) written notice to SWWC of the Member's intent to withdraw from all SWWC services ("Notice of Intent to Withdraw"), or (b) written notice of the Member's intent to reduce its participation in any previously subscribed-to Additional Services ("Notice of Intent to Reduce Additional Services") by March 1 preceding the first day of the next Extended Term as set forth in Subsections 5(a) and 5(b) below (the "Notice Deadline").

- a. **Notice of Intent to Withdraw.** The Member may deliver to SWWC a written Notice of Intent to Withdraw from membership and all Additional Services by the Notice Deadline. If not delivered, this Agreement shall renew for the next Extended Term and the Member shall be obligated to pay all dues and fees for the next Extended Term. The Member acknowledges and agrees that failure to provide such Notice of Intent to Withdraw on or before the Notice Deadline shall cause the Term of this Membership Agreement and, notwithstanding the receipt of a timely Notice of Intent to Reduce Additional Services from the Member, the Term of all addenda attached hereto to automatically renew for the next Extended Term. The Member further acknowledges and agrees that the Member may not subscribe to any Additional Service unless membership in SWWC is maintained and continued for the full term of any Additional Service. The Member acknowledges and agrees that if the Member subscribes to any Additional Services that extend over a term of greater than twelve (12) months (referred to herein as an "Obligated Term"), the Member shall be prohibited from withdrawing from membership in SWWC or from such subscribed Additional Service until the Obligated Term of the Additional Service has expired.
- b. **Notice of Intent to Reduce Additional Services.** The Member may deliver to SWWC a written Notice of Intent to Reduce Additional Services by the Notice Deadline. If not so delivered, the Additional Services shall not be reduced, and the Member shall be obligated to pay all fees for subscribed Additional Services for the next Extended Term. Additionally, a timely Notice of Intent to Reduce Additional Services shall be effective only for those services expiring in the twelve (12) month period following the Notice Deadline and shall not have the effect of reducing the Term of any Additional Services to which the Member has subscribed; each Additional Service to which the Member has subscribed will not be subject to reduction or termination until the expiration date of the current Term of such Additional Service.

6. **Termination.** Notwithstanding any provision in this Agreement to the contrary, this Agreement may be terminated prior to the expiration of the Initial Term or any Extended Term pursuant to any of the following provisions:

- a. **Breach of Agreement.** Either party may terminate this Agreement by delivery of written notice to the other party if the other party breaches any of the terms and conditions of this Agreement; provided, however, if the breach is curable such notice shall not be effective unless and until such breach remains uncured for a period of thirty (30) days after delivery of such notice. If the breach is nonpayment by the Member of monies due to SWWC the cure period shall be ten (10) days, not thirty (30) days.
- b. **Effect of Termination.** Except as specifically set forth herein, no withdrawal or termination of this Agreement by the Member, whether before or after the Effective Date hereof, and whether voluntary or involuntary, shall relieve the Member of its obligation to pay the full amount due hereunder, including any amounts due pursuant to any attached addenda, nor shall such withdrawal or termination, whether before or after the Effective Date hereof, result in or entitle the Member to the return of any monies previously paid to SWWC for any services subscribed to whether or not such services have been provided or delivered. A breach of this Agreement by SWWC shall entitle the Member to reimbursement of a prorated share of any Additional Service that would remain unused if 1/12 of the service fee were used by SWWC during each month of each Term hereof.

7. **General Provisions.**

- a. **Notices.** Any notice required or permitted to be given under this Agreement shall be deemed to have been duly delivered: (i) when received if delivered by hand; (ii) the same day if delivered by facsimile sent no later than 4:00 pm (receiver's time) on a business day; (iii) the next business day if sent by facsimile on a non-business day

or after 4:00 pm (receiver's time) on a business day; (iv) one (1) business day after placement with a reputable overnight carrier for next morning delivery; or (v) four (4) business days after depositing if placed in the U.S. mails for delivery by registered or certified mail, return receipt requested, postage prepaid and addressed to the appropriate party at the address set forth on the first page of this Agreement. If either party changes its address or facsimile number, such party shall give written notice to the other party of such different address or facsimile number in the manner set forth above.

- b. **Amendment.** The express terms of this Agreement, including all addenda hereto, shall control and supersede any course of performance and/or customary practice inconsistent with such terms. Any agreement between the parties hereafter made shall not change or modify this Agreement unless in writing and signed by the party against whom enforcement of such change or modification is sought.
- c. **Entire Agreement.** This Agreement, together with any addenda referenced herein, constitutes the entire Agreement between the parties and supersedes any and all prior and contemporaneous oral or written understandings between the parties relating to the subject matter hereof.
- d. **Modification and Waiver.** No purported amendment, modification or waiver of any provision hereof shall be binding unless set forth in a writing signed by both parties (in the case of amendments and modifications) or by the party to be charged thereby (in the case of waivers). Any waiver shall be limited to the circumstance or event specifically referenced in the written waiver document and shall not be deemed a waiver of any other term of this Agreement or of the same circumstance or event upon any recurrence thereof.
- e. **Assignment.** The Member shall not assign, transfer or sell all or any part of its rights or obligations hereunder, by operation of law or otherwise, without the prior written consent of SWWC.
- f. **Severability and Interpretation.** In the event that a provision of this Agreement is held invalid by a court of competent jurisdiction, the remaining provisions shall nonetheless be enforced in accordance with their terms. Further, in the event that any provision is held to be overbroad as written, such provision shall be deemed amended to narrow its application to the extent necessary to make the provision enforceable according to applicable law and shall be enforced as amended.
- g. **LIMITATION OF REMEDY.** SWWC SHALL HAVE NO LIABILITY TO ANY PERSON FOR INDIRECT, SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES OF ANY DESCRIPTION, WHETHER ARISING OUT OF WARRANTY OR OTHER CONTRACT, NEGLIGENCE OR OTHER TORT, OR OTHERWISE.

IN WITNESS WHEREOF, the parties have executed this Agreement in the manner appropriate to each to be effective the day and year entered on the first page hereof.

By signing below, the parties agree to be bound by the terms and conditions set out in the membership agreement, along with the addenda, which are effective on the date of the last signature (the "Effective Date"). The parties consent and agree that this Agreement may be electronically signed. The parties agree the electronic signatures appearing on this Agreement are the same as hand-written signatures for purposes of validity, enforceability, and admissibility.

SC MEMBER

SWWC SERVICE COOPERATIVE

BY: _____
Authorized Signature

BY: _____
Authorized Signature

ADDENDUM A
TO MEMBERSHIP AGREEMENT
ENVIRONMENTAL/OCCUPATIONAL HEALTH & SAFETY MANAGEMENT PROGRAM
2025-26

Pipestone Area School District

This Addendum to the Membership Agreement supplements the Membership Agreement made by the parties and by their acceptance of the terms thereof the parties have agreed to the following additional terms, covenants and responsibilities:

1. SWWC is engaged in providing consultation and coordination of services related to the management of environmental health and safety concerns for Members.
2. SWWC agrees to facilitate an Environmental/Occupational Health and Safety Management Program, referred to herein as "E/OHSMP". Said program will be provided by IEA, Inc., 9201 W. Broadway #600, Brooklyn Park, MN 55445.
3. **Included General Services.** The E/OHSMP "General Services" provided by SWWC through IEA can be found at the following website: www.swwc.org/EOHS.
4. **Rate per visit; Annual Fee.** The Member agrees to pay annually a fee equal to the rate per visit (\$822.00) multiplied by the number of visits required by the Member in the most recent fiscal year ("Annual Fee").

The Annual Fee for 2025-26 will be:

\$10,686.00

5. **Term; Payment.** Notwithstanding any provision in the Membership Agreement to the contrary, E/OHSMP General and No-cost Services will be provided to and paid for by the Member for a Term of one year (1 year), commencing as of the Effective Date of the Membership Agreement. The Annual Fee due hereunder shall be payable in three installments on or before July 30, October 15, and February 15 of each fiscal year. This agreement may be terminated for proper cause by either party for any reason upon ninety (90) days written notice to the other party.
6. **Hold Harmless.** That Member recognizes that IEA is solely responsible for the performance of the E/OHSMP. It recognizes that SWWC merely acts as a financial intermediary and has no voice in, and does not exercise control over the manner in which IEA performs its services. Therefore, to the fullest extent permitted by law, the Member agrees to hold harmless SWWC, as well as IEA agents and employees, from and against all claims, damages, losses and expenses, including, but not limited to, reasonable attorneys' fees arising out of or resulting from the performance of IEA's services and to look solely to IEA for redress.
7. **Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.

ADDENDUM B
TO MEMBERSHIP AGREEMENT
HEALTH AND SAFETY MANAGEMENT ASSISTANCE SERVICES
2025-26

Pipestone Area School District

This Addendum to the Membership Agreement supplements the Membership Agreement made by the parties and by their acceptance of the terms thereof the parties have agreed to the following additional terms, covenants and responsibilities:

1. **Subscription.** SWWC is engaged in providing consultation and coordination of Health and Safety Management Assistance Services related to the management of environmental health and safety concerns for Members; and the Member hereby subscribes to such services. These services are subject to change and may include:

- Assisting the Member in identifying and prioritizing health and safety plans and programs.
- Conducting on-site management assistance work during a minimum of one site visit to the Member site per fiscal year if total square footage is less than 140,000; or a minimum of two site visits to the Member site per fiscal year if the total square footage is greater than or equal to 140,000.
- Working with the Minnesota Department of Education and other Service Cooperatives in the development of future health and safety workshops, meetings, etc.
- Directing communication with Minnesota Department of Education.
- Interpreting mandatory requirements from the Minnesota Department of Education.
- Assisting in the completion of mandatory reports.
- Providing personalized service such as summarizing communications (mass emails, etc.) to the Member, drawing attention to what it needs to attend or complete.
- Assisting in determinations of what is allowable under Long-Term Facility Maintenance (LTFM) funding.
- Assisting in the coding of LTFM expenditures.
- Providing interpretations of regulatory agencies.
- Conducting a mock OSHA building walk through.
- Assisting in “Machine Guarding”.

2. **Annual Fee.** In consideration for the services described at Section 1 to this Addendum, the Member agrees to pay to SWWC an “Annual Fee” to be calculated as follows:

$$296,434 \text{ square feet} \times \$0.01/\text{square foot} = \underline{\underline{\$2,964.34}}$$

The Annual Fee shall be payable in one installment in accordance with the provisions of the Membership Agreement.

3. **Type III Vehicle Training – Additional Cost.** At the Member’s election, SWWC also facilitates an on-line Type III vehicle training course. This additional service is offered to the Member at an additional cost, calculated on a per driver basis. Additional information for this service can be found at www.swwc.org/TypeIII.
4. **Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.

ADDENDUM C
 TO MEMBERSHIP AGREEMENT
REGIONAL MANAGEMENT INFORMATION CENTER (“RMIC”)
 2025-26
Pipestone Area School District

This Addendum to the Membership Agreement supplements the Membership Agreement made by the parties and by their acceptance of the terms thereof the parties have agreed to the following additional terms, covenants and responsibilities:

1. The Member hereby subscribes to the Regional Management Information Center Services (“RMIC Services”) pursuant to the terms of the Membership Agreement and this Addendum. The RMIC Services to be provided by SWWC may include finance, payroll, and student administrative support services as outlined below.

2. **Business/SMART SYSTEMS Services; Fees.**

- a. **Fixed Operations, License & Workshop.** Fixed Operations, License & Workshop includes the overall fixed operations costs, SMART SYSTEMS software licenses, subscription and SMART SYSTEMS Trainings. New employee SMART SYSTEMS training will be provided virtually or at the SWWC Office.
- b. **Software Support/Development Assessment.** Members using SMART SYSTEMS software cooperatively finance the needed support to insure reliable software and to provide required and requested enhancements. Software Support/Development Assistance includes all software releases and upgrades for SMART SYSTEMS.
- c. **SMART SYSTEMS Support & Business Services.** The SMART SYSTEMS Support & Business Services offsets the cost of staff time used to support the SMART SYSTEMS software and Business Services, and includes overall SMART SYSTEMS, UFARS, and payroll assistance (email and phone support, UFARS edits, submissions, account code conversions, payroll adjustments, reporting for retirement, quarterly reports, STAR Reporting, W-2 processing, fiscal year-end (“FYE”) reporting, etc.). This fee is calculated by multiplying the rate set by the SWWC Board of Directors by the Member’s student enrollment.
- d. **Additional Charges.** The following non-exclusive list of additional charges may be billed separately to the Member:
 - i. Emergency services, training, and additional accounting and payroll/HR services not covered in basic fee will be charged at \$100.00 per hour (billed in one-half hour increments) when provided at the Member’s district office, plus the IRS mileage rate; or will be charged \$85.00 per hour (billed in one-half hour increments) when provided at the RMIC Office.
 - ii. Small Group Training – \$140.00/half day and \$250.00/full day.
 - iii. ACA Electronic Filing will be billed at \$285.00 for Original 1094/1095 B & C Forms and \$285.00 each for Amended 1094/1095 B & C Forms.
 - iv. Time Tracker: Fixed fee \$625 per district plus \$12/employee and \$8/sub if under 100 licenses, \$9/employee and \$6/sub if over 100 licenses. Leave only subscriptions are a minimum fee of \$1,000.
- e. **Business/SMART SYSTEMS Services Worksheet:** If applicable, the Member’s Business/SMART Systems service fees shall be calculated as set forth below.

i. FIXED OPERATIONS, LICENSE & WORKSHOP FEE:	<u>\$4,050.00</u>
ii. SOFTWARE SUPPORT/DEVELOPMENT ASSESSMENT:	
<u>1,087 @ \$9.80</u> per student =	<u>\$10,652.60</u>
iii. SMART SYSTEMS SUPPORT & SERVICES FEE:	
<u>1,087 @ \$4.50</u> per student =	<u>\$4,891.50</u>

3. **Business UFARS Support Services without access to SMART Systems; Fees.**

- a. The Finance UFARS Support & Business Services offsets the cost of staff time used to provide support and includes overall UFARS and general finance assistance (email support, phone support, fiscal year-end (“FYE”) workshop and materials. This fee is calculated by multiplying the rate set by the SWWC Board of Directors by the Member’s student enrollment.

b. **Business Services Worksheet:** If applicable, the fees shall be calculated as set forth below.

i. FINANCE UFARS SUPPORT WITHOUT ACCESS TO SMART SYSTEM

1,087 @ \$0.00 per student = \$0.00

4. **MARSS/Other Revenue Reporting Services; Fees.**

a. **Fixed Operations, Training & Workshop.** Fixed Operations, Training & Workshop covers the overall fixed operations costs and membership and includes attendance at MARSS Trainings.

b. **MARSS/Other Revenue Reporting and Services.** MARSS/Other Revenue Reporting and Service offsets the cost of staff time used to support the Member with multiple submissions of FYE (June 30) and Fall semester MARSS data (phone support, codes and procedures, MARSS edits, submissions, etc.), and includes training and support of the MARSS Web Edit Program which is used at the district level for editing and reporting of local MARSS data.

c. **Additional Charges.** The following non-exclusive list of additional charges may be billed separately to the Member:

i. Paper and postage will be billed at cost.

ii. MARSS training and emergency services not covered in basic fee will be charged or \$100.00 per hour (billed in one-half hour increments) when provided at the Member's district office, plus the IRS mileage rate; or will be charged \$85.00 per hour (billed in one-half hour increments) when provided at the RMIC Office.

iii. Small Group Training - \$140.00/half day and \$250.00/full day.

d. **MARSS/Other Revenue Reporting Worksheet.** If applicable, the Member's MARSS/Other Revenue Reporting service fees shall be calculated as set forth below.

i. FIXED OPERATIONS, LICENSE & WORKSHOP FEE: \$1,550.00

ii. MARSS/OTHER REVENUE REPORTING SUPPORT & SERVICE FEE:

1,087 @ \$0.825 per student = \$896.78

5. **Extended Services; Fees.** In addition to the aforementioned services, the Member has chosen to subscribe, and SWWC agrees to perform those extended business services as per negotiated agreement (RMIC Exhibit A) with the Director of Business Services. The fees for such Extended Services may change from year to year at the discretion of the SWWC Board of Directors. The provision of the Extended Services shall thereafter automatically and continuously renew from year to year (each, an "Extended Term") unless the Member provides SWWC with written notice of its intent to discontinue its subscription to Extended Services on or before March 1 (the "Direct Service Withdrawal Deadline"). If such Notice of Withdrawal from Service is timely executed and delivered to SWWC, such Notice will be effective as of June 30 of the fiscal year in which it was delivered. If not timely delivered, the Member agrees and acknowledges that it shall be obligated to pay all fees for previously subscribed-to Services for the next Extended Term. During the Initial Term of the Membership Agreement, the total fee for the Extended Services shall be:

0 @ \$500.00 per day = \$0.00

6. **Annual Fee; Payment.** In consideration for SWWC's RMIC Services as set forth in this Addendum D, the Member agrees to pay an annual fee to SWWC in the amount outlined below. Notwithstanding and provision in the Membership Agreement to the contrary, the Annual Fee (excluding Extended Services) due pursuant to this Addendum shall be payable in three installments during each Term, with one installment becoming due and payable on or before each of the following dates: July 30, October 15, and February 15. Extended Services shall be paid in monthly installments.

The total cost of RMIC Services for July 1, 2025 through June 30, 2026 is as follows:

Business/SMART SYSTEMS Services (3 installments)	\$19,594.10
Business UFARS Support Services w/out access to SMART Systems (3 installments) . . .	\$0.00
MARSS/Other Revenue Reporting Services (3 installments)	\$2,446.78
Extended Services Subscription (12 installments)	\$0.00
<u>TOTAL CONTRACTED RMIC SERVICES.</u>	<u>\$22,040.88</u>

7. **Term; Automatic Renewal; Timeline for Withdrawal from RMIC Services.** Notwithstanding any provisions in the Membership Agreement to the contrary, the parties' obligations pursuant to this Addendum shall commence on the Effective Date set forth in the Membership Agreement and shall continue for a period of twelve (12) months.
8. **Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.

1. A Member subscribing to SWWC’s Basic Technology Services will further be entitled to receipt of on-call services at the following rates:

Technology Service:	\$95.25/Hour
On-site Training Fee:	\$156.50/Hour
Cybersecurity Services:	\$196.00/Hour
After Hours Support:	Billed at normal hourly rate

2. The following additional charges or restrictions may apply:

- Round Trip Mileage will be charged at the current IRS rate;
- After Hours Support shall be billed at the Member’s normal hourly rate;
- Round Trip Windshield Time will be assessed at the daily rate;
- Participant capacity for on-site training may be restricted depending on type of training being provided; capacity will be determined when training is scheduled.

ii. **Supplemental Technology Support and Integration Services “Block Hours”.** A district or entity may purchase block hours at discounted pricing to be utilized on a monthly basis. Block Hours must be used each month and may be carried over one subsequent month. If Block Hours are not used within the following month, they will be forfeited without refund. The following costs, restrictions and stipulations apply to the Member’s purchase of Block Hours:

1. A Basic Technology Services Contract is required in order to receive this pricing.
2. Additional Onsite Trainings will be charged at the rate of \$156.50/hour.
3. Additional Technology Service Hours will be charged at the rate of \$95.25/hour.
4. Block Hour Service Fees:

- 1 day per month block

○ 12 Month Tech Support or Integration Option	\$9,360 / year
○ 9 Month Tech Integration Option	\$7,272 / year
- 2 days per month block

○ 12 Month Tech Support or Integration Option	\$17,904 / year
○ 9 Month Tech Integration Option	\$14,040 / year

5. Round Trip Mileage is included in the contract rate.
6. 9 Month options are for Technology Integration services only and days must be scheduled between September 1 and May 31 of the contract year.

d. **Technology Coordination or Integration Services.** A district or entity may contract with SWWC for Technology Coordination and Integration Services at dramatically reduced rates from the on-call Technology Services. The days reflected in this contract shall be scheduled upon contract execution or July 1 of the contract year, whichever is later. Contracted days do not count as on-call days. The days contracted must be scheduled for usage on a regular basis. On-call visits or remote support will be billed out at the normal Contracting Entity On-Call Technology Service rate in addition to the actual contract amount, as needed. On contracts of (3) days per week or more, Members may elect to stack technology coordination and integration services into a single contract. Scheduling of substituted days must be arranged prior upon the establishment of the contract term and substitution must occur in a consistent format to accommodate staffing.

- i. Onsite Training will be charged at the rate of \$156.50/hour.
- ii. Additional technology service hours will be charged at the daily rate that corresponds with the selected contract level.
- iii. **Technology Coordinator and Integration Services Fees.** *This service is inclusive of Basic Technology Services; Basic Technology Service Subscription Fee Waived. (Daily rates are provided for comparison purposes only; actual monthly billing will be 1/12th of annual contract.)*

12-Month Contract Rates

- 1 Day per week \$735.00/day = \$38,220 annual contract
- 2 Days per week \$690.00/day = \$71,760 annual contract
- 3 Days per week \$645.00/day = \$100,620 annual contract
- 4 Days per week \$622.00/day = \$129,376 annual contract

9-Month Contract Rates

- 1 Day per week \$775.00/day = \$31,000 annual contract
- 2 Days per week \$735.00/day = \$58,800 annual contract

- A SC L2 security assessment between 6 months and 1 year following the initial SC L1 security assessment.
 - A minimum of 2 scans of the Member’s internal and external networks will be performed to assess network nodes for potential vulnerabilities that will need to be addressed by the Member and any issues/vulnerabilities noted are not included in the Services and shall be the sole responsibility of the Member to address and/or fix.
 - Firewall configuration security review.
 - Cybersecurity procedural review.
 - Development of baseline cybersecurity policy and procedure templates and guidance in implementing policies at Member district.
4. In years 2 through 5 of the Term, SC shall perform the following:
- 1 SC L3 security assessment.
 - Quarterly scans of the Member’s internal and external networks to assess network nodes for potential vulnerabilities that will need to be addressed by the Member and any issues/vulnerabilities noted are not included in the Services and shall be the sole responsibility of the Member to address and/or fix.
 - Firewall configuration security review.
 - Procedural reviews to analyze current practices that may impact cybersecurity mitigation.
 - Development of cybersecurity policy and procedure templates.
 - Development and assistance in implementation of information security templates.
 - Monitoring and coordinating with Member technology department/teams to ensure the proper application of key operating system application, and system patching.
 - Development and monitoring of system lifecycles to ensure Member is eliminating the use of products and systems deemed to be obsolete.
 - Development of model policies that can be implemented by Member.
 - Develop and assist Member in implementation of a “Zero Trust” security architecture. The “Zero Trust” security architecture policies and procedures will be based on the premises that no individual or device, whether internal or external, should be trusted. The “Zero Trust” security architecture will be based on role-based permissions (defined based on network access role-based permissions) and the least amount of access possible that is necessary to complete an individual’s job functions to ensure the appropriate access level.
 - Development of security continuity plan templates for Member to customize and implement.
 - Inventory management processes that include: assessment or guidance on the processes and policies for the effective implementation of physical inventory practices and development of templates and assistance in implementing equipment lifecycle management systems.
 - Development of templates and assistance in implementation of data lifecycle management procedures that include: data inventory and mapping, security clearances, data transmission and flow, and review of data destruction processes.
 - Threat monitoring and logging that includes: automatic vulnerability scanning when threats relevant to Member’s environment are identified and utilize the Department of Homeland Security and Multistate-I Information Sharing and Analysis Center (MS-ISAC) resources for monitoring and resources.
 - Cyber incident response assistance that includes coordination or response efforts should a cybersecurity event occur and includes the following: providing initial analysis and threat assessment of Member’s situation and aid in coordinating an effective and organized response to mitigate further exposure as a result of the incident. SC’s response assistance does not replace the cyber forensics response or investigation that may be required by a cyber-liability insurer.
 - Development and assistance in implementing backup and disaster recovery practices that provide effective mitigation practices for cyber events.

- Research, development, and evaluation of services to ensure Member’s is on the forefront of cybersecurity.
 - Additional services may be added to this Agreement and added services may require added fees. Any additional services must be agreed to in a writing signed by both Parties.
5. **Term.** The term (“the Term”) of this Agreement shall be from the Effective Date until June 30, 2027.
6. **Services Fees.** The full annual rate will be calculated annually based on the enrollment utilized in all SWWC contracts based on prior year enrollments reported to the Department of Education. All base and per-student fees used to calculate the annual rate for the Term shall remain the same for the full Term unless any additional services are added pursuant to this Agreement. There may be up to 3 discounts that apply to the annual rate. The 3 stackable discounts are whether the Member is a SC member (\$2,860 off the base rate and \$.50 off per student), a SC technology subscriber (\$1,220 off the base rate and \$0.45 off per student), a user of SC technology services of at least 1 day per week (\$2,450 off the base rate and \$0.80 off per student), and a member of the SWWC Wide Area Network Consortium (\$1,400 off the base rate and \$5.15 off per student). Applied discounts to the annual rate shall be applied annually based on Member’s membership and subscribed service participation in each applicable fiscal year. Should SC lower its base or per-student pricing for this service in any of the 5 years of the contractual term, the Member shall receive the service at the lower annual rate.

This agreement will be Year 4 of 5 in 2025-2026. Pricing for 2025-26 is locked in at 2022-2023 rates for this service.

Comprehensive Cybersecurity Service contract rates for 5-year contracts established on July 1, 2025 and ending on June 30, 2030.

	Base Rate	Per Student
Non-Member	\$10,825.00	\$14.75
SWWC Member	\$7,965.00	\$14.25
SWWC Technology Subscriber	\$6,745.00	\$13.80
SWWC Technology Services Snap-in	\$4,295.00	\$13.00

A detailed multi-year Comprehensive Cybersecurity Service Contract will be provided to the District for review and acceptance upon indicating that the District desires to enter into a contractual relationship for the stated services.

g. E-Rate Coordination Services.

- i. The Member may additionally subscribe to SWWC’s E-Rate Coordination Services. Such services include the coordination and filing of E-Rate applications and forms to the Federal Communications Commission (“FCC”) and the Universal Service Administrative Company’s (“USAC”) School and Libraries Division (“SLD”). SWWC’s E-Rate staff will work with the Member’s staff to collect all data necessary to perform the filings.
- ii. **Special Term.** Notwithstanding any provisions in this Addendum or the Membership Agreement to the contrary, the term of any E-Rate Coordination Services subscription shall be equal to one Funding Year (as defined by the FCC and the Universal Service Administration Company). Participation in E-Rate services requires the school’s commitment to a 5-year term aligned to the FCC E-Rate program’s 5-year Category 2 Budget Cycle. The Current 5-year budget cycle covers E-Rate Fund Year 2026 (Fiscal Year 2027) through Fund year 2030 (Fiscal Year 2031). A contract signed for E-Rate Services covering Fiscal Year 2025-2026 will cover the work required to manage E-Rate Fund Year 2026. A Member that enters a 5-year E-Rate services term in the Fiscal Year 2025-26 contract cycle for Fund Year 2026-2030, will be assessed the same annual rate during each of the 5 years in the Category 2 Budget Cycle. Members subscribing to E-Rate Coordination Services during years following Fiscal Year 2025-26 shall, in the first year of the service, be assessed for each preceding Fund Year in the Category 2 Budget cycle.

iii. Services Fees.

1. Continuation Rates – Standard Rate E-Rate Coordination for Member District with a Fund Year 2026-2030 contract in place during 2025-26:

Enrollment less than 301	\$1,380 annual contract
Enrollment 301 to 700	\$2,340 annual contract
Enrollment 701 to 2,000	\$3,420 annual contract
Enrollment 2,001 to 4,500	\$4,380 annual contract
Enrollment over 4,501	Custom Member Pricing

2. Associate Member Continuation Rates – Standard Rate E-Rate Coordination for Associate Member District with a Fund Year 2026-2030 contract in place during 2025-26:

Enrollment less than 301	\$1,656 annual contract
Enrollment 301 to 700	\$2,808 annual contract
Enrollment 701 to 2,000	\$4,104 annual contract
Enrollment 2,001 to 4,500	\$5,256 annual contract
Enrollment 4,501 to 7,000	\$6,408 annual contract
Enrollment 7,001 to 10,000	\$7,560 annual contract
Enrollment 10,001 to 15,000	\$8,712 annual contract
Enrollment 15,001 to 25,000	\$9,864 annual contract
Enrollment over 25,001	Custom Pricing

3. Contract includes assistance in the research, development, evaluation assistance, and other activities pertaining to requests for proposals (RFP) and appeals, when necessary.
- iv. **Current Funding Year.** This Addendum covers all activities pertaining to the E-Rate Funding Year 2026, starting July 1, 2026, through June 30, 2027. The application process will begin in the fall of 2025. Activities pertaining to previous and future funding years falling within the term date of this contract will require a separate contract for the corresponding funding year.
- v. Letters of Agency and other contractual documents for E-Rate specific purposes will contain additional regulatory and program rule conditions and contractual language to which SWWC and the Member shall mutually agree.
- vi. **SC Duties.** SWWC’s duties with regard to E-Rate Coordination Services include:
 1. Track and assist in the submission all E-Rate related forms for the Member.
 2. Meet with appropriate Member personnel to determine proper submission process and eligibilities for district.
 3. Assure all applications and forms submission meet processing standards and submission deadlines.
 4. Assist in assuring that the Member meets requirements for E-Rate eligibility including but not limited to the Children’s Internet Protection Act (“CIPA”) and records retention.
 5. Assist the Member in maintaining duplicate records on behalf of district for up to 10 years as required by the SLD. Member is ultimately responsible for maintaining archived records of all E-Rate related communications for 5 years following the end of any contract receiving E-Rate funding.
 6. Coordinate with service providers for the appropriate application of E-Rate discounts.
- vii. SWWC does not guarantee that applications submitted by its staff or clients will necessarily result in funding commitments given the ever-changing rules and their interpretations by the staff of the FCC’s Schools and Libraries Division (“SLD”). SWWC shall not be held responsible in the incident that a funding request is not successful or goes under Privacy Impact Assessment review or audit with the SLD or FCC.
- viii. **IMPORTANT:** *E-Rate coordination services do not relinquish the responsibility from the Member to adhere to the program rules and laws placed on the E-Rate program by USAC, the FCC or any other governing agency. SWWC shall under no circumstance be legally or financially responsible for requested or committed funding that is denied or rescinded by USAC or the FCC. The Member is solely responsible for ensuring that all local bid and contract requirements are met by their district when establishing agreements with vendors for E-Rate funded services.*

h. Student Data Privacy Program.

- i. Definitions.
 1. Technology Provider - established in Minnesota Statute 13.32.subd.1.g. and defines a provider of systems or solutions utilized in a school district as a part of a one-to-one deployment or otherwise that create, receive or maintain education data. Technology providers can be in the form of hardware, software, apps, extensions, plugins, websites, and other solutions that may result in the creation, processing, or maintenance of education data.
 2. Approved Technology Provider – A Technology Provider that has been vetted and determined to be in compliance with the statutory requirements of the Minnesota Student Data Privacy Law as defined within Minnesota Statute 13.32.
- ii. A Member subscribing to SWWC’s Student Data Privacy Program shall be entitled to the following.

1. SWWC shall provide to the Member access to the SWWC Data Privacy Program. The Program will provide the Member with several services and functions that will include the assembly of a “Technology Provider” inventory. The listing included in this agreement may not be comprehensive as the Program continues to develop and mature.
2. The Program shall provide a service, that when appropriately implemented by the Member, will provide solutions allowing the Member to develop the materials necessary to provide parents and students with annual notifications of Technology Providers in use within the Member school system.
3. SWWC shall provide through its Clearinghouse approval statuses of Member Technology Providers that are discovered both through automated and manual processes.
4. The Member understands that the status of Technology Providers in the Clearinghouse is determined by assessing the provider against requirements of Minnesota State Law, and the Clearinghouse determined status of products applies universally to all school districts participating in the SWWC Data Privacy Program. SWWC shall hold a contract on behalf of the Member to fulfill the contractual obligations of this agreement. The cost of the 3rd party service is covered by the costs associated with this agreement.
 - The Member shall be provided with access to automated “Technology Provider” discovery tools provided by a 3rd party service provider
 - The Member will have access to a Technology Provider Inventory of approved Technology Providers that have been identified as being in use in their schools.
 - SWWC will provide Member with the ability to view lists of those Technology Providers found to be in use in their schools that are not currently approved.
5. Data Privacy Agreements will be obtained from Technology Providers for the SWWC Data Privacy Program. Upon finalization of Data Privacy Agreements with Technology Providers, a fully executed copy of the agreement will be made available through the Clearinghouse and attached to the records available through to the Member and through their Technology Provider Inventory listing.
 - The Member confirms that as a Minnesota School District, it is expressly authorizing SWWC Service Cooperative, a public agency defined as Independent School District 991, a statutorily defined joint powers organization under Minnesota Statute 123A.21, to negotiate and execute Data Privacy Agreements on the Member’s behalf, and the Member shall recognize the Data Privacy Agreement as Amendment E to its contract with the defined Technology Provider.
 - SWWC will not, unless expressly authorized to do so under a separate contractual agreement, enter into any agreement that commits the Member to any financial obligation to a Technology Provider.

iii. In consideration of services covered by this agreement.

1. SWWC will, in good faith, evaluate Technology Provider contracts which may consist of their Terms and Conditions, End User License Agreement, Privacy Policy, Data Privacy Agreement, and other documentation provided by the Technology Provider to provide evidence of their compliance with the Minnesota Student Data Privacy Law.
 - SWWC shall not be responsible for any errors or omissions in the assessment of a Technology Provider’s compliance.
 - SWWC shall not be responsible for any documentation or statements provided by a Technology Provider to make these determinations.
2. Member District shall review all Technology Provider records identified as being in use in its schools.
 - Member District shall notify SWWC of any known Technology Providers not listed as being in use to have them manually added to the Member District’s inventory.
 - Member District shall notify SWWC of any Technology Providers identified as being in use, but not authorized for use in its schools that should be removed from the Member District’s inventory.
 - Member District is completely responsible for the timely direct annual communication to parents and students as required by law.

3. Through participation in the SWWC Data Privacy Program, SWWC and Member District will be working collaboratively and in good faith to perform due diligence in the evaluation and vetting of Technology Providers. Member District acknowledges that it is ultimately responsible for the accuracy of data representing its schools and ensuring that the requirements of the Minnesota Student Data Privacy Law are satisfied for Member District's schools.
- iv. **Term.** The term ("the Term") of this Agreement shall be from the Effective Date until June 30, 2026.
 - v. **Services Fees.** The "Base Fee" for Student Data Privacy Program shall be \$2,200 per school district per year and the per student fee is \$.75 per student per year. Pro-rated pricing for services beginning after July 1st is not available.
- i. **Email Security Service.**
 - i. In consideration of services covered by this agreement.
 1. Services are compatible with GSuite (Google Mail/Gmail), Microsoft 365, Microsoft Exchange on-premises, and SMTP based Email systems.
 2. Email Security service provides Spam Detection (99.7% effectiveness), advanced multi-layer malware detection, security message delivery, message tracking, virus outbreak response service, email data loss prevention, content disarm and reconstruction, URL click protection, impersonation analysis, cloud sandboxing.
 3. For Microsoft 365 mailboxes, the following features are included in the service: Realtime scanning of mailboxes for existing or newly discovered threats already delivered to an inbox. Post-delivery "clawback" of newly discovered email threats allowing the service or administrators to remove identified threats already delivered to the inbox.
 4. Integration with LDAP is available. The Member is responsible for the setup and provision of domain access credentials for setup of the LDAP service.
 5. Members that begin services after July 1 will receive pro-rated billing for the services based on the actual start date, but no more than 50% of the full annual service fee.
 6. SWWC will perform Email Account Audits periodically to verify the number of email accounts that the Member has in their filtered domain(s) and contact the Member to verify numbers.
 7. The Member is responsible for making minor changes to the DNS records as provided by SWWC, if SWWC does not host the Member's DNS, for the domains to be filtered. SWWC shall be held harmless of issues with DNS records not held by SWWC.
 - ii. **Term.** The term ("the Term") of this Agreement shall be from the Effective Date until June 30, 2026.
 - iii. **Services Fees.** The annual service fee for this service is \$6.55 per email account per year. An additional one-time setup fee of \$50.00 will be assessed upon initial start of service. The setup fee will be waived for SWWC WAN Participants.
 - j. **Email Archiving Service.**
 - i. In consideration of services covered by this agreement.
 1. The Member may subscribe to Level 1 or Level Services, but not both. The Service is compatible with GSuite (Google Mail/Gmail), Microsoft 365, Microsoft Exchange on premises.
 2. The number of email accounts for which the Services are provided shall be calculated annually based upon the actual number of active email accounts on the email server being archived. Inactive accounts (*i.e.*, former employee accounts) shall continue to be retained according to the Service Level retention schedules attached hereto as Exhibit A, however those accounts shall no longer be counted in the annual billing as so long as the email account was inactive for the entire period of July 1 through June 30 of the billing year.
 3. Emails retained and archived by SWWC under this Agreement will be stored in a database referred to as the "Email Archive". Access to the Email Archive shall be restricted to up to two administrators designated by the Member; one administrator must be the Member's technology administrator.

4. Member administrators may create legal holds on data within the Email Archive by contacting SWWC's support staff. The creation of a legal hold on data may cause such data to be retained longer than the automated retention period for which the Member has subscribed.
5. Services provided by SWWC shall provide the Member with an email archival system capable of meeting generally acceptable data retention requirements. The Member acknowledges that the Member is fully responsible for the Member's email archiving and data retention policies and acknowledges that the Level(s) of Service provided by SWWC have been properly selected by the Member to meet the Member's internal policies. Under no conditions shall SWWC be responsible for providing any Services or Level of Service which does not meet the requirements mandated by the Member's email archiving and document retention policies, or local, state or federal laws.
6. SWWC shall perform backups of any data stored within the Email Archive. In the event of a failure of the Email Archive or any equipment used or associated with the Services provided under this Agreement, SWWC will be unable to guarantee immediate system availability; a period of up to 7 days may be required to replace failed equipment and fully restore archival databases. Upon restoration of the archival system Member data may still be archived if the Member's email system is properly equipped and configured to maintain journaling or archival logs for such purposes. The Member acknowledges that it is the Member's responsibility and obligation to ensure that its email server is properly configured to allow for archival of emails during any disruption in Services.
7. In the event of loss of Services due to circumstances outside of SWWC's control, such as a reduction in or loss of network connectivity, or general acts of God, SWWC may be unable to archive email and other data in real-time and a delay in archival communications may occur. The Member acknowledges that depending on the Member's server/system settings at, some data may not be archived during prolonged communication issues.
8. SWWC will perform audits of the Member's email accounts Audits periodically to verify the number of email accounts that a Member has in their archived domain(s) and contact the Member to verify numbers.
9. If SWWC does not host the Member's email server, the Member shall be responsible for making changes, alterations and updates to the Member's email server as directed by SWWC.
10. Under no circumstances shall SWWC be liable to the Member for any damages which arise in any way, in whole or in part, as a result of any action, error, mistake or omission, whether or not negligence on the part of SWWC occurs. The Member agrees to indemnify, defend and hold SWWC harmless for any and all claims, demands, suite or actions, including attorneys' fees, arising out of SWWC's performance or failure to perform under the terms of this Agreement.
11. SWWC shall further be held harmless of any data requests or subpoenas that cannot be met by the Member. Meeting such requests shall be the full responsibility of the Member. Assistance in accessing data to meet such requests may be provided by SWWC staff to the Member's administrators for an additional cost.

ii. **Term.** The term ("the Term") of this Agreement shall be from the Effective Date until June 30, 2026.

iii. **Services Fees.**

1. Level 1: Service levels for staff email accounts. Student email archiving provided at no additional charge.
 - Three-year email retention for staff accounts at \$8.50 per staff email account.
 - Five-year email retention for staff accounts at \$10.00 per staff email account.
2. Level 2: Service levels for student email accounts.
 - One-year email retention for student accounts at \$3.00 per student email account.
 - Three-year email retention for student accounts at \$5.00 per student email account.

k. **Secured Remote Backup Service.**

- i. In consideration of services covered by this agreement.

1. The total amount of data for which the Services are provided shall be calculated annually based upon the actual capacity consumed by the data being backed up. Data capacity consumed will be based on the amount of data utilized during the peak utilization during the fiscal year to allow for SWWC to appropriately provide data capacity sufficient to cover peak utilization for all participating entities in this service.
2. Data backups will be performed directly from the Member's servers to either the SWWC data center in Windom or Marshall, Minnesota. Replication of the Member's backed up data shall then take place to the SWWC data center that is not the primary data backup site for the Member. Access to data backups shall be restricted only to qualified and trained technology support personnel as defined by the Member.
3. The Member shall set versioning requirements, retention policies and identify server logical hard disks which will be included in offsite backups. The Member's requests will directly impact the overall amount of data being consumed in this service and therefore directly impacting the billable amount that SWWC shall invoice to the Member.
4. Pursuant to applicable data retention laws, the Member, its agents, employees and administrators are prohibited from deleting any information from the data backups that is being vaulted for purposes of investigations or data requests by investigative entities or entities having jurisdiction.
5. Member administrators may create legal holds on data within the data backups by contacting SWWC's support staff. The creation of a legal hold on data may cause such data to be retained longer than the automated retention period for which the Member has subscribed.
6. Services provided by SWWC shall provide the Member with a data backup solution capable of meeting offsite, disaster recovery compliant standards. The Member acknowledges that the Member is fully responsible for the Member's data backup and data retention policies and acknowledges that the Level(s) of Service provided by SWWC have been properly identified by the Member to meet the Member's internal policies. Under no conditions shall SWWC be responsible for providing any Services or Level of Service which does not meet the requirements mandated by the Member's data backup and retention policies, or local, state or federal laws.
7. SWWC shall perform backups of any data stored within identified servers in the Member. In the event of a failure of the Data Backup System or any equipment used or associated with the Services provided under this Agreement, SWWC will be unable to guarantee immediate system availability; a period of up to 7 days may be required to replace failed equipment and fully restore hardware related to this service. Upon restoration of the data backup system the Member data may still be backed up to the offsite service if unless already deleted from the Member's servers.
8. In the event of loss of Services due to circumstances outside of SWWC's control, such as a reduction in or loss of network connectivity, or general acts of God, SWWC may be unable to backup data in real-time and a delay in data backup communications may occur. The Member acknowledges that depending on the Member's server/system settings at, some data may not be backed up during prolonged communication issues.
9. SWWC will perform audits of the Member's data backup utilization periodically to verify the backup space requirements and retention policies that the Member has identified are being met and that appropriate storage space will continue to be available on SWWC equipment to provide continual backup services.
10. If SWWC does not host the Member's servers, the Member shall be responsible for making changes, alterations and updates to the Member's servers as directed by SWWC in order to prepare for and install any software required for SWWC to provide Data Backup Services to the Member. The Member may elect to contract with SWWC to provide installation support on the Member's equipment for the provision of this service, in which case the Member will be billed on an hourly basis based on the Member's hourly subscription rate for SWWC Technology Services.
11. Under no circumstances shall SWWC be liable to the Member for any damages which arise in any way, in whole or in part, as a result of any action, error, mistake or omission, whether or not negligence on the part of SWWC occurs. The Member agrees to indemnify, defend and hold SWWC harmless for any and

all claims, demands, suite or actions, including attorneys' fees, arising out of SWWC's performance or failure to perform under the terms of this Agreement.

12. SWWC shall further be held harmless of any data requests or subpoenas that cannot be met by the Member. Meeting such requests shall be the full responsibility of the Member. Assistance in accessing data to meet such requests may be provided by SWWC staff to Member administrators for an additional cost.

ii. **Term.** The term ("the Term") of this Agreement shall be from the Effective Date until June 30, 2026.

iii. **Services Fees.** \$920.00 annually for first 500 GB of space consumed by the Member's backup files. \$100.00 annually for each additional 100 GB of space by Member's backup files beyond initial 500 GB.

1. SWWC Technology Solutions representatives and Member designated staff shall establish a customized service level agreement for the Member's backups including:
 - Servers and/or end-user equipment and the corresponding drives to be backed up on those devices.
 - Full and incremental backup strategy for server and computer files.
 - Number of backup versions retained for individual backups.
 - Retention of backups under special circumstances.
2. The Member defined service level may result in a higher annual fee for additional backup storage space necessary to retain the number of versions or special retention schedules.

l. **Website ADA Accessibility and Usability Support with Siteimprove.**

i. In consideration of services covered by this agreement.

1. The Member hereby agrees to purchase, and SWWC agrees to provide, participation in services through a cooperatively purchased subscription to Siteimprove provided solutions to ensure website usability and ADA compliance.
2. The Services shall include:
 - Quality Assurance: Crawls website and identifies quality issues.
 - Policy: Allows Customer to set website parameters to ensure consistency in content.
 - Accessibility: Checks website against selected WCAG 2.0 accessibility standards and WAI-ARIA techniques.
 - SEO: Details technical and content-related issues affecting search engine rankings and traffic to the website.
 - Priority: Allows Customer to set criteria for order in which issues and errors are reported. This service requires the implementation of a script on the website.
 - Accessibility Community Membership: Membership to Siteimprove's Accessibility Community.
 - PDF Scanning: Assessment of PDF's on website to ensure accessibility requirements are met.
 - Response: Monitors website's availability and performance.
 - Usability: Understand your users' experience on your website with Heat Maps, Scroll Maps, Click Maps, Online User Survey, Internal Search Stats.

ii. **Term.** The term ("the Term") of this Agreement shall be from the Effective Date until June 30, 2026.

iii. **Services Fees.** Fees for the service are fully dependent on the number of webpages and PDF files contained in the Member's website. Discounts available to the Member by participating in this service are based on the overall participation of SWWC member school districts.

m. **OnDemand IT Certification Training Solution with Stormwind Studios.**

- i. In consideration of services covered by this agreement.
 1. The number of licenses for which the Services are provided shall be calculated annually based upon the actual number of active users needing access to the system.
 2. The Member is responsible for informing SWWC of licenses needing to be cancelled or removed from automatic renewal.
 3. The Member may transfer licenses from an employee whose employment is ending to a new employee during the term of this agreement by notifying SWWC of the changes.
 4. SWWC and Member are subject to the terms and conditions of the End-user License Agreement(s) and Terms and Conditions of Stormwind Studios. Under no conditions shall the SWWC be responsible for providing any Services or Level of Service under the terms of this agreement other than the benefit of aggregated purchasing discounts that are passed on to Customer.
 5. SWWC may, at its discretion, offer in-kind or fee-for-service value added offerings that complement the trainings being provided through Stormwind Studios.
 6. Under no circumstances shall SWWC be liable to the Member for any damages which arise in any way, in whole or in part, as a result of any action, error, mistake or omission, whether or not negligence on the part of SWWC occurs. The Member agrees to indemnify, defend and hold SWWC harmless for any and all claims, demands, suite or actions, including attorneys' fees, arising out of SWWC's performance or failure to perform under the terms of this Agreement.
- ii. **Term.** The term ("the Term") of this Agreement shall be from the Effective Date until June 30, 2026.
- iii. **Services Fees.** Ultimate Access includes access to all Stormwind Studios Training Content, which is over 250 courses for technology-industry leading certification preparation.
 - \$1,250.00 annually per user license for SWWC Technology Subscribers
 - \$1,500.00 annually per user license for SWWC Members without Technology Subscriptions
 - \$1,700.00 annually per user license for SWWC Non-Members

n. **Moodle Course Hosting Service**

- i. In consideration of services covered by this agreement.
 1. SWWC will provide to member with access to courses, as requested by Member, on a shared Moodle server environment in which other member courses will co-exist.
 2. Member will only have access to its own courses and all student information in courses will remain the explicitly accessible by only the Member that owns the courses
 3. Enrollment information for courses shall be supplied by the member prior to the beginning of the course in a format prescribed by SWWC. All enrollment changes following the initial course roster upload will be performed through requests to the SWWC Technology Support Helpdesk either individually or through additional course roster updates.
 4. Self-registration options will be made available to the Member whereas "students" in courses may self-enroll into the course based on criteria mutually agreed upon by the Member and SWWC and fully supported by the Moodle course management system.
 5. There are no limitations to the number of students that are able to be enrolled into a Moodle course.
 6. There is a 10 GB storage limit for each individual course. Courses surpassing the 10 GB limit will be assessed in accordance with the service fees below.
- ii. **Term.** The term ("the Term") of this Agreement shall be from the Effective Date until June 30, 2026.
- iii. **Services Fees.** Fees for the service are fully dependent on the number of courses requested to be hosted by Member and the storage required by the course being hosted.
 1. An annual service fee of \$85.00 per course will be charged to the Member. The annual service fee will not be pro-rated for courses that are less than a full year.

2. For courses requiring more than 10 GB of storage capacity, an overage fee of \$15.00 per 1 GB increment over 10 GB will be assessed on the annual service fee billing. Overage fees will not be pro-rated.

o. Moodle In Your School Service – District-wide Moodle learning management solution.

- i. In consideration of services covered by this agreement.
 1. Member will have access to the Moodle System on a dedicated Moodle hosting server exclusively accessible by the Member
 2. Member will be able to fully administer user accounts, enrollments, course creation, teacher assignments, and other administrative functions.
 3. LDAP and other supported directory integration will be available. Additional consultation fees for setup will be assessed if Member requires assistance from SWWC.
 4. Custom URL/domain, and customized themes that are “branded” to Member are supported in this environment. Additional consultation fees for setup will be assessed if Member requires assistance from SWWC.
 5. Storage capacity of 500 GB is included in the base package of this service. Additional storage utilized above 500 GB will be charged to the Member in accordance with the Service Fees below.
- ii. **Term.** The term (“the Term”) of this Agreement shall be from the Effective Date until June 30, 2026.
- iii. **Services Fees.** Fees for the service are based on a flat fee plus a service fee per student enrolled in Member District. Additional fees will be assessed based on the storage required to host the Member’s Moodle Server.
 1. An annual base service fee of \$1,400.00 plus \$1.05 per student will be charged to the Member. The annual service fee will not be pro-rated for agreements beginning after July 1.
 2. For Moodle environments requiring more than 500 GB of storage capacity: an overage fee of \$215.00 per 100 GB increment over 5000 GB will be assessed on the annual service fee billing. Overage fees will not be pro-rated.

p. SWWC Private Cloud Server Hosting.

- i. In consideration of services covered by this agreement.
 1. The Member hereby agrees to purchase, and SWWC agrees to provide, private cloud server hosting solutions.
 2. The Member must be an active member in the SWWC Wide Area Network Consortium to be eligible to participate in the SWWC Private Cloud Server Hosting.
 3. The Services shall include:
 - A private virtual cloud environment that may be utilized by Members to host servers or other virtualized network appliances, as an extension of the Member’s on-site local area network.
 - An enterprise grade hosting solution is utilized to manage and offer the service as well as the extended services embedded herein.
 - SWWC will assign virtual hardware specifications based on mutually defined and reasonable required resources for the roles of the server(s).
 - SWWC shall provide backup and replication to our secondary data center for all servers hosted in the private cloud environment.
 - i. In the event of the need for data restoration, SWWC will provide restoration efforts of data, but no forensic investigation services.
 - Member is required to utilize multifactor authentication as provided by SWWC for remote connections.
 4. The following limits and restrictions apply to service:

- Duplicative servers within the environment apart from those with roles requiring duplication per standards, Ie. Domain and DNS servers.
 - The Member shall not have access to the hypervisor layer of this solution for the security of other participating members and to better ensure the proper operations of the environment.
 - SWWC shall bear no responsibility for illegal or pirated software, content or other acts of negligence performed within the Member's servers in the Cloud. If such activities are identified, SWWC shall immediately halt the operation of the offending server(s).
 - Remote Desktop Access to servers in the environment will only be available to the Member's network. The Member shall be required to utilize a VPN connection to Member's network to then access the private cloud environment.
5. SWWC Shall provide the following maintenance responsibilities as a part of service delivery.
- Management and updates to the Hypervisor Solution used for the cloud environment.
 - Updates, upgrades and modernization of the hardware solutions utilized to provide the cloud environment.
 - Management of the VLAN configurations utilized to interconnect the cloud environment to the Member's local network, while maintaining isolation from other member resources and networks.
 - Physical and Network Security of the hardware and hypervisor environment.
 - Creation of all new Server instances requested by the Member
 - Provision of secure remoted access to The Member personnel to manage their server resources located in the cloud.
6. The Member will be responsible for the following responsibilities, or purchase support services from SWWC to facilitate the responsibilities:
- Configuration, management and administration of servers, apart from those needing to be made at the hypervisor level.
 - Updating, patching and maintaining the Operating System and all programs and services operating on the Member Servers hosted in the private cloud environment.
 - All operating systems and software utilized by Member in the environment must be fully supporter versions, and if not automatically provided, security patches must be maintained by the Member. Servers found to be out of compliance will be shut down by SWWC to prevent potential security threats that could pose an impact on all participants in this service.
 - All server and application licensing outside of the base Microsoft Windows Server License provided as a part of the solution.
 - The Member shall provide an approved Endpoint Protection Software solution for Member servers in private cloud solution. Approved Endpoint Protection solutions include Sophos XDR/MDR, CrowdStrike Falcon MDR. Additional titles may be added as reviewed and approved by SWWC.
 - Upgrades to server virtual hardware settings must be coordinated by Member with SWWC personnel. Additional resources may increase the amount due by Member for this service.
 - Upgrades scheduled during normal SWWC operational hours will not incur labor fees. Upgrades scheduled outside of normal SWWC operational hours will be billed at SWWC's regular technology support rates.
 - The Member will deploy the SWWC Wazuh agent on all servers running in the private cloud environment to allow for continuous health and security monitoring by SWWC and Member.

7. SWWC shall make every reasonable effort to ensure private cloud environment uptime and availability including, but not limited to, redundancy of equipment where fiscally responsible, regular backups and replication of environment to backup DR site, battery backups, generator power, resilient network connectivity.
 - SWWC cannot make guarantees of uptime or potential loss of data that may occur because of any circumstances.
 - SWWC shall not be held responsible for downtime or data loss should such events occur.
 - SWWC shall not be held responsible for any cybersecurity incidents that should occur on Member servers hosted in the private cloud environment.
 - Member will retain responsibility for the management and maintenance of Member servers hosted in the private cloud environment.
 8. Member will name SWWC as an additional insured party on its Cybersecurity Insurance Policy and provide SWWC with a certificate of insurance annually.
- ii. **Term.** The term (“the Term”) of this Agreement shall be from the Effective Date until June 30, 2026.
- iii. **Services Fees.** Fees will be contingent upon the number of servers or virtual appliances hosted in the private cloud environment by Member. Additionally, the resources utilized by each server will result in varying costs.
1. Changes to resource assignments throughout the course of the fiscal year will result in the highest resource assignment during the span of the year being the premise by which the Member shall be charged for the fiscal year.
 2. Base Virtual Machine Fee: \$900 / annually / Specifications – 2 CPU cores, 8 GB RAM, 100 GB storage, 1 network card, Base Windows Server Operating System license.
 - Additional 1 TB storage: \$120 / annually (includes backup and replication services for additional 1 TB storage)
 - Addition 4 GB memory: \$180 / annually
 - Additional CPU core: \$180 / annually
 - Other hardware additions will be priced upon request
- q. **SWWC Managed FilterED ILT Services.**
- i. In consideration of services covered by this agreement.
 1. The Member hereby agrees to purchase, and SWWC agrees to provide, participation in a SWWC purchased subscription to the FilterED Instruction, Learning, and Technology (ILT) assessments platform. FilterED, will provide the evidence, data, and context you need to advance the impact of technology on instruction and learning, professional development, IT governance, and more. SWWC staff will provide coordination and assistance in the analysis of your data
 2. The Member must have an active SWWC Technology Subscription in place for the fiscal year to be eligible to participate in the SWWC Managed FilterED ILT Service.
 3. The Services shall include:
 - Instruction, Learning - measuring and assessing the impact of technology on learning by analyzing the following areas:
 - i. Leadership & Vision
 - ii. Resources
 - iii. Technology Infrastructure
 - iv. Instruction & Learning
 - v. Practice & Implementation

vi. Learner Impact

- FilterED ILT surveys will be available to students, staff, and parents.
- SWWC staff will provide the district with a review of the survey results, and after a couple years of data collection, an analysis of growth trends and success measurements aligned with District initiatives.
- Instruction, Learning, and Technology is not about counting instructional applications and devices but is designed to get to the heart of what is working or not working in the use of technology for teachers, students, parents, office staff, and administration. ILT is grounded in existing frameworks for technology and learning such as the ISTE Standards for Students, CoSN Digital Leap Success Matrix, Framework of Essential Skills for the K-12 CTO, and Future Ready Schools.

ii. **Term.** The term (“the Term”) of this Agreement shall be from the Effective Date until June 30, 2026.

iii. **Services Fees.** \$1.00 per student annually. Available only to members with an active Annual Technology Subscription. The full amount of this Service will be invoiced to the Member in August.

2. **Agreement.** Being fully informed of each technology service option available to it, the Member desires to subscribe to those technology services indicated at Section 5 of this Addendum. SWWC agrees to provide such services according to the terms of the Membership Agreement and the terms set forth in this Addendum. The Member agrees to remit timely payment for such services as provided herein.
3. In Consideration of all contracted supplemental technology services: Contracted Time purchased for Technology Services is for use within the contracting entity only. Services provided at the Member site, or the location of a Member sponsored event, in which attendees other than those of the Member will be in attendance, shall be billed at the “on-site training fee” for entities with no contract as listed in Section 1a.
4. **Hold Harmless.** SWWC shall hold no liability for any equipment malfunctions, loss of data or data privacy violations that may occur at the Member site. The Member is solely responsible for ensuring that backups, data consistency and retention of data is being performed as well as all other day-to-day operations of the Technology Department of the Member. The Member is responsible for ensuring that all filings, certifications and licensing are met. Loss of funding or fines imposed on the Member are the sole responsibility of the Member and not the responsibility of SWWC. The Member agrees to hold SWWC harmless for any cost, fees or liabilities, including attorneys’ fees that SWWC may incur as a result of any service discussed in this Addendum.
5. **Subscription.** Listed below are the General Technology Services fees for your district based upon what was subscribed to in the previous fiscal year.

Basic Technology Services (payable on or before July 30, 2025)	Included with WAN
Technology Coordinator Services (payable monthly)	\$120,614.00
Technology Integration Services (payable monthly)	\$0.00
E-Rate Coordination Services (payable after the Form 470 has been completed)	Included with WAN
Comprehensive Cyber Security Services (payable monthly)	\$9,515.50
Student Data Privacy Program (payable on or before July 30, 2025)	\$1,950.00
WAN Consortium Member	Yes
Email Security Service (payable on or before June 30, 2026)	Yes
Email Archiving Service (payable on or before June 30, 2026)	Level 1 – 3 Year Retention
Secured Remote Backup Service (payable on or before June 30, 2026)	Yes
Website ADA – Siteimprove (payable on or before July 30, 2025)	No
OnDemand IT Cert Training – Stormwind (payable on or before June 30, 2026)	No
Moodle Course Hosting Service (payable on or before June 30, 2026)	No
Moodle in Your School Service (payable on or before June 30, 2026)	No
SWWC Private Cloud Server Hosting (payable on or before June 30, 2026)	No
SWWC Managed Filtered Services (payable on or before July 30, 2025)	No

6. **Payment.** SWWC shall invoice the Member for all charges incurred pursuant to this Addendum as such charges accrue. The Member agrees to pay all amounts due SWWC pursuant to this Addendum within forty-five (45) days of receipt of an invoice from SWWC. The Member further agrees to pay a late payment charge at the rate of one and one half (1 1/2) percent per month, or at the maximum late payment charge permitted by applicable law, whichever is less, on any unpaid amount for each calendar month (or fraction thereof) that such payment is late.

7. **Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.

ADDENDUM E
TO MEMBERSHIP AGREEMENT
SPECIAL EDUCATION SERVICES
2025-26

Pipestone Area School District

This Addendum to the Membership Agreement supplements the Membership Agreement made by the parties and by their acceptance of the terms thereof the parties have agreed to the following additional terms, covenants and responsibilities:

1. **Subscription.** The Member hereby subscribes to SWWC’s Special Education Services (the “Services”), specifically subscribing to those Services indicated at Section 12 below. As noted at Section 12, the Services are classified as either “Direct Services” or “Administrative Services”. As used herein, the phrase “Administrative Services” shall include Special Education Director, and Due Process Specialist services. The Member hereby agrees and acknowledges that the timelines governing its ability to withdraw from such Services depends upon this classification.
2. **Term.** SWWC shall provide the Services to the Member from July 1 through June 30 during the Initial Term (as defined below) and shall continue to provide such services from July 1 through June 30 during each Extended Term (as defined below) in which this Addendum is in effect.
3. **Administrative Services: Automatic Renewal; Timeline for Withdrawal.** Notwithstanding any provisions in the Membership Agreement to the contrary, the parties’ obligations regarding the Member’s subscription to Administrative Services shall commence on the Effective Date set forth in the Membership Agreement and shall continue for a period of twenty-four (24) months (the “Administrative Services Initial Term”). The provisions of this Addendum shall thereafter automatically and continuously renew from year to year (each, an “Extended Term”) unless the Member provides SWWC with a minimum of twelve (12) months’ notice of the Member’s intent to discontinue its subscription to the Administrative Services by delivering to SWWC a written notice of such intent (referred to as “Notice of Intent to Withdraw from Administrative Services”) to SWWC on or before June 30 (the “Administrative Services Withdrawal Deadline”). If such Notice of Intent to Withdraw from Administrative Services is timely executed and delivered to SWWC, such Notice will be effective as of June 30 of the following fiscal year. If not timely delivered, the Member agrees and acknowledges that it shall be obligated to pay all fees for previously subscribed-to Administrative Services for the next Extended Term.
4. **Direct Services: Automatic Renewal; Timeline for Withdrawal.** Notwithstanding any provision in the Membership Agreement or this Addendum to the contrary, the parties’ obligations regarding the Member’s subscription to Direct Services shall commence on the Effective Date set forth in the Membership Agreement and shall continue for a period of twelve (12) months (the “Direct Services Initial Term”). The provision of this Addendum shall thereafter automatically and continuously renew from year to year (each, an “Extended Term”) unless the Member provides SWWC with written notice of its intent to discontinue its subscription to any Direct Service (referred to as “Notice of Withdrawal from Direct Service”) on or before March 1 (the “Direct Service Withdrawal Deadline”). If such Notice of Withdrawal from Direct Service is timely executed and delivered to SWWC, such Notice will be effective as of June 30 of the fiscal year in which it was delivered. If not timely delivered, the Member agrees and acknowledges that it shall be obligated to pay all fees for previously subscribed-to Direct Services for the next Extended Term.
5. **Payment.** In exchange for SWWC’s agreement to provide the subscribed-for services, the Member acknowledges and agrees that it shall be responsible for the TOTAL ADDENDUM PRICE set forth at Page 2 to this Addendum. SWWC shall estimate such usage for Direct Services for the Member at the beginning of the term. Actual usage shall then be reconciled by SWWC at the final payment at the end of the term. Notwithstanding any provision to the contrary in the Membership Agreement, the Member shall remit payment to SWWC in four installments, one of each which is due on or before August 15, November 15, February 15, and July 15 during the Initial and any Extended Term of the Membership Agreement. The Member further agrees to pay a late payment charge at the rate of one and one half (1 1/2) percent per month, or at the maximum late payment charge permitted by applicable law, whichever is less, on any unpaid amount for each calendar month (or fraction thereof) that such payment is late.
6. **Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.
7. SWWC agrees to provide all necessary personnel (contingent upon availability), materials, or equipment required to fulfill its obligations under this Addendum without causing the Member to incur costs or charges in excess of the TOTAL ADDENDUM PRICE set forth below; however, if a personnel’s time is not fully utilized Members will share such unused cost proportionally based on overall usage. Specialized equipment for student use is not included. SWWC further agrees to pay all transportation expenses for required service personnel without additional cost or charge to the Member.
8. Required SWWC service personnel who are funded at the lower “Single District Rate” level shall be entitled to receive all of the rights and benefits of personnel who are funded at the “Full Service Rate”.
9. The dates and times for the furnishing of the services and materials at issue in this Addendum shall be arranged in advance by mutual agreement between the parties.

10. SWWC will exercise its best efforts to provide to the Member the services of those professionals specifically contracted for. However, the Member recognizes that the availability of required SWWC personnel may change.
11. All performance reviews of required service personnel shall be conducted by a SWWC special education administrator and shall be in accordance with the policies and procedures established by SWWC.
12. **Services.** The Member hereby agrees to subscribe to those services indicated below:

<u>Direct Services:</u> includes office/prep time	TOTAL ESTIMATED PRICE
School Psychologist Services	\$102,400.00
Speech/Language Pathologist Services	\$315,980.00
Teacher of the Visually Impaired Services	\$0.00
ECSE Teacher Services	\$234,000.00
DAPE Teacher	\$0.00
Teacher of the Deaf/Hard of Hearing	\$33,500.00
Occupational Therapy Services	\$114,660.00
Orientation and Mobility	\$0.00
Physical Therapy Services	\$0.00
<u>Administrative Services:</u>	
Regional ECSE Coordination Services	\$3,206.00
Special Education Cooperative Membership Fee	\$31,187.00
Shared Special Education Administrative Services	\$68,533.00
Single District Special Education Administrator	\$0.00
TOTAL ADDENDUM PRICE	<u>\$903,466.00</u>

SC MEMBER

SWWC SERVICE COOPERATIVE

BY: _____
Authorized Signature

BY: _____
Authorized Signature

ADDENDUM F
TO MEMBERSHIP AGREEMENT
BEHAVIORAL HEALTH SERVICES
2025-26

Pipestone Area School District

This Addendum to the Membership Agreement supplements the Membership Agreement made by the parties and by their acceptance of the terms thereof the parties have agreed to the following additional terms, covenants and responsibilities:

1. **Subscription.** The Member has chosen to subscribe to SWWC’s Behavioral Health Services (the “Services”). The Services may include Behavior Analytic Services and Mental Health Services.
2. **Term.** SWWC shall provide the Services to the Member from August 15 through June 15 during the Initial Term (as defined below) and shall continue to provide such services from August 15 through June 15 during each Extended Term (as defined below) in which this Addendum is in effect.
3. **Automatic Renewal; Timeline for Withdrawal.** Notwithstanding any provision in the Membership Agreement or this Addendum to the contrary, the parties’ obligations regarding the Member’s subscription to Services shall commence on the Effective Date set forth in the Membership Agreement and shall continue for a period of twelve (12) months (the “Services Initial Term”). The provision of this Addendum shall thereafter automatically and continuously renew from year to year (each, an “Extended Term”) unless the Member provides SWWC with written notice of its intent to discontinue its subscription to any Services (referred to as “Notice of Withdrawal from Direct Service”) on or before March 1 (the “Direct Service Withdrawal Deadline”). If such Notice of Withdrawal from Service is timely executed and delivered to SWWC, such Notice will be effective as of June 30 of the fiscal year in which it was delivered. If not timely delivered, the Member agrees and acknowledges that it shall be obligated to pay all fees for previously subscribed-to Services for the next Extended Term.
4. **Payment.** In exchange for SWWC’s agreement to provide the Services, the Member acknowledges and agrees that it shall remit payment for the “TOTAL ADDENDUM PRICE” set forth below. Notwithstanding any provision to the contrary in the Membership Agreement, the Member shall remit payment to SWWC in four equal installments, one of each which is due on or before August 15, November 15, February 15, and July 15 during the Initial and any Extended Term of the Membership Agreement. The Member further agrees to pay a late payment charge at the rate of one and one half (1 1/2) percent per month, or at the maximum late payment charge permitted by applicable law, whichever is less, on any unpaid amount for each calendar month (or fraction thereof) that such payment is late.
5. SWWC agrees to provide all necessary personnel (contingent upon availability), materials, or equipment required to fulfill its obligations under this Addendum without causing the Member to incur costs or charges in excess of the TOTAL ADDENDUM PRICE set forth below. Specialized equipment for student use is not included. SWWC further agrees to pay all transportation expenses for required service personnel without additional cost or charge to the Member.
6. **Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.
7. The dates and times for the furnishing of the services and materials at issue in this Addendum shall be arranged in advance by mutual agreement between the parties.
8. SWWC will exercise its best efforts to provide to the Member the services of those professionals specifically contracted for. However, the Member recognizes that the availability of required SWWC personnel may change.
9. All performance reviews of required service personnel shall be conducted by a SWWC administrator and shall be in accordance with the policies and procedures established by SWWC.
10. **Services.** The Member hereby agrees to subscribe to those services indicated below:

SERVICES	PACKAGE	TOTAL PRICE
Behavior Analytic Services	Package D	\$25,200.00
Mental Health Services		\$0.00
School Nurse Services		\$0.00
TOTAL ADDENDUM PRICE	198	\$25,200.00

ADDENDUM G
TO MEMBERSHIP AGREEMENT
CURRICULUM AND INSTRUCTION COORDINATION SERVICES
2025-26

Pipestone Area School District

This Addendum to the Membership Agreement supplements the Membership Agreement made by the parties and by their acceptance of the terms thereof the parties have agreed to the following additional terms, covenants and responsibilities:

1. The Member has chosen to subscribe to Curriculum and Instruction Coordination Services (the “Services”). The services to be provided by SWWC is determined by district priorities and may include Read Act implementation, District Assessment Coordinator, Professional Development, Achievement & Integration plan, Literacy Plan, World’s Best Workforce, standards alignment, curriculum adoption, etc. SWWC provides training/access to shared resources to support teaching and learning growth.
2. **Term.** SWWC shall provide the Services to the Member from July 1 through June 30 during the Initial Term of the Membership Agreement and shall continue to provide such services from July 1 through June 30 during each Extended Term of the Membership Agreement until such time as the Member provides SWWC with written notice of its intent to withdraw from or reduce such Services pursuant to the terms of the Membership Agreement.
3. **Payment.** In exchange for SWWC’s agreement to provide the subscribed-for services, the Member acknowledges and agrees that it shall remit payment for the “TOTAL ADDENDUM PRICE” set forth below. Notwithstanding any provision to the contrary in the Membership Agreement, the Member shall remit payment to SWWC in three equal installments, one of each which is due on or before August 15, October 15, and February 15 during the Initial and any Extended Term of the Membership Agreement. The Member further agrees to pay a late payment charge at the rate of one and one half (1 1/2) percent per month, or at the maximum late payment charge permitted by applicable law, whichever is less, on any unpaid amount for each calendar month (or fraction thereof) that such payment is late.
4. SWWC agrees to provide all necessary personnel (contingent upon availability), materials, or equipment required to fulfill its obligations under this Addendum without causing the Member to incur costs or charges in excess of the TOTAL ADDENDUM PRICE set forth below. SWWC further agrees to pay all transportation expenses for required service personnel without additional cost or charge to the Member.
5. The dates and times for the furnishing of the services and materials at issue in this Addendum shall be arranged in advance by mutual agreement between the parties.
6. In consideration for such services, the Member agrees to pay to SWWC the package cost as calculated below:

TOTAL ADDENDUM PRICE **\$0.00**

7. **Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.

ADDENDUM H
TO MEMBERSHIP AGREEMENT
SHARED CURRICULUM AND INSTRUCTION COORDINATION SERVICES
2025-26

Pipestone Area School District

This Addendum to the Membership Agreement supplements the Membership Agreement made by the parties and by their acceptance of the terms thereof the parties have agreed to the following additional terms, covenants and responsibilities:

8. The Member has chosen to subscribe to Shared Curriculum and Instruction Coordination Services (the “Services”). The services to be provided by SWWC may include:

Data Mining and/or Data Retreat
Coordination of Standards Alignment

- Unpacking Standards
- Creating Learning Targets
- Prioritizing Standards
- Creating Common Assessments
- Selecting Appropriate Instructional Strategies

Professional Development

- Coordination/Facilitation of workshops/early release
- Professional Learning Community Implementation
- Support Leadership Teams
- Curriculum Coordination
- Coordination of Standards-Based Curriculum Selection and Implementation

9. **Term.** SWWC shall provide the Services to the Member from July 1 through June 30 during the Initial Term of the Membership Agreement and shall continue to provide such services from July 1 through June 30 during each Extended Term of the Membership Agreement until such time as the Member provides SWWC with written notice of its intent to withdraw from or reduce such Services pursuant to the terms of the Membership Agreement.
10. **Payment.** In exchange for SWWC’s agreement to provide the subscribed-for services, the Member acknowledges and agrees that it shall remit payment for the “TOTAL ADDENDUM PRICE” set forth below. Notwithstanding any provision to the contrary in the Membership Agreement, the Member shall remit payment to SWWC in three equal installments, one of each which is due on or before August 15, October 15, and February 15 during the Initial and any Extended Term of the Membership Agreement. The Member further agrees to pay a late payment charge at the rate of one and one half (1 1/2) percent per month, or at the maximum late payment charge permitted by applicable law, whichever is less, on any unpaid amount for each calendar month (or fraction thereof) that such payment is late.
11. SWWC agrees to provide all necessary personnel (contingent upon availability), materials, or equipment required to fulfill its obligations under this Addendum without additional cost or charge to the Member. SWWC further agrees to pay all transportation expenses for required service personnel without additional cost or charge to the Member.
12. The dates and times for the furnishing of the services and materials at issue in this Addendum shall be arranged in advance by mutual agreement between the parties.
13. In consideration for such services, the Member agrees to pay to SWWC the package cost as calculated below:

TOTAL ADDENDUM PRICE

\$0.00

14. **Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.

ADDENDUM I
TO MEMBERSHIP AGREEMENT
LITERACY LEAD SPECIALIST SERVICES
2025-26

Pipestone Area School District

This Addendum to the Membership Agreement supplements the Membership Agreement made by the parties and by their acceptance of the terms thereof the parties have agreed to the following additional terms, covenants and responsibilities:

1. The Member has chosen to subscribe to Literacy Lead Specialist Services (the “Services”). The services to be provided by SWWC may include literacy support, training/coaching on READ Act requirements, and Local Literacy Plan Development.
2. **Term.** SWWC shall provide the Services to the Member from July 1 through June 30 during the Initial Term of the Membership Agreement and shall continue to provide such services from July 1 through June 30 during each Extended Term of the Membership Agreement until such time as the Member provides SWWC with written notice of its intent to withdraw from or reduce such Services pursuant to the terms of the Membership Agreement.
3. **Payment.** In exchange for SWWC’s agreement to provide the subscribed-for services, the Member acknowledges and agrees that it shall remit payment for the “TOTAL ADDENDUM PRICE” set forth below. Notwithstanding any provision to the contrary in the Membership Agreement, the Member shall remit payment to SWWC in three equal installments, one of each which is due on or before August 15, October 15, and February 15 during the Initial and any Extended Term of the Membership Agreement. The Member further agrees to pay a late payment charge at the rate of one and one half (1 1/2) percent per month, or at the maximum late payment charge permitted by applicable law, whichever is less, on any unpaid amount for each calendar month (or fraction thereof) that such payment is late.
4. SWWC agrees to provide all necessary personnel (contingent upon availability), materials, or equipment required to fulfill its obligations under this Addendum without causing the Member to incur costs or charges in excess of the TOTAL ADDENDUM PRICE set forth below. The Member agrees to pay all transportation expenses for required service personnel in addition to the TOTAL ADDENDUM PRICE set forth below, which will be invoiced to the Member at the conclusion of the term of the membership agreement.
5. The dates and times for the furnishing of the services and materials at issue in this Addendum shall be arranged in advance by mutual agreement between the parties.
6. In consideration for such services, the Member agrees to pay to SWWC the package cost as calculated below:

TOTAL ADDENDUM PRICE **\$0.00**

7. **Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.

ADDENDUM J
TO MEMBERSHIP AGREEMENT
TEACHING AND LEARNING CUSTOMIZED SERVICES
2025-26

Pipestone Area School District

This Addendum to the Membership Agreement supplements the Membership Agreement made by the parties and by their acceptance of the terms thereof the parties have agreed to the following additional terms, covenants and responsibilities:

1. The Member has chosen to subscribe to Teaching and Learning Customized Services (the “Services”). The Services may include the following: math and reading intervention & data support, guided reading support, standards alignment, standards-based grading, curriculum and assessments, PLC work, or best practices in instruction.
 - a. Districts subscribing to Shared Curriculum & Instruction Coordination Services:
 - i. \$850/day + mileage
 - b. Districts not subscribed to Shared Curriculum & Instruction Coordination Services:
 - i. Package A (30 hours) \$5,750 + mileage, Package B (60 hours) \$10,250 + mileage, Package C (120 hours) \$18,250 + mileage, Package D (180 hours) \$26,250 + mileage

Term. SWWC shall provide the Services to the Member from July 1 through June 30 during the Initial Term of the Membership Agreement and shall continue to provide such services from July 1 through June 30 during each Extended Term of the Membership Agreement until such time as the Member provides SWWC with written notice of its intent to withdraw from or reduce such Services pursuant to the terms of the Membership Agreement.

2. **Payment.** In exchange for SWWC’s agreement to provide the Services, the Member acknowledges and agrees that it shall remit payment for the “TOTAL ADDENDUM PRICE” set forth below. Notwithstanding any provision to the contrary in the Membership Agreement, the Member shall remit payment to SWWC in three equal installments, one of each which is due on or before August 15, October 15, and February 15 during the Initial and any Extended Term of the Membership Agreement. The Member further agrees to pay a late payment charge at the rate of one and one half (1 1/2) percent per month, or at the maximum late payment charge permitted by applicable law, whichever is less, on any unpaid amount for each calendar month (or fraction thereof) that such payment is late.
3. SWWC agrees to provide all necessary personnel (contingent upon availability), materials, or equipment required to fulfill its obligations under this Addendum without causing the Member to incur costs or charges in excess of the TOTAL ADDENDUM PRICE set forth below. The Member agrees to pay all transportation expenses for required service personnel in addition to the TOTAL ADDENDUM PRICE set forth below, which will be invoiced to the Member at the conclusion of the term of the membership agreement.
4. The dates and times for the furnishing of the Services and materials at issue in this Addendum shall be arranged in advance by mutual agreement between the parties.
5. In consideration for such services, the Member agrees to pay to SWWC the TOTAL ADDENDUM PRICE as set forth below:

TOTAL ADDENDUM PRICE **\$0.00**

6. **Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.

ADDENDUM K
TO MEMBERSHIP AGREEMENT
STARRS ONLINE ACADEMY
2025-26

Pipestone Area School District

This Addendum to the Membership Agreement supplements the Membership Agreement made by the parties and by their acceptance of the terms thereof the parties have agreed to the following additional terms, covenants and responsibilities:

1. The Member has chosen to subscribe to STARRS Online Academy Services (the “Services”). The Services may include the following: Access to supplemental online learning school. Students enrolled in the STARRS Online Academy will have access to a variety of content courses and elective offerings.
2. **Term.** SWWC shall provide the Services to the Member from July 1 through June 30 during the Initial Term of the Membership Agreement and shall continue to provide such services from July 1 through June 30 during each Extended Term of the Membership Agreement until such time as the Member provides SWWC with written notice of its intent to withdraw from or reduce such Services pursuant to the terms of the Membership Agreement.
3. **Payment.** In exchange for SWWC’s agreement to provide the Services, the Member acknowledges and agrees that it shall remit payment at the “PER CREDIT RATE” set forth below. Notwithstanding any provision to the contrary in the Membership Agreement, the Member shall remit payment to SWWC in four installments, one of each which is due on or before October 15, December 15, March 15, and July 15 during the Initial and any Extended Term of the Membership Agreement. The Member further agrees to pay a late payment charge at the rate of one and one half (1 1/2) percent per month, or at the maximum late payment charge permitted by applicable law, whichever is less, on any unpaid amount for each calendar month (or fraction thereof) that such payment is late.
4. SWWC agrees to provide all necessary personnel (contingent upon availability) and instructional materials required to fulfill its obligations under this Addendum without causing the Member to incur costs or charges in excess of the PER CREDIT RATE set forth below. Districts must provide the student access to a laptop, desktop or chrome book and ensure the student has access to high-speed internet. The Member agrees to pay all transportation expenses for required service personnel in addition to the TOTAL ADDENDUM PRICE set forth below, which will be invoiced to the Member at the conclusion of the term of the membership agreement.
5. The dates and times for the furnishing of the Services and materials at issue in this Addendum shall be arranged in advance by mutual agreement between the parties.
6. In consideration for such services, the Member agrees to pay to SWWC the PER CREDIT RATE as set forth below. A minimum of twelve credits are required to enroll in the Services.

PER CREDIT RATE **\$650.00**

7. **Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.

ADDENDUM L
TO MEMBERSHIP AGREEMENT
TRANSLATION/INTERPRETATION
2025-26

Pipestone Area School District

This Addendum to the Membership Agreement supplements the Membership Agreement made by the parties and by their acceptance of the terms thereof the parties have agreed to the following additional terms, covenants and responsibilities:

1. The Member has chosen to subscribe to Translation/Interpretation (the “Services”). The Services may include the following: Translation of written documentation from Spanish to English or English to Spanish and/or interpretation services which may include oral communication for phone calls, meetings, interview, etc. that facilitate communication from Spanish to English or English to Spanish that may be delivered via phone, virtual modalities or in person.
2. **Term.** SWWC shall provide the Services to the Member from July 1 through June 30 during the Initial Term of the Membership Agreement and shall continue to provide such services from July 1 through June 30 during each Extended Term of the Membership Agreement until such time as the Member provides SWWC with written notice of its intent to withdraw from or reduce such Services pursuant to the terms of the Membership Agreement.
3. **Payment.** In exchange for SWWC’s agreement to provide the Services, the Member acknowledges and agrees that it shall remit payment at the rate set forth below. Notwithstanding any provision to the contrary in the Membership Agreement, the Member shall remit payment to SWWC monthly during the Initial and any Extended Term of the Membership Agreement. The Member further agrees to pay a late payment charge at the rate of one and one half (1 1/2) percent per month, or at the maximum late payment charge permitted by applicable law, whichever is less, on any unpaid amount for each calendar month (or fraction thereof) that such payment is late.
4. SWWC agrees to provide all necessary personnel (contingent upon availability) required to fulfill its obligations under this Addendum without causing the Member to incur costs or charges in excess of the PER WORD RATE and/or PER FIFTEEN MINUTE INCREMENT RATE set forth below. The Member agrees to pay all transportation expenses for required service personnel in addition to the rates set forth below.
5. The dates and times for the furnishing of the Services at issue in this Addendum shall be arranged in advance by mutual agreement between the parties.
6. In consideration for such services, the Member agrees to pay to SWWC the TRANSLATION RATE and/or the INTERPRETATION RATE as set forth below.

TRANSLATION RATE	\$0.00 per word
INTERPRETATION RATE	\$0.00 per Fifteen Minute Increment

7. **Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.

**MEMORANDUM OF UNDERSTANDING
BETWEEN
INDEPENDENT SCHOOL DISTRICT NO. 2689 (hereinafter referred to as “District”)
And
PIPESTONE AREA EDUCATION ASSOCIATION (hereinafter referred to as “Union”)**

WHEREAS the district and Union are parties to a collective bargaining agreement (CBA) for the period from July 1, 2023, through June 30, 2025; and,

WHEREAS the District and Union desire to address the time commitment, compensation, schedule, location of training, and deadlines for teachers required to complete the state of Minnesota mandated Read Act training; and

Whereas the District and Union have agreed that teachers will participate in district approved **READ ACT TRAINING**; and

NOW THEREFORE, be it resolved that the parties agree to the following:

1. Eligibility

The Union and District will establish a list of eligible teachers, who must:

- a. Hold a license issued by the Professional Educator Licensing and Standards Board;
- b. Be employed by the District between **7/1/2023 and 6/30/2027**; and,
- c. Be required by the District to complete approved training described under Minn. Stat. 120B.123, subdivision 5.

2. Compensation earned for READ ACT TRAINING

Teachers will earn compensation as follows:

Teachers will be paid curriculum pay at the current rate in Appendix B of the contract. Compensation will occur for work outside of the contract day.

Compensation shall be limited to a maximum of 144 hours for Read Act Training over two years.

3. Credit Recognition

CEU's will be awarded through the district by the end of the year each school year.

Staff will claim the hours for re-licensure purposes.

Credits will not be allowed for advancement in salary

4. Proof of completion and payment timeline

In all cases, teachers shall submit proof of training completion to Curriculum Director.

5. Failure to comply with the READ ACT

Compliance with Minnesota READ ACT (Minn. Stat. 120B.123) is mandatory for both the district and eligible teachers. Failure by the district to comply with these requirements may result in action taken by the Minnesota Department of Education. Failure by an eligible teacher to comply with the training requirements may result in a teacher being out of compliance with the READ ACT requirements related to reading instruction in accordance with state statute and could result in discipline pursuant to the CBA.

6. Effective Date and Duration

This MOU shall continue in effect until June 30, 2027.

NOW THEREFORE, be it further resolved that the parties agree to the following:

Impact on Precedent. Nothing in this MOU may be deemed to establish a precedent or practice to alter any established precedent or practice arising out of or relating to the CBA between the District and the Union. Neither the District nor the Union may refer to this MOU or submit it in any proceeding or case as evidence of a precedent or practice.

Entire Agreement. This MOU constitutes the entire agreement between the parties related to compensation for teachers for completing READ ACT training. Neither party has relied on any statements, promises, or representations that are not stated in this MOU. The terms of this MOU constitute the entire agreement between the parties and supersede any prior written or oral, or other agreement, statement, or practice between the parties relating to the subject matter of this MOU. No changes to this MOU will be valid unless they are in writing and signed by both parties . A copy of this MOU will have the same legal effect as the original.

IN WITNESS WHEREOF, the parties have voluntarily entered into this MOU on the dates shown by their signatures. This MOU will not become effective unless and until it is approved by the District’s School Board and is signed by both parties.

For the District:

For the Union:

Dated:

Dated:

SELECTIVE

BE UNIQUELY INSUREDSM

Quotation of Commercial Insurance

Prepared for:
PIPESTONE AREA CSD
1401 7TH ST SW
PIPESTONE, MN 561641877

Presented By:
FIRST MAINSTREET INSURANCE LC

Proposal Print Date:01/16/2025

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WHAT YOU CAN EXPECT AS A SELECTIVE CUSTOMER

Prior To Policy Issued

Our trusted independent agents will work closely with you to customize insurance protection that meets your unique needs.

As A Selective Customer

When you choose to Be Uniquely Insured, you get more than just a policy. You can rely on us to be there for you before, during, and after a claim. We even offer a broad range of value-added services that further enhance your experience.



EXCEPTIONAL SERVICE



Unique Policy Add-Ons

Ask your agent about enhancements for your policy. Add our flood insurance and umbrella insurance for even more protection.



“A+” Superior Rating

Selective has been rewarded with an “A” (Excellent) or better Rating from AM Best for over 90 years.



Flexible Payment Options

We offer various flexible payment plans, and multiple ways to pay. Receive billing reminders via email or text.



Be In The Know

Stay current with proactive auto and product recalls, customized weather alerts, billing reminders, claims notifications, and more.

VALUE BEYOND COVERAGE



Safety Management

Our Safety Management team can help you address your industry-specific risks with expertly-crafted resources like safety programs, training, and more.



NT24

Manage Workers Compensation claims expenses and return-to-work initiatives with a 24/7 nurse hotline.



Praesidium

Create a safer environment for customers and employees with the help of expert abuse or molestation prevention resources.



Security Mentor

Teach employees to protect valuable online business data with interactive security training courses.

INSURANCE AT YOUR CONVENIENCE



MySelective Online Account

Manage your insurance account your way with online features like paperless billing and policy, quick auto ID card access, claims reporting, and more.



Award-Winning Mobile App

Our MySelective app has received numerous awards and has a 4.6/5 app store rating.

LEARN MORE
ABOUT SELECTIVE!
selective.com



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BE UNIQUELY INSURED®

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Quotation of Commercial Insurance

PIPESTONE AREA CSD

Quote # 80868500

Policy Period: 05/01/25 to 04/30/27

Premium Summary

<u>Coverage</u>	<u>Premium</u>
Inland Marine	\$15,256.00
Total Premium	\$15,256.00

This non-binding proposal is only a summary of premium. It is not a guarantee that the actual premium will not exceed the amount of the proposal. No coverage is provided by this summary nor does it replace any provisions of the final policy. For specific terms and restrictions, refer to the individual policy and coverage forms.

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PIPESTONE AREA CSD

Quote # 80868500

Policy Period: 05/01/25 to 04/30/27

Line Of Business Premium Recap

Inland Marine Premium Totals

<u>Coverages</u>	<u>Premium</u>
Builders Risk	\$14,957.00
Terrorism (Certified Acts)	\$299.00
<hr/>	
Grand Total LOB Premium	\$15,256.00

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Quotation of Commercial Insurance

PIPESTONE AREA CSD

Quote # 80868500

Policy Period: 05/01/25 to 04/30/27

Policy Location Schedule

<u>Loc#</u>	<u>Bldg#</u>	<u>Street</u>	<u>City</u>	<u>State</u>	<u>Zip</u>
001	001	1401 7TH ST SW	PIPESTONE	MN	56164

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At Selective, we have a comprehensive insurance solution that can provide the unique coverages builders need for commercial construction jobs, both new construction and remodeling projects.

▶ PRODUCT AND COVERAGE HIGHLIGHTS

Remaining competitively priced through a tumultuous market, our Builders Risk Policy includes:

- ◆ Competitive pricing:
 - Pro rata cancellation and no minimum retained premium, even for projects lasting less than one year
 - Flexible direct billing options
- ◆ Replacement cost valuation
- ◆ Completed value definition includes reasonable profit
- ◆ “All Risk” coverage including:
 - Equipment breakdown, collapse and testing
 - Theft and vandalism (including materials at the job site awaiting installation)
- ◆ Broad covered property definition, including scaffolding, false work, construction forms, foundations, paving, curbing, fencing, retaining walls and outdoor fixtures
- ◆ Transit and temporary storage limits
 - 10% up to \$250,000
 - Includes coverage at locations owned or leased by named insured
- ◆ Site preparation covered if included in “completed value” limit
- ◆ Coverage extensions including:
 - Supplemental limit for escalation costs (cost of labor, materials, changes in construction specifications) - 5% up to \$500,000
 - Building ordinance and law - \$500,000
 - Back-up of sewer or drain - \$100,000
 - Construction contract penalties - \$25,000
 - Debris removal limit - \$25,000
 - Fire department service charge - \$10,000
 - Fire protection systems - \$75,000
 - GreenPac® coverage - \$25,000
 - Jobsite trailers - \$25,000
 - Pollutant clean up and removal - \$25,000
 - Preservation of property - \$10,000
 - Trees, shrubs and plants - \$10,000 with a \$500 per item limit
 - Valuable papers - \$25,000

Response is everything.®
HOME | AUTO | BUSINESS | FLOOD
www.selective.com

