

**Regular School Board Meeting
Monday, April 28, 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	
1. National Honor Society	
6. Consent Agenda	
1. Approve Minutes of the Regular School Board Meeting of March 24, 2025	2
2. Personnel Report: Action Required	7
3. PAESP Contract for Paraprofessionals 24-25, 25-26	8
4. PAESP Contract for Secretaries, Custodians, AP and Tech 24-25, 25-26	
7. Financials	
1. Review of Budget Year-to-Date	43
2. Approve Treasurer's Report for March 31, 2025	44
3. Approve 2023A Bonds Treasurer's Report for March 31, 2025	45
4. Approve Regular Bills	46
5. Approve High School Activity Bills	75
8. Board Forum/Information	
1. Board Reports and Updates	
9. Administrator's Report	
1. Superintendent's Board Report	77
2. MS/HS Principal Report, followed by Elementary Principal Report	97
3. Curriculum, Teaching, and Learning Board Report	100
10. New Business	
1. First Reading of Policy 712 - Video Surveillance Other than on Buses	101
11. Unfinished Business	
1. Final Reading and Approval of 25-26 and 26-27 School Calendars	103
12. Board Action	
1. Resolution Accepting Donations	105
2. Approve Policies 101, 205, 206, 208, 209, 210, 305, 404, 413, 414, 423, 480, 512, 516, 523, 611, 621, 702, 703, 706, and 801	124
3. Renewal of Food Service Management Contract for 25-26	203
4. Wrestling Tournament Request, Paul Young	213
5. Approve Publication of Notice of Direct Negotiations and to Seek Quotations Pursuant Minn. Stat. 123B.52 subd. 3 for Transportation Services	
13. Closed Session	
1. Attorney-Client Privilege to Discuss Pending or Threatened Litigation (Pending Employee Grievance Arbitration) Pursuant to Minn. Statute 13D.05	
14. Motion Related to Pending Employee Grievance Arbitration	
15. Adjourn	

MARCH 24, 2025

MINUTES OF THE REGULAR SCHOOL BOARD MEETING OF INDEPENDENT SCHOOL DISTRICT NO. 2689, PIPESTONE COUNTY, PIPESTONE, MINNESOTA. A regular meeting of the Board of Directors of Pipestone Area Schools was held on Monday, March 24, 2025 beginning at 6:30 PM in Conference Room 1148. MS/HS.

The following members were present: Daphne Likness, Katie Wiese, Tami Taubert, Brad Carson, Chrissy DeBates, and Mark Hiniker. Absent: Tyler Fruechte. Also present: Dr. Klint Willert, Jennifer Moravetz, Lisa Pease, Deb Peschon, Jacque Kennedy, Natalie Resch, Stephanie Backer, Josh Stukel, Shauna Kuehl, Deb Melby, and Kyle Kuphal.

Chairman Carson opened the meeting with the Pledge of Allegiance. Motion by Wiese, second by DeBates, approved the agenda as presented. Motion unanimously carried.

Consent Agenda: Motion by Likness, second by Wiese, approved all items in the Consent Agenda. Motion unanimously carried. Items approved were minutes of the February 24 regular meeting, minutes of the February 27 special meeting, minutes of the March 20 special meeting; contracts for Sonja Ortman, MS/HS Principal, Jennifer Moravetz, Elementary Principal; letter of resignation from Craig Boeddeker, Heartland Colony teacher, Matti Boomgaarden, Ag teacher and FFA advisor, Samantha Rowden, special education teacher, and Selestia Lindstrom, 4/5th Title teacher; Abbey Heckroth and Jessica Nygaard, para subs; and recommendation for Shelly Hennager as head volleyball coach for 2025-2026.

Financials:

- The budget year-to-date shows expenditures as of March 20, 2025 at \$10,975,598.17 or 63%. This was non-action.
- The treasurer's report for month ended February 28, 2025 shows a cash balance of \$8,838,685.54. Motion by Wiese, second by DeBates, approved the treasurer's report
- The MN Trust 2023A Bonds treasurer's report for month ended February 28, 2025 has a cash balance of \$2,808,031.48. Motion by DeBates, second by Likness, approved the 2023A bonds treasurer's report. Motion carried unanimously.
- Regular bills paid through March 18, 2025 totaled \$600,131.75. Motion by Taubert, second by Hiniker, approved payment of the regular bills. Motion carried unanimously.
- High school activity bills paid through March 19, 2025 totaled \$10,924.04. Motion by Wiese, second by DeBates, approved payment of the high school activity bills. Motion carried unanimously.

Board Report:

- The calendar committee met to develop the 2025-26 and 2026-27 school calendars.
- The negotiations committee reached a tentative agreement with the ESP group.
- Agreements were also reached with the principals; their contracts are up for board approval tonight.
- The committee met with Len and Lisa today and will meet next with Ludolph.
- The board thanked the community for attending the Knowledge Works presentation and shared feedback about the event.

Superintendent Board Report:

- Budget: Future funding remains uncertain; budget parameters for FY26 included as action item.
- Roof Project: Pre-construction meeting held; facade work begins in April; equipment arrives end of April.
- Focus Groups: Student and staff focus groups held March 19; community session March 20 for Portrait of a Graduate input.
- School Calendars: Revised 2025-26 and proposed 2026-27 calendars developed.
- Legislation: Updates include power-sharing in MN House and various education-related bills under review.
- ESP Agreement: Tentative agreement reached, pending member approval.
- Culture Survey: Staff survey showed strengths in alignment and expectations; areas to improve include recognition and professional development.
- Food Service: Exploring ways to use fund balance; initial improvements well received.
- Communications: Ongoing outreach via radio, newspaper, and internal staff updates.
- Graduate Survey: Upcoming survey through Knowledge Works to support Portrait of a Graduate.

- Chamber Recognition: Nancy Siebenahler honored as the first Outstanding Educator by the Chamber.
- Legislative Testimony: Superintendent invited to testify on HF1607, supporting expanded instructional hours through experiential learning.

Elementary Principal Board Report:

- I Love to Read Month: 75 students completed blackout BINGO reading cards; participation celebrated across all grade levels.
- Math Night: Over 60 students and families attended a successful evening with 30+ interactive activities. Positive feedback received. Thanks extended to the elementary math team and NHS volunteers.
- Knowledge Works: Representatives met with staff and 3rd-5th grade students for input on the Portrait of a Graduate.
- Quarter 3: Ended March 20; report cards to be sent home March 31.
- March 24: Teacher Workday focused on planning and collaboration.
- March 24-25: Third round of student focus meetings to support student needs.

Middle/High School Principal Report:

- March athletics and activities are in full swing.
- Planning is underway for graduation; a proposed senior end date will be presented.
- Scheduling work continues, with in-person student registration expected to begin in mid-April.
- Teams collaborated with Knowledge Works on the Portrait of a Graduate, gathering input from staff, students, and parents. Next steps in the process are underway.

Curriculum Director Report:

- NWEA data and student growth reviewed with ELA teachers.
- FY25 Achievement & Integration Plan approved, includes Literacy Lead stipend, Cultural Liaison, and Summer School pay.
- ACCESS testing complete; MCA testing begins April 2.

Board Action:

- Motion by Taubert, second by Hiniker, approved the district to pay for hotel rooms, sub teacher for two staff members and the intent to use school suburban's and/or the activity bus for transportation, and an overnight trip on April 27-29 for the State FFA Convention. Motion carried unanimously.
- Motion by Wiese, second by Hiniker, approved Policy 409 - Employee Publications, Instructional Materials, Inventions, and Creations. Motion carried unanimously.
- **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:

Eagle Trucking	\$1,500.00	Donation to Robotics
Scott's Auto	\$50.00	Donation to Robotics
Whip's Auto Sales	\$25.00	Donation to Robotics
First Farmer's & Merchant's	\$50.00	Donation to Robotics

Pepsi-Cola Bottling	\$50.00	Donation to Robotics
Double D Gravel, Inc	\$200.00	Donation to Robotics
Pipestone Family Chiropractic	\$100.00	Donation to Robotics
G & S Body Shop, Inc	\$100.00	Donation to Robotics
Midland Tire, LLC	\$200.00	Donation to Robotics
Windy Ridge Vet Clinic	\$50.00	Donation to Robotics
First State Bank SW	\$500.00	Donation to Robotics
First Bank & trust	\$250.00	Donation to Robotics
Dr. Paul Henriksen	\$60.00	Donation to Robotics
Sandra Rieck & Associates	\$100.00	Donation to Robotics

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

and the following voted against the same: None

The foregoing resolution was approved 6-0 this 24th day of March, 2025.

RESOLUTION ACCEPTING DONATIONS

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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:

Christ the King Lutheran	\$100.00	Donation to Wellness Room
Pipestone Publishing Co.	\$1,425.00	Donation to Athletic Help Fund from Spring Poster
Jasper Lions Club	\$600.00	Donation to K & 1 st Grade for Bookfair Books
Pipestone United Way	\$2,000.00	Donation to Youth Football (Community Ed)

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

and the following voted against the same: None.

The foregoing resolution was approved 6-0 this 24th day of March, 2025

- First reading of the 2025-2026 and 2026-2027 school calendars. Non-action.
- Mrs. Ortman recommends May 20, 2025 as the last day for seniors, provided they are in good standing. Motion by Hiniker, second by Wiese, approved May 20, 2025 as the last day for seniors. Motion carried unanimously.
- Motion by Taubert, second by DeBates, to approve a gas powered burnisher as obsolete. Motion carried unanimously.

- Motion by Wiese, second by Hiniker, approved the 25-26 budget parameter recommendations. Motion carried 4-2, with Likness and DeBates opposing.
- Resolution Relating to the Termination and Nonrenewal of the Teaching Contract of a Probationary Teacher:

Member Mark Hiniker introduced the following Resolution and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION AND NONRENEWAL OF THE TEACHING CONTRACT OF A PROBATIONARY TEACHER

WHEREAS, Anne Shelton is a probationary teacher employed by Independent School District No. 2689, Pipestone Area Schools;

THEREFORE BE IT RESOLVED, by the School Board of Independent School District No. 2689, Pipestone, as follows:

1. Pursuant to Minnesota Statutes section 122A.40, subdivision 5, the teaching contract of Anne Shelton, probationary teacher employed by Independent School District No. 2689, is hereby terminated at the close of the current 2024-2025 school year and not renewed for the 2025-2026 school year;

BE IT FURTHER RESOLVED that a written notice be sent to said teacher regarding termination and nonrenewal of the contract as provided by law. The Board has reviewed and hereby approves the letter to be sent to the teacher.

The motion for the adoption of the foregoing Resolution was duly seconded by Daphne Likness, and upon a vote being taken thereon, the follow voted in favor of the motion: Mark Hiniker, Daphne Likness, Katie Wiese, Chrissy DeBates, Brad Carson, and Tami Taubert and the following voted against the motion: None
Where upon said resolution was declared duly passed 6-0.

Motion by Hiniker, second by Wiese, to adjourn the meeting (7:37 p.m.). Motion carried unanimously.

/s/ Brad Carson
Brad Carson, Chairman

/s/ Christina DeBates
Christina DeBates, Clerk

Approved and dated by the board April 28, 2025
Submitted, Deb Peschon

A Regular School Board Meeting of the Board of Trustees of Pipestone Area Schools was held Monday, March 24, 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 Chair Carson at 6:30 PM. Present: Wiese, Taubert, DeBates, Hiniker, Carson, and Likness. Absent: Fruechte. Also present: Kennedy, Peschon, Willert, Moravetz, Pease, S. Backer, K. Kuphal, C. Loving, N. Resch, S. Kuehl, D. Melby, and J. Stukel.

Board Action:

1.Wiese/DeBates/All in favor: approve agenda as presented. **2.** Likness/Wiese/All in favor: approve consent agenda as presented. **3.** Financials: Wiese/DeBates/All in favor: approve treasurer's report (\$8,838,685.54) for February; DeBates/Likness/All in favor: approve 2023A bonds treasurer's report (\$2,808,031.48) for February; Taubert/Hiniker/All in favor: approve regular bills (\$600,131.75) for February; Wiese/DeBates/All in favor: approve high school activities bills (\$10,924.04). **4.** Taubert/Hiniker/All in favor: approved the district to pay for hotel rooms, sub teacher for two staff members and the intent to use school suburban's and/or the activity bus for transportation, and an overnight trip on April 27-29 for the State FFA Convention. **5.** Wiese/Hiniker/All in favor: approved Policy 409 - Employee Publications, Instructional Materials, Inventions, and Creations. **6.** Wiese/Likness/All in favor: donations to high school activities: Robotics; Wiese/DeBates/All in favor: donations to the school. **7.** Hiniker/Wiese/All in favor: approved May 20, 2025 as the last day for seniors in good standing. **8.** Taubert/DeBates/All in favor: Taubert/DeBates/All in favor: approve gas powered burnisher as obsolete. **9.** Wiese/Hiniker/4-2 (Likness & DeBates): approve budget parameters for 25-26 school year as presented. **10.** Hiniker/Likness/All in favor: approve non-renewal of a probationary teacher.

Other: Admin and board reports; budget year-to-date (10,975,598.17 or 63%); first reading of 25-26 & 26-27 school calendars.

Adjourn: Hiniker/Wiese/All in favor: 7:37 p.m.

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

Approved and dated by the board April 28, 2025.

Submitted, Deb Peschon, Superintendent and School Board Admin Assistant/Recording Clerk/District Clerk

**Personnel Report - Action Requested
April 28, 2025 Regular School Meeting**

Notice of New Contract

	<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
1.	Leonard Burzynski	Maintenance Director	July 1, 2025
2.	Lisa Pease	Curriculum Director	July 1, 2025
3.	Junior Aguilon Munoz	Cultural Liaison	April 14, 2025
4.	Autumn Palmer	MS/HS Para	April 14, 2025
5.	Canaan Petersen	LTS	April 22, 2025

Rationale

1. Contract renewal
2. Contract renewal
3. New Position (A & I Grant)
4. Replace DaNerica Maples
5. LTS for MS teacher

Letter of Resignation

1. Kelsey Esselink, 3rd grade teacher

Pipestone Area Educational Support Professionals

ESP Contract

For Paraprofessionals

July 1, 2024 to June 30, 2026

**Article I
Purpose**

Section 1. Parties: This Agreement, entered into between Independent School District No. 2689, Pipestone, Minnesota, hereinafter referred to as the School District, and the Pipestone Area Educational Support Professionals, hereinafter referred to as the Exclusive Representative, pursuant to and in compliance with the Public Employment Labor Relations Act of 1971, as amended, hereinafter referred to as the P.E.L.R.A., to provide the terms and conditions of employment for paraprofessional employees during the duration of this Agreement.

**Article II
Recognition of Exclusive Representative**

Section 1. Recognition: In accordance with the P.E.L.R.A., the School District recognizes the Pipestone Area Educational Support Professionals as the exclusive representative for all paraprofessionals employed by the School District. The Exclusive Representative shall have those rights and duties as prescribed by the P.E.L.R.A, and as described in the provisions of this Agreement.

Section 2. Appropriate Unit: The exclusive representative shall represent all paraprofessionals employed by the School District, as contained in the Certification of the Exclusive Representative order issued on November 10, 2004, by the Commissioner of the Bureau of Mediation Services.

**Article III
Definitions**

Section 1. Terms and Conditions of Employment: Shall mean the hours of employment, the compensation therefore, including fringe benefits and the employer's personnel policies affecting the working conditions of the employees.

Section 2. School District: For purposes of administering this Agreement, the term; "School District", shall mean the School Board or its designated representative.

Section 3. Probationary Period: Each employee shall serve a one (1) calendar year probationary period during which the employee may be terminated from employment by the District as the District shall see fit without access to the grievance procedures of this Agreement. Any break in service from the District shall result in a new probationary period. A break in service shall mean resignation, termination of employment or a layoff in excess of the period in which the employee has recall rights.

Section 4. Other Terms: Terms not defined in this Agreement shall have those meanings as defined by the P.E.L.R.A.

Article IV

School District Rights

Section 1. Inherent Managerial Rights: The School District is not required to meet and negotiate on matters of inherent managerial policy.

Section 2. Management Responsibilities: The exclusive representative recognizes the right and obligation of the School District to efficiently manage and conduct the operation of the school district within its legal limitation and with its primary obligation to provide educational opportunity for the students of the School District.

Section 3. Effect of Laws, Rules and Regulations: The exclusive representative recognizes that all employees covered by this Agreement shall perform services and duties prescribed by the School District and shall be governed by the laws of the State of Minnesota, and by School District rules, regulations, directives and orders, issued by properly designated officials of the School District. The exclusive representative also recognizes the right, obligation and duty of the School District and its duly designated officials to promulgate rules, regulations, directives and orders from time to time as deemed necessary by the School District insofar as such rules, regulations, directives and orders not inconsistent with the terms of this Agreement

Section 4. Subcontracting In the event that the Employer determines to contract out or subcontract any work performed by employees covered by this Agreement, and such subcontracting or contracting out shall result in the layoff of current employees of the Employer, the Employer shall notify the Union when such determination is made, but in no case less than sixty (60) calendar days in advance of the implementation of such determination. During said period, the Employer shall meet and confer with the Union to discuss possible ways and means to minimize the impact on the unit.

Article V

Employee Rights

Section 1. Right to Views: Nothing contained in this Agreement shall be construed to limit, impair or effect the right of any employee or his/her representative to the expression or communication of a view, grievance, complaint or opinion on any matter related to the conditions or compensation of public employment or their betterment, so long as the same is not designed to and does not interfere with the full, faithful and proper performance of the duties of employment or circumvent the rights of the exclusive representative.

Section 2. Right to Join: Employees shall have the right to form and join labor or employee organizations, and shall have the right not to form and join such organizations.

Employees shall have the right to request and be allowed dues check off pursuant to P.E.L.R.A. Upon receipt of properly executed authorization of the employee involved, the school district will deduct from the employee's paycheck the dues that the employee has agreed to pay to the employee organization during the period provided in said authorization. Deductions made shall be transmitted to the exclusive representative together with a list of names of the employees from whom deductions were made. When a bargaining unit member has authorized a dues deduction, such authorization shall continue in effect for that year and from year to year, and cannot be canceled

except by written notice from the Union President. A member seeking cancellation must provide written notice to the Union President during the month of September.

Section 3, Dues Deductions: Any bargaining unit member, or new hire who has applied for membership in the bargaining unit, authorizes the school district to deduct one-ninth (1/9) of such dues from the regular paycheck of the bargaining unit member for each pay period for 9 consecutive pay periods. The deductions will begin the first pay period on or after October 1. For bargaining unit members employed after the commencement of each school year, deductions of dues shall be made by the school district. The dues will be deducted equally between existing pay periods between the date of the bargaining unit members first pay date and June 30.

Section 4, Contract Administration: The Exclusive Representative shall be permitted to transact necessary business for the maintenance of this Agreement with the School District administration on school property and at reasonable times, provided that this shall not interfere with or interrupt normal school operations.

Section 5, Facility Usage: The Exclusive Representative may utilize School District facilities in accordance with School District policy.

Section 6, Exclusive Representative Leave:

Subd. 1, Statutory Leave: Pursuant to M.S. 179A.07, subd. 6, the School District shall afford reasonable time off to elected officers or appointed representatives of the exclusive representative for the purposes of conducting the duties of the exclusive representative and shall, upon request, provide for leaves of absence to elected or appointed officials of the Exclusive Representative.

Subd. 2 Mediation/Arbitration Leave: Up to three (3) employees who are elected or appointed officials of the Exclusive Representative will be released from their duties with pay in the event that they are required by the mediator or the arbitrator in an interest arbitration to be present at a negotiation's mediation session or in an interest arbitration hearing during a regular duty day.

Section 7, Meet and Confer: Two individual meet and confer sessions per school year may be requested by either the School District or the Exclusive Representative. Each party shall choose up to four (4) representatives for such meetings. The purpose of such meetings shall include discussions of contract administration, questions of procedure or policy, and other mutual concerns of the workplace. By mutual agreement, one (1) additional meet and confer session may be scheduled.

Article VI
Basic Wages and Rates of Pay

Section 1. Wages: The wage guidelines and salaries reflected in Appendix A, attached hereto, shall be part of the agreement for the period commencing July 1, 2024 through June 30, 2026.

Subd 1. Longevity Pay:

- a. For the purpose of calculating longevity pay, the calculation of the years of service date is the 1st day of the month the employee started employment with the district.
- b. All employees will receive a wage increase of \$0.25 per hour for every 5 years of service completed, applied beginning with the August hours for the September payroll within their anniversary year.

- c. In addition to (b) above, all employees who complete any one year of service after 7/1/22 and continue employment with the district will receive a wage increase of \$0.25 per hour, applied beginning with the August hours for the September payroll within their anniversary year. All employees are eligible to earn this permanent wage increase on one occasion.
- d. An employee must work for a minimum of 30 hours per week during the 1-year period between their service dates in order for the year of service to be credited.

Section 2. Payment Schedule: Wages shall be paid on a monthly pay schedule as designated by the School District.

Subd 1. 9 or 12 Month Pay: Each employee has the option whether they want to be paid over 9 months or 12 months. The employee must decide at the beginning of school year. Adjustments will be made monthly for absences. If employee quits in the first month they will only be paid for the hours they actually worked.

Section 3. Posting of Open Positions All position openings shall be posted in all sites on the official notice board for a period of one week. Thereafter, the District shall advertise the position in the official newspaper of the district and any other publications that the district chooses. Nothing in this agreement shall be construed as requiring the district to give preference to internal candidates for vacancies. The district shall have the right to select candidates as it shall see fit.

Article VII Extra Compensation

Section 1. Additional Work All employees required to work with or for students beyond their normal duty day with prior approval from Principal or Superintendent will be compensated for all additional hours at their regular rate of pay. Any hours over 40 per week will be compensated at time and a half.

Article VIII Fringe Benefits

Section 1. Selection of Carrier: The selection of the insurance carrier and policy shall be made by the School Board as provided by law. It is understood that the school district's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the school district as a result of a denial of insurance benefits by an insurance carrier.

Section 2. Health and Hospitalization, Life and LTD Insurance:

Subd. 1. Health Coverage: All current employees are eligible to participate in the school district group health insurance at their own expense.

Subd. 2. Long Term Disability: All employees who are employed twenty (20) or more hours per week shall be eligible to participate in a school district group long term disability insurance at their own expense. Coverage shall be based on no less than 60% of the employee's basic salary. Benefits are to begin after ninety (90) calendar days of total disability. Employees will be responsible for the full premium.

Subd. 3. Life Insurance: The School District shall provide group term life insurance for all employees assigned an average of twenty (20) or more hours per week throughout the school year,

in the amount of \$10,000. Available benefits may be reduced per the life insurance policy. Employees have the option of purchasing more within the guidelines of the insurance company.

Section 3. Group Health Insurance Participation: An employee is eligible to participate in the group health insurance plan, at the employee’s expense, as long as the employee is employed by the school district. At termination of employment, participation in the plan shall cease except as provided in COBRA.

Section 4. Annuity Matching Contribution: Employees who meet the following criteria are eligible for a matching contribution to a tax-sheltered annuity:

1. employed an average of at least thirty (30) hours per week and at least one hundred fifty (150) days per school year;
2. employed at least five consecutive years by the School District
3. authorized a contribution to a qualified tax-sheltered annuity that will continue from year to year at the specified amount unless the employee notifies the School District to the contrary no later than July 1; and
4. All employee contributions will be made by payroll deduction, and all contributions must be the same for each pay period.

District Matching Contribution rate:

Years of Continuous Service	Maximum dollar amount of employer contribution based on full-time equivalent employment per year
6 th through 8 th year	\$700
9 th through 15 th year	\$800
16 th through 20 th year	\$900
21 st year and beyond	\$1000

SECTION 5. Activity Pass: Each employee will receive, at no cost, an activity pass annually which provides free admission into each home athletic or non-athletic activity.

**Article IX
Leaves of Absence**

Section 1. Earned Safe and Sick Time (ESST)

Subd. 1: Full time employees shall be credited with 80 hours of ESST at the beginning of the school year. This will be prorated if an employee is below 1.0 FTE, or if the employee begins employment after the school year begins. ESST shall be deducted from the employee’s balance in hourly increments.

Subd. 2: The accumulated sick leave and ESST leave as of June 30, 2024 will be converted to ESST leave. The ESST can be accumulated to a maximum of 490 hours per employee.

Subd. 3: ESST leave shall be allowed whenever an employee’s absence has been due to the reasons set forth in Minnesota Statute section 181.9447. See Appendix B for further details.

Section 2 Personal Leave: Each employee may request and be granted two (2) days per year to conduct personal business, both to be deducted from sick leave. An employee may also request additional unpaid leave days as mutually agreed between the employee and the superintendent or superintendent's designee. Denial of additional unpaid leave days shall be at the sole discretion of the superintendent or superintendent's designee.

Section 3. Workers' Compensation: An employee injured on the job in the service of the school district and collecting worker's compensation insurance, may draw sick leave and receive full salary from the school district, their salary to be reduced by an amount equal to the insurance payments and only that fraction of the days not covered by insurance will be deducted from their accrued sick leave.

Section 4. Court and Jury Leaves: An employee shall be allowed to be absent from work if subpoenaed for any court appearance or if required to serve on jury duty. During said absence the employee shall be paid their regular salary less any compensation received as a result of said court appearance.

Section 5, Credit: An employee who returns from unpaid leave shall retain seniority and benefits accrued prior to the leave.

Section 6, Unpaid Leave of Absence:

- a. Unpaid HOURLY Leave - Employees may be granted up to two days of hourly unpaid leave. The request for unpaid leave can only be based on a per hour request (i.e. no request for 15 minutes or 30-minute increments of unpaid leave use). The employee must provide reasonable written prior notice (1 day) of the leave and make every effort to schedule the leave as not to disrupt the operations and functions of the school. Exceeding the number of unpaid HOURLY leave may result in progressive disciplinary action.
- b. Unpaid DAILY Leave – Employees may be granted a leave of absence without pay for a maximum of two days per year. Days may only be taken after the employee has used up all personal leave and ESST leave. Unpaid leave may be only used in half-day increments. Days may be taken consecutively or singularly and shall not be deducted from sick leave. Building administrators or direct supervisors may approve such leave in advance from the employee. Requests shall be submitted at least three work days in advance of the desired leave unless approved by the superintendent in less days. For medical emergencies and deaths, the superintendent may approve additional days of unpaid daily leave. Exceeding the number of unpaid DAILY leave may result in progressive disciplinary action.
- c. Failure to return – Failure of the employee to return pursuant to the established leave request will constitute grounds for termination and the employee will lose all re-employment rights.

Article X Hours of Service

Section 1. Work Schedules: Notification to employees of continued employment with the District shall be made by July 1 for the next school year. Employee work assignments shall be communicated in writing to the employee by July 1st. Work assignments for the coming year shall include the hours of service per day and the number of days' work per contract year. An employee's refusal of a work assignment could be cause for layoff or discipline. The District has the right to change assignments, based upon the needs of the District, at any time during the school year.

Section 2. Daily Schedules: Employees shall be expected to work at days and times indicated on their regular daily schedules. Employees who are requested to participate in student IEP meetings, extended day field trips, or other pre-approved activities outside their normal working hours shall be compensated for that time at their normal rate of pay.

Section 3. Breaks: Employees are entitled to up to fifteen (15) minutes of break time from work duties as necessary for each four (4) consecutive hours of work. The break time shall be arranged between the employee and the supervisor. Break time is non-accumulating and shall not be used to shorten the workday.

Section 4. Lunch: Each employee scheduled to work six (6) or more hours per day shall be provided up to thirty (30) minutes of duty-free lunch break time. Any employee directed to work during his/her normal duty-free lunch break for emergencies, medical issues, or other unforeseen circumstances shall be compensated at their normal rate of pay.

Article XI Length of School Year

Section 1 – Duty Days: Each employee's notice of assignment will include a calendar of duty days. The District retains the right to alter duty days as may be necessary due to the needs of the District.

Section 2 – Changes in days: Employees will be notified as soon as practicable of changes in scheduled duty days. Employees will be paid for any change in duty days and/or duty hours which results in less than the original number of days and/or hours, such pay will not be deducted from sick leave.

Section 3 – Weather related days: Employees shall be compensated for any late starts or early releases due to weather or other emergencies, such pay will not be deducted from sick leave. Prescheduled time off hours will be deducted from sick leave. Employees will be paid for make-up days at their regular rate of pay.

Section 4 – Paid holidays: Each employee will have two (2) paid holidays - Christmas Day and Thanksgiving Day.

Section 5 – Staff Development Days: Each employee will have four (4) staff development days assigned by the district.-At least 6 hours of professional development time must be completed prior to the start of the regular school year.

Section 6 – E-Learning Days: In the event the district declares an E-Learning Day, all employees will receive their full pay for scheduled work hours and benefits for the duration of the e-learning period. During the e-learning period, school employees must be allowed to work from home to the extent practicable, be assigned to work in an alternative location, or be retained for an on-call basis for any potential need.

Article XII Grievance Procedure

Section 1. Grievance Definition: A "grievance" shall mean an allegation by an employee or the exclusive representative resulting in a dispute or disagreement with the School District as to the interpretation or application of terms and conditions of employment contained in this Agreement.

Section 2. Representative: The employee, administrator, or School District may be represented during any step of the procedure by a person or agent designated by such party to act in his/her behalf.

Section 3. Definitions and Interpretations:

Subd. 1. Extension: Time limits specified in this Agreement may be altered by mutual agreement.

Subd. 2. Days: Reference to days regarding time periods in this procedure shall refer to working days. A working day is defined as all week days not designated as holidays by state law.

Subd. 3. Computation of Time: In computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default for which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted, unless it is a Saturday, a Sunday, or a holiday, in which event the period runs until the end of the next day which is not a Saturday, or a Sunday, or a holiday.

Subd. 4. Filing and Postmark: The filing or service of any notice or document herein shall be timely if it is personally served or if it bears a certified postmark of the United States Postal Service within the time period.

Section 4. Time Limitation and Waiver: Grievances shall not be valid for consideration unless the grievance is submitted in writing to the School District's designee, setting forth the facts and the specific provision of the Agreement allegedly violated and the particular relief sought within twenty (20) days after the date of the event giving rise to the grievance occurred. With respect to grievances related to business office issues involving sick leave, personal leave, and other similar issues, the employee shall have twenty (20) days to file a grievance, or twenty (20) days after the employee(s), through the use of reasonable diligence, should have knowledge of the occurrence that gave rise to the grievance. Failure to file any grievance within such period shall be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time periods hereafter provided shall constitute a waiver of the grievance. An effort shall first be made to adjust an alleged grievance informally between the employee and the school district's designee. The time spent on such informal resolution shall not be deducted from the period set forth for filing a written grievance.

Section 5. Adjustment of Grievance: The school district and the employee shall attempt to adjust all grievances which may arise during the course of employment of any employee within the school district in the following manner:

Subd. 1. Level I - If the grievance is not resolved through informal discussions with the employee's building principal; the principal shall give a written decision on the grievance to the

parties involved within ten (10) days after receipt of the written grievance. Failure of the principal or designee to respond within the time period specified shall constitute a denial of the grievance.

Subd. 2. Level II - In the event the grievance is not resolved in Level I, the decision rendered may be appealed to the Superintendent of Schools, provided such appeal is made in writing within five (5) days after receipt of the decision in Level I or within five (5) days after the decision of the Principal would have been due. If a grievance is properly appealed to the Superintendent, the Superintendent or designee shall set a time to meet regarding the grievance within ten (10) days after receipt of the appeal. Within five (5) days after the meeting, the Superintendent or designee shall issue a decision in writing to the parties involved. Failure of the Superintendent or designee to respond within the time period specified shall constitute a denial of the grievance.

Subd. 3. Level III - In the event the grievance is not resolved in Level II, the decision rendered may be appealed to the School Board, provided such appeal is made in writing within five (5) days after the receipt of the decision in Level II or within five (5) days after the decision of the Superintendent would have been due. If a grievance is properly appealed to the School Board, the School Board shall set a time to hear the grievance within twenty (20) days after receipt of the appeal. Within ten (10) days after the meeting, the School Board shall issue its decision in writing to the parties involved. At the option of the School Board, a committee of representative(s) of the Board may be designated by the Board to hear the appeal at this level and report its findings and recommendations to the School Board. The School Board shall then render its decision.

Section 6. Denial of Grievance: Failure by the grievant to appeal to the next level will result in denial of the grievance.

Section 7. Level IV Arbitration Procedures: In the event that the employee and the School Board are unable to resolve any grievance, the grievance may be submitted to arbitration as defined herein:

Subd 1. Request: A request to submit a grievance to arbitration must be in writing signed by the aggrieved party, and such request must be filed in the Office of the Superintendent within ten (10) days following the decision in Level III of the grievance procedure or within ten (10) days after the decision from the School Board would have been due.

Subd. 2. Prior Procedure Required: No grievance shall be considered by the arbitrator which has not been first duly processed in accordance with the grievance procedure and appeal provisions.

Subd. 3. Selection of Arbitrator: Upon the proper submission of a grievance under the terms of this procedure, the aggrieved party shall request a list of arbitrators from the Bureau of Mediation Services. Each party will strike arbitrators until one remains.

Subd. 4. Hearing: The grievance shall be heard by a single arbitrator and both parties may be represented by such person(s) as they may choose and designate, and the parties shall have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony, and make oral or written arguments relating to the issues before the arbitrator. The proceeding before the arbitrator shall be a hearing denovo.

Subd. 5. Decision: The decision by the arbitrator shall be rendered within thirty (30) days after the close of the hearing. Decisions by the arbitrator in cases properly before him shall be final and binding upon the parties. The arbitrator shall issue a written decision and order including findings of fact which shall be based upon substantial and competent evidence presented at the hearing. All witnesses shall be sworn upon oath by the arbitrator.

Subd. 6 Expenses: Each party shall bear its own expenses in connection with arbitration including expenses relating to the party's representatives, witnesses, and any other expenses which the party incurs in connection with presenting its case in arbitration. A transcript or recording shall

be made of the hearing at the request of either party. The parties shall share equally fees and expenses of the arbitrator and any other expenses which the parties mutually agree are necessary for the conduct of the arbitration. However, the party ordering a copy of such transcript shall pay for such a copy.

Subd. 7. Jurisdiction: The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this agreement. The arbitrator shall have no right to amend, modify, nullify, ignore, add to or subtract from the terms and conditions of this Agreement. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the Employer and the Union, and shall have no authority to make a decision on any other issued not so submitted. The decision shall be binding on both the Employer and the Union and shall be based solely on the arbitrator's interpretation or application of the express terms of this Agreement and to the facts of the grievance presented.

Subd. 8. Choice of Remedy: If, as a result of the written Employer response in Step 3, the grievance remains unresolved and if the grievance involves the suspension, demotion, or discharge of an employee who has completed the required probationary period, the grievance may be appealed either to Step IV, Arbitration, or a procedure such as Veteran's Preference that the employee may otherwise be entitled to. If appealed to any procedure other than Step IV, Arbitration, the grievance is not subject to the arbitration procedure as provided in Step IV, Arbitration. The aggrieved employee shall indicate in writing which procedure is to be utilized, Step IV, Arbitration or another appeal procedure, and shall sign a statement to the effect that the choice of any other hearing precludes the aggrieved employee from making a subsequent appeal through Step IV, Arbitration.

Article XIII Job Description

Section 1. Orientation Within the first sixty (60) days of working with students the school district will provide each newly hired employee with information regarding emergency procedures, confidentiality, vulnerability, reporting obligations, student discipline policies, roles and responsibilities and a building orientation.

Section 2. Job Descriptions Each employee will be provided a job description. Job descriptions will be reviewed and updated no less than every three (3) years.

Section 3. "Highly Qualified" Employees: Subd. 1 – Paraprofessionals will attempt to take the ParaPro test within the first 90 days from the date of hire. If unable to pass the ParaPro test, the employee may choose another option provided by state and federal law, including utilizing the state Paraprofessional Credential Competency Grid or other valid state or local assessments.

Subd. 2 – The District shall provide employees with access up to 8 hours of paid time for test preparation and additional time to take the test. The District will cover all costs of registration and other fees to take the test(s).

Section 4. Translation Services:

Subd. 1. Translation services will include the translation of printed or electronic documents and live translation or interpretation of spoken language.

Subd. 2. The employee agrees to use the time clock and time cards to accurately and completely record the time spent in translating duties for the School District. Only time spent while engaged in translating duties will be recorded under code 145 in the time clock system.

Subd. 3. An employee that provides translations services for the School District will be compensated \$20.10 per hour for the duties listed in Subdivision 1 including the wage increase set in Appendix A for the 2024-25 and 2025-26 school year.

Article XIV
Unrequested Leave of Absence

Section 1. Seniority: Seniority shall be based on the length of continuous service as a paraprofessional in the district. The purpose of seniority is to provide a declared policy as to the general order of layoff and recall of employees.

Section 2. Seniority Date: An employee's seniority date will be their first day of actual employment with the school district. If more than one employee commences work on the same date, seniority ranking for such employees shall be determined by granting the higher seniority ranking to the employee with the higher numerical last four digits of his/her social security number.

Section 3. Publication of Seniority List: On or before January 15 of each year, the School District shall prepare a seniority list of all employees covered by this Agreement. The seniority list shall establish seniority by name and seniority date with the paraprofessional with greatest seniority listed first. This seniority list shall be provided to the exclusive representative and posted by the School District in the appropriate area for employees at each worksite. Employees shall have twenty (20) days after the posting date to challenge their rank or status on the seniority list, and absence of such challenge shall constitute full agreement by the employee.

Section 4. Layoff Process: A layoff will be defined as discontinuance or reduction of position(s).

Subd. 1 – The District will lay off employees with the least seniority, provided that the remaining employees are qualified, according to state or federal law, and the employee's employment experience within the district, for the remaining positions. The district reserves the right to determine whether an individual employee is qualified for the remaining position, based upon experience and training of the employee.

Section 5. Notice of Layoff: In the event of a lay-off, the School District shall notify the exclusive representative and the affected employee(s) at the earliest opportunity.

Section 6. Recall: An employee laid off shall be placed on the recall list for a period of eighteen (18) months.

Section 7. Recall Procedure: The school district, upon rehiring, shall do so from the recall list in the inverse order of seniority prior to hiring any outside applicants. It is the responsibility of each employee on recall to keep the District informed of his/her current mailing address and home phone number. The district reserves the right to determine whether an individual employee on layoff is more qualified for the position, according to state or federal law and based upon experience and training of the employee than any more senior employee on the recall list.

Subd. 1. - The employee must accept the first offer of rehiring or be removed from the recall list. The employee shall have five (5) business days in which to accept the position, and if the employee fails to do so, all recall rights shall be forfeited with the exception that an employee on recall shall not be required to accept another position with fewer hours than previously held. The school district will contact the employee by certified mail with a return receipt requested at the

employee's last known mailing address. The receipt shall be used solely to show that the notice was mailed by the District and the signature of the employee him/herself on the receipt shall not be required.

Subd. 2 - An employee who is properly discharged for cause or voluntarily resigns shall forfeit seniority and in the event of re-employment seniority rights shall begin as of the date of re-employment.

Subd. 3 – Recalled employees will retain all fringe benefits and salary level attained prior to layoff.

Article XV Evaluation/Discipline

Section 1, Probationary Period Newly hired employees will serve a probationary period as specified in Article III, Section 3. The school district shall have the right to suspend without pay or discharge such employee during this probationary period as it sees fit in the district's sole discretion, without employee or union access to the grievance procedure.

Section 2, Evaluation The district will conduct periodic evaluations of employees, and may choose to evaluate some employees more frequently than others based on job performance and other factors, at the district's discretion.

Section 3, Discipline For employees who have completed the probationary period, the school district shall have the right to impose disciplinary actions for just cause.

Subd. 1 - Disciplinary actions by the school district may include and the following actions:

1. Oral reprimand, which shall be reduced to writing for the purposes of record keeping.
2. Written reprimand
3. Suspension without pay
4. Discharge

Nothing in this section shall be construed as requiring the district to following the sequence set forth above in imposing disciplinary action.

Subd. 2 - Employees who are subjected to the above actions shall have the right to request that such actions be reviewed through the recourse of the grievance procedure.

Section 4. Personnel Files: All evaluations and files relating to each individual employee shall be available for review during regular school hours upon the employee's written request. A representative of the exclusive representative may, at the employee's request, accompany the employee in this review. An employee shall have the right to submit for inclusion in the file written information in response to any material contained therein.

Article XVI

Duration

Section 1. Term and Reopening Negotiations: This Agreement shall remain in full force and effect for a period commencing July 1, 2024 through June 30, 2026, and thereafter until modifications are made pursuant to the P.E.L.R.A. If either party desires to modify or amend this Agreement commencing at its expiration, it shall give written notice of such intent no later than May 1, 2026. Unless otherwise mutually agreed, the parties shall not commence negotiations more than ninety (90) days prior to the expiration of this Agreement.

Section 2. Effect: This Agreement constitutes the full and complete Agreement between the school district and the exclusive representative representing the employees. The parties agree and acknowledge that they have each had the opportunity to bring to the bargaining table any topic regarding a term and condition of employment that was desired. Accordingly, the provisions herein relating to terms and conditions of employment supersede any and all prior Agreements, resolutions, practices, school district policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions.

Section 3. Finality: Any matters relating to the terms and conditions of employment, whether or not referred to in this Agreement, shall not be open for negotiation during the term of this Agreement without the mutual agreement of the parties.

Section 4. Severability: The provisions of this Agreement shall be severable, and if any provisions thereof, or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of this Agreement or the application of any provisions thereof. All parties recognize that the School District, all employees covered by this Agreement and all provisions of this Agreement are subject to the laws of the State of Minnesota, Federal laws, and valid rules, regulations, and orders of State and Federal governmental agencies. Any provisions of this Agreement found to be in violation of such laws, rules, regulations, directives or orders shall be null and void and without force and effect.

Section 5. Signed Copies: There shall be three (3) signed copies of the final Agreement for purposes of record: one retained by the School Board, one retained by the Exclusive Representative and one retained by the Superintendent.

IN WITNESS WHEREOF, The parties have executed this AGREEMENT as follows:

For the Pipestone Area Educational Support Professionals:	For Independent School District #2689:
 <hr/>	 <hr/>
President	Chairperson
 <hr/>	 <hr/>
Negotiations Chair	Clerk
Dated this _____ day of _____, 2025	Dated this _____ day of _____, 2025

Appendix A

Wage guidelines and salaries

Initial Placement on Schedule: An individual hired with a start date of July 1, 2025 shall be compensated at a rate of pay with credit for relevant and verifiable work experience to the assignment equal to the compensation of current employees with similar years of experience, less any longevity pay granted to existing Pipestone Area School employees. The individual must provide proof of the experience within 30 days of accepting the position. If there are two or more employees with the same experience level at different rates of pay, the district will utilize the lower rate of pay for the new employee. If there is not an employee with similar experience, the rate of compensation shall be established in collaboration between the exclusive representative and the appropriate district representative to determine the rate of compensation for the new employee.

Hourly increases for current employees:

2024-25 => \$1.00 / hour

2025-26 => \$0.75 / hour

The minimum rate of pay for 2024-25 shall be \$16.70 per hour. Employees hired prior to July 1, 2024 shall receive the \$1.00 per hour increase.

The minimum rate of pay for 2025-26 shall be \$17.40 per hour.

APPENDIX B

Allowable Uses of Earned Sick and Safe Time

- 1) An employee's
 - (i) Mental or physical illness, injury, or other health condition
 - (ii) Need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or other health condition, or
 - (iii) Need for preventive medical or health care: or
 - (iv) Need to make arrangements for or attend funeral services or a memorial, or address financial or legal matters that arise after the death of a family member;
- 2) Care if a family member
 - (i) Mental or physical illness, injury, or other health condition
 - (ii) Who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or other health conditions;
 - (iii) Who needs preventive medical or health care
- 3) Absence due to domestic abuse, sexual assault, or stalking of the employee or employee's family members
- 4) Closure of the employee's place of business due to weather or other public emergency or an employee's need to care for a family member whose school or place of care has been closed due to weather or other public emergency. If the day will be made up during the year, the paraprofessional may not use ESST leave.
- 5) When determined by a health authority or health care professional that the employee or a family member is at risk of infecting others with a communicable disease.

Definition of a Family Member for ESST

- 1) The Employee's child, including foster child, adult child, legal ward, child for whom the employee is legal guardian or child to whom the employee stands or stood in loco parents(in place of parents)
- 2) The Employee's spouse or registered domestic partner.
- 3) The Employee's sibling, stepsibling or foster sibling
- 4) The Employee's biological, adoptive or foster parent, stepparent or a person who stood in loco parentis(in place of a parent) when the employee was a minor child
- 5) The Employee's grandchild, foster grandchild or step-grandchild
- 6) The Employee's grandparent or step-grandparent
- 7) A child of a sibling of the Employee
- 8) A sibling of the parent of the Employee
- 9) The Employee's child-in-law or sibling-in-law
- 10) Any of the family members (1 through 9 above) of an employee's spouse or registered domestic partner
- 11) Any other individual related by blood or whose close association with the Employee is the equivalent of a family relationship
- 12) Up to one individual annual designated by the Employee

Pipestone Area Educational Support Professionals

ESP Contract

For Custodians, Secretaries, TA and AP

July 1, 2024 to June 30, 2026

**Article I
Purpose**

Section 1. Parties: This Agreement, entered into between Independent School District No. 2689, Pipestone, Minnesota, hereinafter referred to as the School District, and the Pipestone Area Educational Support Professionals, hereinafter referred to as the Exclusive Representative, pursuant to and in compliance with the Public Employment Labor Relations Act of 1971, as amended, hereinafter referred to as the P.E.L.R.A., to provide the terms and conditions of employment for all custodial staff, secretarial staff (includes office managers, administrative assistants, clerical staff, Technology Assistant and Accounts Payable) employed by the School District during the duration of this Agreement.

**Article II
Recognition of Exclusive Representative**

Section 1. Recognition: In accordance with the P.E.L.R.A., the School District recognizes the Pipestone Area Educational Support Professionals as the exclusive representative for all custodial, secretarial (including office managers, administrative assistants, clerical staff, Technology Assistant and Accounts Payable) employed by the School District. The Exclusive Representative shall have those rights and duties as prescribed by the P.E.L.R.A., and as described in the provisions of this Agreement.

Section 2. Appropriate Unit: The exclusive representative shall represent all custodial, secretarial (including office managers, administrative assistants, clerical staff, Technology Assistant and Accounts Payable) employed by the School District, as contained in the Certification of the Exclusive Representative order issued on February 25, 2005, by the Commissioner of the Bureau of Mediation Services.

**Article III
Definitions**

Section 1. Terms and Conditions of Employment: Shall mean the hours of employment, the compensation therefore, including fringe benefits and the employer's personnel policies affecting the working conditions of the employees.

Section 2. School District: For purposes of administering this Agreement, the term; "School District", shall mean the School Board or its designated representative.

Section 3. Probationary Period: Each employee shall serve a one calendar year probationary period during which the employee may be terminated from employment by the District as the District shall see fit without access to the grievance procedures of this Agreement. Any break in service from the District shall result in a new probationary period. A break in service shall mean resignation, termination of employment or a layoff in excess of the period in which the employee has recall rights.

Section 4. Other Terms: Terms not defined in this Agreement shall have those meanings as defined by the P.E.L.R.A.

Article IV School District Rights

Section 1. Inherent Managerial Rights: The School District is not required to meet and negotiate on matters of inherent managerial policy.

Section 2. Management Responsibilities: The exclusive representative recognizes the right and obligation of the School District to efficiently manage and conduct the operation of the school district within its legal limitation and with its primary obligation to provide educational opportunity for the students of the School District.

Section 3. Effect of Laws, Rules and Regulations: The exclusive representative recognizes that all employees covered by this Agreement shall perform services and duties prescribed by the School District and shall be governed by the laws of the State of Minnesota, and by School District rules, regulations, directives and orders, issued by properly designated officials of the School District. The exclusive representative also recognizes the right, obligation and duty of the School District and its duly designated officials to promulgate rules, regulations, directives and orders from time to time as deemed necessary by the School District insofar as such rules, regulations, directives and orders not inconsistent with the terms of this Agreement

Section 4. Subcontracting In the event that the Employer determines to contract out or subcontract any work performed by employees covered by this Agreement, and such subcontracting or contracting out shall result in the layoff of current employees of the Employer, the Employer shall notify the Union when such determination is made, but in no case less than sixty (60) calendar days in advance of the implementation of such determination. During said period, the Employer shall meet and confer with the Union to discuss possible ways and means to minimize the impact on the unit.

Article V Employee Rights

Section 1. Right to Views: Nothing contained in this Agreement shall be construed to limit, impair or effect the right of any employee or his/her representative to the expression or communication of a view, grievance, complaint or opinion on any matter related to the conditions or compensation of public employment or their betterment, so long as the same is not designed to and does not interfere with the full, faithful and proper performance of the duties of employment or circumvent the rights of the exclusive representative.

Section 2. Right to Join: Employees shall have the right to form and join labor or employee organizations, and shall have the right not to form and join such organizations. Employees shall have the right to request and be allowed dues check off pursuant to P.E.L.R.A. Upon receipt of properly executed authorization of the employee involved, the school district will deduct from the employee's paycheck the dues that the employee has agreed to pay to the employee organization during the period provided in said authorization. Deductions made shall be transmitted to the exclusive representative together with a list of names of the employees from whom deductions were made. When a bargaining unit member has authorized a dues deduction, such authorization shall continue in effect for that year and from year to year, and cannot be canceled

except by written notice from the Union President. A member seeking cancellation must provide written notice to the Union President during the month of September.

Section 3. Dues Deductions: Any bargaining unit member, or new hire who has applied for membership in the bargaining unit, authorizes the school district to deduct one-ninth (1/9) of such dues from the regular paycheck of the bargaining unit member for each pay period for 9 consecutive pay periods. The deductions will begin the first pay period on or after October 1. For bargaining unit members employed after the commencement of each school year, deductions of dues shall be made by the school district. The dues will be deducted equally between existing pay periods between the date of the bargaining unit members first pay date and June 30.

Section 4. Contract Administration: The Exclusive Representative shall be permitted to transact necessary business for the maintenance of this Agreement with the School District administration on school property and at reasonable times, provided that this shall not interfere with or interrupt normal school operations.

Section 5. Facility Usage: The Exclusive Representative may utilize School District facilities in accordance with School District policy.

Section 6. Exclusive Representative Leave:

Subd. 1. Statutory Leave: Pursuant to M.S. 179A.07, subd. 6, the School District shall afford reasonable time off to elected officers or appointed representatives of the exclusive representative for the purposes of conducting the duties of the exclusive representative and shall, upon request, provide for leaves of absence to elected or appointed officials of the Exclusive Representative.

Subd. 2 Mediation/Arbitration Leave: Up to three (3) employees who are elected or appointed officials of the Exclusive Representative will be released from their duties with pay in the event that they are required by the mediator or the arbiter in an interest arbitration to be present at a negotiation's mediation session or in an interest arbitration hearing during a regular duty day.

Section 7. Meet and Confer: Two (2) individual meet and confer sessions per school year may be requested by either the School District or the Exclusive Representative. Each party shall choose up to four (4) representatives for such meetings. The purpose of such meetings shall include discussions of contract administration, questions of procedure or policy, and other mutual concerns of the workplace. By mutual agreement, one (1) additional meet and confer session may be scheduled.

**Article VI
Basic Wages and Rates of Pay**

Section 1. Wages: The wage guidelines and salaries reflected in Appendix A, attached hereto, shall be part of the agreement for the period commencing July 1, 2024 through June 30, 2026. Employees shall be compensated for the 2024-25 and the 2025-26 contract years as set forth in Appendix A.

Subd. 1. Longevity Pay:

- a. For the purpose of calculating longevity pay, the calculation of the years of service date is the 1st day of the month the employee started employment with the district.

- b. All employees will receive a wage increase of \$0.25 per hour for every 5 years of service completed, applied beginning with the July hours for the August payroll within the year of service anniversary date.
- c. In addition to (b) above, all employees who complete any one year of service after 7/1/22 and continue employment with the district will receive a wage increase of \$0.25 per hour, applied on beginning with July hours for the August payroll within the year of their service anniversary date. All employees are eligible to earn this permanent wage increase on one occasion.
- d. An employee must work for a minimum of 30 hours per week during the 1-year period between their service dates in order for the year of service to be credited.

Section 2. Payment Schedule: Wages shall be paid on a monthly pay schedule as designated by the School District.

Section 3. Night Custodial Shift Pay: A night shift is defined as any custodial shift which begins at 3:00pm or later. Custodial employees working a night shift will be paid an additional \$2.00 per hour in addition to their regular wage for all hours worked past 3:00 pm. Any overtime compensation shall be calculated on a per weekly basis.

Section 4. Weekend Security Checks: Weekend security checks will be conducted once per day. All custodial employees will be assigned to this duty on a rotational basis. Employees will be compensated for a one (1) hour minimum daily security check of the building. The employee shall clock in at the beginning of the shift and clock out at the end of the shift.

Boiler checks: Weekend boiler checks will be limited to no more than 1 weekend per month. Additional weekends beyond the 1 weekend per month and holiday weekends of at least 3 days (such as Memorial Day and Labor Day). The School District will pay \$25 per day (\$50 per normal weekend and \$75 per holiday weekend) for boiler checks. Work that demands immediate attention shall be paid at the regular hourly rate or at the overtime rate when applicable.

Section 5. Overtime: Employees required to work more than 40 hours in a week will be paid an overtime rate of one- and one-half times their normal wage for all hours over 40.

Section 6. Posting of Open Positions: All position openings shall be posted in all sites on the official notice board for a period of one week. Thereafter, the District shall advertise the position in the official newspaper of the district and any other publications that the district chooses. Nothing in this agreement shall be construed as requiring the district to give preference to internal candidates for vacancies. The district shall have the right to select candidates as it shall see fit.

Section 7. Additional Work: All employees required to work beyond their normal day with prior approval from Principal or Superintendent will be compensated for all additional hours at their regular rate of pay. Any hours over 40 per week will be compensated at time and a half.

Section 8. Boiler's License Pay: The School District *Director of Maintenance* may request but not require a full-time custodian to obtain their specialist boiler's license. Full-time custodians that have obtained their specialist boiler's license will be paid an additional \$1.00 per hour in addition to their regular wage.

Section 9. Boiler’s License Special Certification Pay: The School District *Director of Maintenance* may request but not require a full-time custodian to obtain their 2-C and their 1-C Boiler’s License Certification. *Not more than two (2)* full-time custodians that have obtained their 2-C Boiler’s License will be paid an additional \$2.00 per hour in addition to their regular wage. *Additionally, not more than two (2)* full-time custodians that have obtained their 1-C Boiler’s License will be paid an additional \$2.00 per hour in addition to their regular wage.

Section 10, Activity Pass: Each employee will receive, at no cost, an activity pass annually which provides free admission into each home athletic or non-athletic activity.

Article VII Fringe Benefits

Section 1. Selection of Carrier: The selection of the insurance carrier and policy shall be made by the School Board as provided by law. No change in the aggregate value of any insurance will occur during the duration of this contract without the express approval of both the school district and the exclusive representative. It is understood that the school district's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the school district as a result of a denial of insurance benefits by an insurance carrier.

Section 2. Health and Hospitalization, Life and LTD Insurance:

Subd. 1. Health Coverage the school district shall make a \$10,200 annual contribution for 2024-2025 school year and \$10,200 for the 2025-2026 school year toward the cost of either single or family health insurance under the District’s plan. Any difference between the annual premium for a single H.S.A. through the Districts and the District annual contribution will be applied to a health savings account in monthly contributions. Each employee is eligible to participate in the plan on their first day of work. The employee will be responsible for any additional premium above the school district’s contribution. Upon termination of employment, all school district contributions shall cease, but the employee may continue to participate in the group plan as provided by law.

Subd. 2. Life Insurance: The School Board shall provide group term life insurance for all employees assigned an average of twenty (20) or more hours per week throughout the school year, in the amount of \$20,000. Available benefits may be reduced per the life insurance policy. Employees have the option of purchasing more within the guidelines of the insurance company.

Subd. 3. Long Term Disability: The School District shall offer group long term disability insurance for all employees who are employed twenty (20) or more hours per week. Coverage shall be based on no less than 60% of the employee’s basic salary. Benefits are to begin after ninety (90) calendar days of total disability. The employee will pay the full premium through payroll deduction.

Section 3 – Annuity Matching Contribution: Employees who meet the following criteria are eligible for a matching contribution to a tax-sheltered annuity:

1. employed an average of at least twenty (20) hours per week and at least one hundred thirty (130) days per school year;
2. employed at least five (5) consecutive years by the School District
3. authorized a contribution to a qualified tax-sheltered annuity that will continue from year to year at the specified amount unless the employee notifies the School District to the contrary no later than July 1; and
4. All employee contributions will be made by payroll deduction, and all contributions must be the same for each pay period.

District Matching Contribution rate:

Years of Continuous Service	Maximum dollar amount of employer contribution based on full-time equivalent employment per year
6 th through 8 th year	\$1000
9 th through 15 th year	\$1100
16 th through 20 th year	\$1200
21 st year and beyond	\$1300

Section 4 – Part time: All benefits will be pro-rated for part time employees working twenty (20) or more hours per week. Employees working less than twenty (20) hours per week are not eligible for benefits.

**Article VIII
Leaves of Absence**

Section 1. Earned Safe and Sick Time (ESST)

Subd. 1: Full time employees shall be credited with 120 hours of ESST front-loaded at the beginning of the school year. This will be prorated if an employee is below 1.0 FTE, or if the employee begins employment after the school year begins. ESST shall be deducted from the employee’s balance in hourly increments.

Subd. 2: The accumulated sick leave and ESST leave as of June 30, 2024 will be converted to ESST leave. The ESST can be accumulated to a maximum of 840 hours per employee.

Subd. 3: ESST leave shall be allowed whenever an employee’s absence has been due to the reasons set forth in Minnesota Statute section 181.9447. See Appendix B for further details.

Section 2 Personal Leave: Each employee may request and be granted two (2) days per year, deducted from ESST leave to conduct personal business. An employee may also request additional unpaid leave days as mutually agreed between the employee and the superintendent or superintendent’s designee. Denial of additional unpaid leave days shall be at the sole discretion of the superintendent or superintendent’s designee.

Section 3. Vacation: All employees will have the following paid vacation:

All new employees shall accumulate vacation at a rate of 6.64 hours per month during the period between when they are hired and the July 1 after their one (1) year probationary period. However new employees may not take vacation days until they have completed the first six months of probation and shall not be entitled to payment for vacation days in the event of resignation or termination during the first six months of employment.

Each year on July 1 thereafter, each employee with less than 10 years of service will be credited with 80 hours paid vacation.

After ten years of service – the employee will be credited with 120 hours paid vacation each year.

After twenty years of service – the employee will be credited with 160 hours paid vacation each year.

Earned vacation may accumulate from one year to the next, but never more than two years equivalent. Vacation will be deducted in hourly increments. For part time employees, each day of vacation will be equivalent to the employee’s normal work day.

Vacation is calculated based on the school fiscal year – July 1 through June 30 each year. Vacations of less than five consecutive days may be requested with three (3) days' notice. Vacations of more than five (5) consecutive days must be requested at least two weeks in advance.

If an employee's request for vacation is denied in the last two months of the fiscal year and the employee has made a request with the appropriate amount of notice according to this section, then the school district will compensate the employee with a cash payment equal to the value of the time requested.

Section 4. Workers' Compensation: An employee injured on the job in the service of the school district and collecting worker's compensation insurance, may draw sick leave and receive full salary from the school district, their salary to be reduced by an amount equal to the insurance payments and only that fraction of the days not covered by insurance will be deducted from their accrued sick leave.

Section 5. Court and Jury Leaves: An employee shall be allowed to be absent from work if subpoenaed for any court appearance or if required to serve on jury duty. During said absence the employee shall be paid their regular salary less any compensation received as a result of said court appearance.

Section 6, Credit: An employee who returns from unpaid leave shall retain seniority and benefits accrued prior to the leave.

Section 7. Unpaid Leave of Absence:

- a. Unpaid HOURLY Leave - Employees may be granted up to two days of hourly unpaid leave. The request for unpaid leave can only be based on a per hour request (i.e. no request for 15-minute or 30-minute increments of unpaid leave use). The employee must provide reasonable written prior notice of the leave and make every effort to schedule the leave as not to disrupt the operations and functions of the school. Exceeding the number of unpaid HOURLY leave may result in progressive disciplinary action.
- b. Unpaid DAILY Leave – Employees may be granted a leave of absence without pay for a maximum of two days per year. Days may only be taken after the employee has used up all personal leave and ESST leave. Unpaid leave may be only used in half-day increments. Days may be taken consecutively or singularly and shall not be deducted from sick leave. Building administrators or direct supervisors may approve such leave in advance from the employee. Requests shall be submitted at least three work days in advance of the desired leave unless approved by the superintendent in less days. For medical emergencies and deaths, the superintendent may approve additional days of unpaid daily leave. Exceeding the number of unpaid DAILY leave may result in progressive disciplinary action.
- c. Failure to return – Failure of the employee to return pursuant to the established leave request will constitute grounds for termination and the employee will lose all re-employment rights.

**Article IX
Hours of Service**

Section 1. Work Schedules: The school district will provide a calendar of duty days during the student contact year. During the non-student contact portion of the year, each employee will be provided with a listing of duty days on a twice monthly basis. An employee's refusal of a work assignment could be cause for layoff or discipline.

Section 2. Daily Schedules: The school district will determine the work day and assignment of each employee.

Section 3. Breaks: Employees are entitled to up to fifteen (15) minutes of break time from work duties as necessary for each four (4) consecutive hours of work. The break time shall be arranged between the employee and the supervisor. Break time is non-accumulating and shall not be used to shorten the workday.

Section 4. Lunch: Each employee shall be provided up to thirty (30) minutes of duty-free lunch break time. Any employee directed to work during his/her normal duty-free lunch break for emergencies, medical issues, or other unforeseen circumstances shall be compensated at their normal rate of pay.

**Article X
Length of School Year**

Section 1 – Paid Holidays: All employees will have 13 (thirteen) paid holidays:

Independence Day	Labor Day
Thanksgiving Day	Day after Thanksgiving
Christmas Eve Day	Christmas Day
New Year's Eve Day	New Year's Day
President's Day	Memorial Day
Juneteenth Day	

Two (2) additional days to be scheduled by the employee on non-student contact days, with the approval of the supervisor and the superintendent.

If the legal holiday falls on a weekend, it will be observed on the closest Friday or Monday. The employee must take your holiday on the dates given, unless the workload dictates otherwise. If it is necessary to have school in session on a paid holiday, the employee will schedule holiday leave on a non-student contact day with the approval of the supervisor and the superintendent.

If it is necessary to work on a paid holiday, the employee shall be compensated at 1 ½ times their regular rate of pay for hours worked on the paid holiday and will schedule the paid holiday leave on a non-student contact day with approval of the supervisor.

Section 2 – Weather related days: All employees will report and work as usual, unless weather conditions prevent an employee from arriving safely at work. Employees will be paid for actual hours worked. An employee may opt to substitute a sick day or vacation day for a weather-related absence.

Article XI Grievance Procedure

Section 1. Grievance Definition: A "grievance" shall mean an allegation by an employee or the exclusive representative resulting in a dispute or disagreement with the School District as to the interpretation or application of terms and conditions of employment contained in this Agreement.

Section 2. Representative: The employee, administrator, or School District may be represented during any step of the procedure by a person or agent designated by such party to act in his/her behalf.

Section 3. Definitions and Interpretations:

Subd. 1. Extension: Time limits specified in this Agreement may be altered by mutual agreement.

Subd. 2. Days: Reference to days regarding time periods in this procedure shall refer to working days. A working day is defined as all week days not designated as holidays by state law.

Subd. 3. Computation of Time: In computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default for which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted, unless it is a Saturday, a Sunday, or a holiday, in which event the period runs until the end of the next day which is not a Saturday, or a Sunday, or a holiday.

Subd. 4. Filing and Postmark: The filing or service of any notice or document herein shall be timely if it is personally served or if it bears a certified postmark of the United States Postal Service within the time period.

Section 4. Time Limitation and Waiver: Grievances shall not be valid for consideration unless the grievance is submitted in writing to the School District's designee, setting forth the facts and the specific provision of the Agreement allegedly violated and the particular relief sought within twenty (20) days after the date of the event giving rise to the grievance occurred. With respect to grievances related to business office issues involving sick leave, personal leave, and other similar issues, the employee shall have twenty (20) days to file a grievance, or twenty (20) days after the employee(s), through the use of reasonable diligence, should have knowledge of the occurrence that gave rise to the grievance. Failure to file any grievance within such period shall be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time periods hereafter provided shall constitute a waiver of the grievance. An effort shall first be made to adjust an alleged grievance informally between the employee and the school district's designee. The time spent on such informal resolution shall not be deducted from the period set forth for filing a written grievance.

Section 5. Adjustment of Grievance: The school district and the employee shall attempt to adjust all grievances which may arise during the course of employment of any employee within the school district in the following manner:

Subd. 1. Level I - If the grievance is not resolved through informal discussions with the employee's building principal; the principal shall give a written decision on the grievance to the parties involved within ten (10) days after receipt of the written grievance. Failure of the principal or designee to respond within the time period specified shall constitute a denial of the grievance.

Subd. 2. Level II - In the event the grievance is not resolved in Level I, the decision rendered may be appealed to the Superintendent of Schools, provided such appeal is made in writing within five (5) days after receipt of the decision in Level I or within five (5) days after the decision of the

Principal would have been due. If a grievance is properly appealed to the Superintendent, the Superintendent or designee shall set a time to meet regarding the grievance within ten (10) days after receipt of the appeal. Within five (5) days after the meeting, the Superintendent or designee shall issue a decision in writing to the parties involved. Failure of the Superintendent or designee to respond within the time period specified shall constitute a denial of the grievance.

Subd. 3. Level III - In the event the grievance is not resolved in Level II, the decision rendered may be appealed to the School Board, provided such appeal is made in writing within five (5) days after the receipt of the decision in Level II or within five (5) days after the decision of the Superintendent would have been due. If a grievance is properly appealed to the School Board, the School Board shall set a time to hear the grievance within twenty (20) days after receipt of the appeal. Within ten (10) days after the meeting, the School Board shall issue its decision in writing to the parties involved. At the option of the School Board, a committee of representative(s) of the Board may be designated by the Board to hear the appeal at this level and report its findings and recommendations to the School Board. The School Board shall then render its decision.

Section 6. Denial of Grievance: Failure by the grievant to appeal to the next level will result in denial of the grievance.

Section 7. Level IV Arbitration Procedures: In the event that the employee and the School Board are unable to resolve any grievance, the grievance may be submitted to arbitration as defined herein:

Subd 1. Request: A request to submit a grievance to arbitration must be in writing signed by the aggrieved party, and such request must be filed in the Office of the Superintendent within ten (10) days following the decision in Level III of the grievance procedure or within ten (10) days after the decision from the School Board would have been due.

Subd. 2. Prior Procedure Required: No grievance shall be considered by the arbitrator which has not been first duly processed in accordance with the grievance procedure and appeal provisions.

Subd. 3. Selection of Arbitrator: Upon the proper submission of a grievance under the terms of this procedure, the aggrieved party shall request a list of arbitrators from the Bureau of Mediation Services. Each party will strike arbitrators until one remains.

Subd. 4. Hearing: The grievance shall be heard by a single arbitrator and both parties may be represented by such person(s) as they may choose and designate, and the parties shall have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony, and make oral or written arguments relating to the issues before the arbitrator. The proceeding before the arbitrator shall be a hearing denovo.

Subd. 5. Decision: The decision by the arbitrator shall be rendered within thirty (30) days after the close of the hearing. Decisions by the arbitrator in cases properly before him shall be final and binding upon the parties. The arbitrator shall issue a written decision and order including findings of fact which shall be based upon substantial and competent evidence presented at the hearing. All witnesses shall be sworn upon oath by the arbitrator.

Subd. 6 Expenses: Each party shall bear its own expenses in connection with arbitration including expenses relating to the party's representatives, witnesses, and any other expenses which the party incurs in connection with presenting its case in arbitration. A transcript or recording shall be made of the hearing at the request of either party. The parties shall share equally fees and expenses of the arbitrator and any other expenses which the parties mutually agree are necessary for the conduct of the arbitration. However, the party ordering a copy of such transcript shall pay for such a copy.

Subd. 7. Jurisdiction: The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this agreement. The arbitrator shall have no right to amend, modify, nullify, ignore, add to or subtract from the terms and conditions of this Agreement. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the Employer and the Union, and shall have no authority to make a decision on any other issued not so submitted. The decision shall be binding on both the Employer and the Union and shall be based solely on the arbitrator's interpretation or application of the express terms of this Agreement and to the facts of the grievance presented.

Subd. 8. Choice of Remedy: If, as a result of the written Employer response in Step 3, the grievance remains unresolved and if the grievance involves the suspension, demotion, or discharge of an employee who has completed the required probationary period, the grievance may be appealed either to Step IV, Arbitration, or a procedure such as Veteran's Preference that the employee may otherwise be entitled to. If appealed to any procedure other than Step IV, Arbitration, the grievance is not subject to the arbitration procedure as provided in Step IV, Arbitration. The aggrieved employee shall indicate in writing which procedure is to be utilized, Step IV, Arbitration or another appeal procedure, and shall sign a statement to the effect that the choice of any other hearing precludes the aggrieved employee from making a subsequent appeal through Step IV, Arbitration.

Article XII Job Description

Section 1 – Clothing Allotment: All custodial staff will have a clothing allotment of \$325 a year to purchase appropriate clothing selected by the employee to be worn in the performance of his/her duties.

Section – 2 – Job Descriptions Each employee will be provided a job description. Job descriptions will be reviewed whenever new duties are assigned and updated no less than every three years.

Section 3 – Building Usage: Employees required to work events under the Pipestone Area Schools Building Usage Policy will be paid the employee's normal wage, or overtime wage (if the employee is eligible for overtime) for a minimum of one hour of work per event.

Section 4 – Boiler License: The School District will pay the cost for each full-time custodian to attain a Boiler License.

Section 5 – Other training: All custodial employees will be trained to monitor systems in all buildings before being assigned weekend building security checks.

Subd. 1. All custodial employees will be trained to monitor systems in all buildings before being assigned weekend building security checks. Custodial employees, with prior approval from the Superintendent, may be allowed to attend trainings that directly relate to their position.

Subd. 2. All registration and training fees will be paid by the School District.

Subd. 3. Any custodial employee that attends a training session will receive their normal hourly compensation for the training hours. Travel time shall be mutually agreed on by employee and Superintendent.

Article XIII
Unrequested Leave of Absence

Section 1. Seniority: Seniority shall be based on the length of continuous service in that position. The purpose of seniority is to provide a declared policy as to the order of layoff and recall of employees.

Section 2. Seniority Date: An employee's seniority date will be their first day of actual employment in the position. If hired before July 1, 2010 your seniority will be grandfathered in. If more than one employee commences work on the same date, seniority ranking for such employees shall be determined by granting the higher seniority ranking to a full-time employee over a part time employee. If the employees remained tied, then the higher seniority ranking will be granted to the employee with the higher numerical last four digits of his/her social security number.

Section 3. Publication of Seniority List: On or before January 15 of each year, the School District shall prepare a seniority list of all employees covered by this Agreement. The seniority list shall establish seniority by classification (custodians, secretarial, AV and Accounts Payable) and separated by full time and part time with the name and seniority date of each employee with the employee with greatest seniority listed first. This seniority list shall be provided to the exclusive representative and posted by the School District in the appropriate area for employees at each worksite. Employees shall have twenty (20) days after the posting date to challenge their rank or status on the seniority list, and absence of such challenge shall constitute full agreement by the employee.

Section 4. Layoff Process: A layoff will be defined as discontinuance or reduction of position(s).

Subd. 1 – The District will lay-off employees with the least seniority and will lay-off part time employees before laying off or reducing full time employees, provided that the remaining employees are qualified, according to state or federal law, and the employee's employment experience within the district, for the remaining positions. The district reserves the right to determine whether an individual employee is qualified for the remaining position, based upon experience and training of the employee.

Section 5. Notice of Layoff: In the event of a lay-off, the School District shall notify the exclusive representative and the affected employee(s) at the earliest opportunity.

Section 6. Recall: An employee laid off shall be placed on the recall list for a period of eighteen (18) months.

Section 7. Recall Procedure: The school district, upon rehiring, shall do so from the recall list in the inverse order of seniority prior to hiring any outside applicants. It is the responsibility of each employee on recall to keep the District informed of his/her current mailing address and home phone number. The district reserves the right to determine whether an individual employee on lay-off is more qualified for the position, according to state or federal law and based upon experience and training of the employee than any more senior employee on the recall list.

Subd. 1. - The employee must accept the first offer of rehiring or be removed from the recall list. The employee shall have five (5) business days in which to accept the position, and if the employee fails to do so, all recall rights shall be forfeited with the exception that an employee on

recall shall not be required to accept another position with fewer hours than previously held. The school district will contact the employee by certified mail with a return receipt requested at the employee's last known mailing address. The receipt shall be used solely to show that the notice was mailed by the District and the signature of the employee him/herself on the receipt shall not be required.

Subd. 2 - An employee who is properly discharged for cause or voluntarily resigns shall forfeit seniority and in the event of re-employment seniority rights shall begin as of the date of re-employment.

Subd. 3 – Recalled employees will retain all fringe benefits and salary level attained prior to layoff.

Article XIV Evaluation/Discipline

Section 1, Probationary Period Newly hired employees will serve a probationary period as specified in Article III, Section 3. The school district shall have the right to suspend without pay or discharge such employee during this probationary period as it sees fit in the district's sole discretion, without employee or union access to the grievance procedure.

Section 2, Evaluation The district will conduct periodic evaluations of employees, and may choose to evaluate some employees more frequently than others based on job performance and other factors, at the district's discretion.

Section 3, Discipline For employees who have completed the probationary period, the school district shall have the right to impose disciplinary actions for just cause.

Subd. 1 - Disciplinary actions by the school district may include the following actions:

1. Oral reprimand
2. Written reprimand
3. Suspension without pay
4. Discharge

Nothing in this section shall be construed as requiring the district to following the sequence set forth above in imposing disciplinary action.

Subd. 2 - Employees who are subjected to the above actions shall have the right to request that such actions be reviewed through the recourse of the grievance procedure.

Section 4. Personnel Files: All evaluations and files relating to each individual employee shall be available for review during regular school hours upon the employee's written request. A representative of the exclusive representative may, at the employee's request, accompany the employee in this review. An employee shall have the right to submit for inclusion in the file written information in response to any material contained therein.

Article XV Duration

Section 1. Term and Reopening Negotiations: This Agreement shall remain in full force and effect for a period commencing on July 1, 2024 through June 30, 2026, and thereafter until modifications are made pursuant to the P.E.L.R.A. If either party desires to modify or amend this Agreement commencing at its expiration, it shall give written notice of such intent no later than May 1, 2026. Unless otherwise mutually agreed, the parties shall not commence negotiations more than ninety (90) days prior to the expiration of this Agreement.

Section 2. Effect: This Agreement constitutes the full and complete Agreement between the school district and the exclusive representative representing the employees. The parties agree and acknowledge that they have each had the opportunity to bring to the bargaining table any topic regarding a term and condition of employment that was desired. Accordingly, the provisions herein relating to terms and conditions of employment supersede any and all prior Agreements, resolutions, practices, school district policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions.

Section 3. Finality: Any matters relating to the terms and conditions of employment, whether or not referred to in this Agreement, shall not be open for negotiation during the term of this Agreement without the mutual agreement of the parties.

Section 4. Severability: The provisions of this Agreement shall be severable, and if any provisions thereof, or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of this Agreement or the application of any provisions thereof.

Section 5. Signed Copies: There shall be three (3) signed copies of the final Agreement for purposes of record: one retained by the School Board, one retained by the Exclusive Representative and one retained by the Superintendent.

IN WITNESS WHEREOF, The parties have executed this AGREEMENT as follows:

For the Pipestone Area Educational Support Professionals:	For Independent School District #2689:
_____ President	_____ Chairperson
_____ Negotiations Chair	_____ Clerk
Dated this _____ day of _____, 2025	Dated this _____ day of _____, 2025

Appendix A

Wage guidelines and salaries

Initial Placement on Schedule: An individual hired with a start date of July 1, 2025 shall be compensated at a rate of pay with credit for relevant and verifiable work experience to the assignment equal to the compensation of current employees with similar years of experience, less any longevity pay granted to existing Pipestone Area School employees. The individual must provide proof of the experience within 30 days of accepting the position. If there are two or more employees with the same experience level at different rates of pay, the district will utilize the lower rate of pay for the new employee. If there is not an employee with similar experience, the rate of compensation shall be established in collaboration between the exclusive representative and the appropriate district representative to determine the rate of compensation for the new employee.

Hourly increases for current employees:

2024-25 => \$1.00 / hour

2025-26 => \$0.75 / hour

The minimum rate of pay for 2024-25 shall be \$16.70 per hour. Employees hired prior to July 1, 2024 shall receive the \$1.00 per hour increase.

The minimum rate of pay for 2025-26 shall be \$17.40 per hour.

APPENDIX B

Allowable Uses of Earned Sick and Safe Time

- 1) An employee
 - (i) Mental or physical illness, injury, or other health condition
 - (ii) Need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or other health condition, or
 - (iii) Need for preventive medical or health care: or
 - (iv) Need to make arrangements for or attend funeral services or a memorial, or address financial or legal matters that arise after the death of a family member;
- 2) Care if a family member
 - (i) Mental or physical illness, injury, or other health condition
 - (ii) Who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or other health conditions;
 - (iii) Who needs preventive medical or health care
- 3) Absence due to domestic abuse, sexual assault, or stalking of the employee or employee's family members
- 4) Closure of the employee's place of business due to weather or other public emergency or an employee's need to care for a family member whose school or place of care has been closed due to weather or other public emergency. If the day will be made up during the year, the paraprofessional may not use ESST leave.
- 5) When determined by a health authority or health care professional that the employee or a family member is at risk of infecting others with a communicable disease.

Definition of a Family Member for ESST

- 1) The Employee's child, including foster child, adult child, legal ward, child for whom the employee is legal guardian or child to whom the employee stands or stood in loco parents(in place of parents)
- 2) The Employee's spouse or registered domestic partner.
- 3) The Employee's sibling, stepsibling or foster sibling
- 4) The Employee's biological, adoptive or foster parent, stepparent or a person who stood in loco parentis(in place of a parent) when the employee was a minor child
- 5) The Employee's grandchild, foster grandchild or step-grandchild
- 6) The Employee's grandparent or step-grandparent
- 7) A child of a sibling of the Employee
- 8) A sibling of the parent of the Employee
- 9) The Employee's child-in-law or sibling-in-law
- 10) Any of the family members (1 through 9 above) of an employee's spouse or registered domestic partner
- 11) Any other individual related by blood or whose close association with the Employee is the equivalent of a family relationship
- 12) Up to one individual annual designated by the Employee

Budget Presentation to the Board				
Expenditures as of 04/21/2025				
General Fund	FY2025		4/21/2025	Year to
Classification	Code	FY2025 Amended	Year to Date	Date %
Administrative Salaries	110	\$580,426.00	\$487,515.00	84%
Teacher Salaries	140	\$5,263,453.00	\$3,475,105.00	66%
Non-Licensed Classroom Personnel	141	\$62,250.00	\$47,957.61	77%
Licensed Instructional Support Personnel	143	\$145,022.00	\$92,884.39	64%
Non-License Instructional Support Personnel	144	\$0.00	\$0.00	#DIV/0!
Substitute Salaries	145	\$162,000.00	\$138,891.52	86%
Substitute Non-Licensed Classroom Salaries	146	\$30,000.00	\$17,848.16	59%
Language Pathologist	152	\$29,000.00	\$14,952.99	52%
School Nurse	154	\$111,389.00	\$74,098.96	67%
School Social Worker	156	\$105,385.00	\$71,931.28	68%
Certified Paraprofessional	161	\$681,564.00	\$419,194.82	62%
Certified One-to-One Paraprofessional	162	\$234,625.00	\$143,197.00	61%
School Counselor	165	\$133,369.00	\$87,972.00	66%
Non-Instructional Support	170	\$978,391.00	\$726,945.00	74%
DAPE Specialist	174	\$0.00	\$0.00	#DIV/0!
Other Salary Payment	185	\$547,348.00	\$389,767.00	71%
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	\$459,293.41	66%
PERA	214	\$152,623.00	\$108,584.00	71%
TRA	218	\$603,745.00	\$393,212.00	65%
Health Insurance	220	\$831,147.00	\$549,565.00	66%
Life Insurance	230	\$11,857.00	\$7,939.00	67%
Dental Insurance	235	\$1,403.00	\$1,218.00	87%
Long Term Disability	240	\$336.00	\$0.00	0%
TSA Match	250	\$98,260.00	\$62,300.00	63%
Employer Sponsored HSA's	251	\$117,743.00	\$90,198.00	77%
Workmens Comp	270	\$54,254.00	\$35,478.00	65%
Unemployment Compensation	280	\$10,000.00	\$324.52	3%
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		\$11,756,131.00	\$7,957,157.14	68%
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	\$230,235.00	\$168,246.00	73%
School Resource Officer	310	\$52,000.00	\$40,686.00	78%
Services Purchased from Coop	316	\$177,021.00	\$113,965.00	64%
Computer and Technology Services	319	\$0.00	\$0.00	#DIV/0!
Communications/Phone	320	\$39,935.00	\$25,046.00	63%
Postage and Express	329	\$8,450.00	\$5,399.00	64%
Utility Services	330	\$315,198.00	\$215,335.00	68%
Short Term Rentals	335	\$141,904.00	\$104,557.00	74%
Property Insurance	340	\$185,400.00	\$178,125.00	96%
Repairs and Maintenance	350	\$231,608.22	\$231,608.00	100%
Transportation	360	\$1,244,569.00	\$907,427.00	73%
Travel	366	\$149,289.00	\$79,456.00	53%
Entry Fees/Student Travel	369	\$69,950.00	\$23,144.00	33%
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	\$22,907.00	58%
Special Ed Contracted Services	393	\$204,280.00	\$123,631.00	61%
To Non-Ed Agency	394	\$406,331.00	\$339,755.00	84%
Spec Ed Salary Purchased from Co-op	396	\$449,697.00	\$370,082.00	82%
Spec Ed Benefits Purchased from Co-op	397	\$106,142.00	\$64,469.00	61%
Charge Back	398	\$0.00	\$0.00	0%
Purchase Sped Contracted Services	399	\$0.00	\$0.00	#DIV/0!
General Supplies	401	\$219,141.95	\$216,206.00	99%
Non instructional Computer Software	405	\$114,663.00	\$113,816.00	99%
Instructional Software License	406	\$93,610.00	\$94,447.00	101%
Instructional Supplies	430	\$170,086.05	\$89,316.00	53%
Individualized Materials	433	\$27,914.00	\$27,108.00	97%
Fuel for Buildings	440	\$85,200.00	\$54,640.00	64%
Noninstructional Tech Supplies	455	\$17,000.00	\$16,059.00	94%
Instructional Tech Supplies	456	\$2,460.00	\$2,218.00	90%
Textbooks/Workbooks	460	\$73,387.00	\$34,250.00	47%
Standardized Tests	461	\$5,400.00	\$120.00	2%
Non-Instructional Tech Devices	465	\$40,276.78	\$39,437.00	98%
Instructional Technology Devices	466	\$85,000.00	\$83,195.00	98%
Library Books	470	\$24,300.00	\$22,335.00	92%
Audio Visual Aids	480	\$0.00	\$0.00	0%
Electronic Format	485	\$0.00	\$0.00	#DIV/0!
Food	490	\$0.00	\$600.00	#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	\$56,982.00	\$56,673.00	99%
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	\$15,790.00	\$450.00	3%
Capitalized Instructional Technology Hardware	556	\$0.00	\$0.00	#DIV/0!
Principal on Long Term Lease	570	\$0.00	\$0.00	#DIV/0!
Interest Long Term Lease	571	\$0.00	\$0.00	#DIV/0!
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	\$18,494.00	89%
Taxes and Special Assessments	896	\$1,090.96	\$1,063.00	97%
Affordable Care Act Penalties	897	\$18,539.82	\$18,539.82	100%
Miscellaneous Other Expenses	899	\$4,000.00	\$640.00	16%
Contingency		\$1,085.22	\$0.00	0%
Total		\$17,345,025.00	\$12,239,009.85	71%

The prior year to date percentage was 69%

**INDEPENDENT SCHOOL DISTRICT NO. 2689
PIPESTONE AREA SCHOOLS
TREASURER'S REPORT TO SCHOOL BOARD
FOR THE MONTH ENDED MARCH 31, 2025**

FUNDS	FUND NUMBER	CASH BALANCE	NET CASH ACTIVITY	CASH BALANCE	ADJUSTMENTS	CASH BALANCE	CASH BALANCE
		BEGINNING OF MONTH		END OF MONTH		END OF MONTH FY25	END OF MONTH FY24
GENERAL FUND	01,03,05	\$6,780,079.65	\$314,238.34	\$7,094,317.99		\$7,094,317.99	\$6,843,320.51
FOOD SERVICE FUND	02	\$889,451.66	\$7,814.17	\$897,265.83		\$897,265.83	\$758,162.33
COMMUNITY SERVICE FUND	04	\$618,546.73	\$3,644.53	\$622,191.26		\$622,191.26	\$567,222.76
TOTAL OPERATING FUNDS		\$8,288,078.04	\$325,697.04	\$8,613,775.08		\$8,613,775.08	\$8,168,705.60
BUILDING FUND	06	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00
DEBT SERVICE FUND	07	\$550,262.50	\$0.00	\$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		\$8,838,685.54	\$325,697.04	\$9,164,382.58	\$0.00	\$9,164,382.58	\$8,864,967.45

RECONCILEMENT OF TREASURER'S BALANCE WITH BANKS

DESCRIPTION	ACCOUNT NUMBER	CURRENT RATE OF INTEREST	BALANCE PER BANK STATEMENT	OUTSTANDING CHECKS	OUTSTANDING DEPOSITS	OTHER RECONCILING ITEMS	BALANCE PER TREASURER'S BOOKS	BALANCE PER TREASURER'S BOOKS
FIRST NATIONAL BANK-PAYROLL		0.05%	\$101,469.43	(\$366.62)	\$0.00	\$0.00	\$101,102.81	\$177,501.64
FIRST NATIONAL BANK-MM		0.45%	\$939,789.88	\$0.00	\$0.00	\$0.00	\$939,789.88	\$944,166.44
FIRST F&M		0.20%	\$1,193,228.02	(\$74,535.88)	\$0.00	\$0.00	\$1,118,692.14	\$754,048.93
MNTrust		4.30%	\$4,172,497.75	\$0.00	\$0.00	\$0.00	\$4,172,497.75	\$3,567,922.71
TOTAL			\$6,406,985.08	(\$74,902.50)	\$0.00	\$0.00	\$6,332,082.58	\$5,443,639.72

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	
CIBC Bank USA, MI	1373976-1	2/11/2025	7/24/2026	528 Days	4.150%	0	\$235,700.00	
Cornerstone Bank NE	1373974-1	2/11/2025	1/22/2027	710 Days	4.178%	0	\$231,100.00	
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	
American Commercial Bank	1373975-1	2/11/2025	1/22/2027	710 Days	4.143%	0	\$231,300.00	
Total							\$2,832,300.00	\$3,421,327.73
Grand Total							\$9,164,382.58	\$8,864,967.45

Signed Jacque Kennedy

INDEPENDENT SCHOOL DISTRICT NO. 2689							
PIPESTONE AREA SCHOOLS							
MNTRUST 2023A BONDS							
FOR THE MONTH ENDED MARCH 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	\$2,808,031.48	\$10,247.37		\$2,818,278.85		\$2,818,278.85
TOTAL		\$2,777,796.75	\$10,247.37		\$2,818,278.85	\$0.00	\$2,818,278.85
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		4.30%	\$2,818,278.85	\$0.00	\$0.00	\$0.00	\$2,818,278.85
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			\$2,818,278.85	\$0.00	\$0.00	\$0.00	\$2,818,278.85
						Signed	Jacque Kennedy

Detail Payment Register By Check

Check Number: 70076-70246 Payment Date: 7/1/2024-4/30/2025 Period: 202501-202510 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
FIN	70076	6458		HUBERT COMPANY LLC		Check
			E 02	005 770 000 701 401	General Supplies	\$397.02
PO#:	Voucher #:	99401	Invoice	Invoice No: 114934	3/17/2025	Paid Amt: \$397.02
						Check Amount: \$397.02
FIN	70077	5330		STEVE ROPS		Check
			E 01	300 294 201 000 305	Consult & Serv.fees. BB 2025	\$960.00
PO#:	Voucher #:	99402	Invoice	Invoice No: 03/17/2025	3/17/2025	Paid Amt: \$960.00
						Check Amount: \$960.00
FIN	70078	5949		CDW GOVERNMENT, INC.		Check
			E 01	005 605 150 000 455	NonInstructional Tech Supplies	\$108.00
PO#:	Voucher #:	99404	Invoice	Invoice No: AC99N2V	3/17/2025	Paid Amt: \$108.00
						Check Amount: \$108.00
FIN	70079	00096		EDGERTON CHRISTIAN ELEM		Check
			E 03	005 760 000 720 360	Transp Cntrt W/Public Reg, FEB. 2025	\$2,800.80
PO#:	Voucher #:	99414	Invoice	Invoice No: 03/17/2025	3/17/2025	Paid Amt: \$2,800.80
						Check Amount: \$2,800.80
FIN	70080	6458		HUBERT COMPANY LLC		Check
			E 02	005 770 000 701 401	SEE ATTACHED	\$40.46
PO#: 18813	Voucher #:	99410	Invoice	Invoice No: MB54985384	3/17/2025	Paid Amt: \$40.46
						Check Amount: \$40.46
FIN	70081	7353		JACK OF TRADES		Check
			E 01	005 810 000 000 350	REPAIRS	\$67.83
PO#:	Voucher #:	99411	Invoice	Invoice No: 2025030901	3/17/2025	Paid Amt: \$67.83
						Check Amount: \$67.83
FIN	70082	5505		MARK'S GENERAL MACHINE		Check
			E 01	005 810 000 000 350	Repair&maint Service	\$75.00
PO#:	Voucher #:	99403	Invoice	Invoice No: 91260	3/17/2025	Paid Amt: \$75.00
						Check Amount: \$75.00
FIN	70083	10379		PEMBERTON LAW, PLLP		Check
			E 01	005 010 113 000 305	Consult & Serv.fees FEB, 2025	\$2,454.00
PO#:	Voucher #:	99407	Invoice	Invoice No: 20246304.000	3/17/2025	Paid Amt: \$2,454.00
						Check Amount: \$2,454.00
FIN	70084	4570		PIPESTONE MEDICAL GROUP		Check
			E 01	103 420 000 740 394	to Non-Ed Agency. FEB. 2025	\$2,981.48
PO#:	Voucher #:	99415	Invoice	Invoice No: C-1078	3/17/2025	Paid Amt: \$2,981.48
						Check Amount: \$2,981.48

Detail Payment Register By Check

Check Number: 70076-70246 Payment Date: 7/1/2024-4/30/2025 Period: 202501-202510 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
FIN	70085	9739		SCHUMACHER ELEVATOR COMPANY		Check
			E 01	005 810 000 000 350	Repair&maint Service	\$977.67
PO#:	Voucher #:	99413	Invoice	Invoice No: 90642417	3/17/2025	Paid Amt: \$977.67
						Check Amount: \$977.67
FIN	70086	3697		SW/WC SERVICE COOPERATIVE		Check
			E 01	005 110 000 000 316	FINAL 1/3 RMIC SMART SYSTEMS	\$6,312.84
			E 01	005 110 000 000 316	Consult & Serv.fees, 3RD PARTY BILLING, M/	\$794.66
			E 01	005 865 000 352 316	Consult & Serv.fees, 3RD PARTY BILLING, EC	\$3,393.00
PO#:	Voucher #:	99409	Invoice	Invoice No: 78366	3/17/2025	Paid Amt: \$10,500.50
			E 01	300 211 000 000 394	to Non-Ed Agency. 2023-24 FINAL CLEAN-UP	\$44,502.40
PO#:	Voucher #:	99406	Invoice	Invoice No: 78490	3/17/2025	Paid Amt: \$44,502.40
			E 01	300 211 000 000 394	to Non-Ed Agency, JAN 2025 ALC TUITION	\$17,924.82
PO#:	Voucher #:	99405	Invoice	Invoice No: 78443	3/17/2025	Paid Amt: \$17,924.82
			E 01	005 400 000 372 305	Consult & Serv.fees, 3RD PARTY BILLING	\$3,221.70
PO#:	Voucher #:	99408	Invoice	Invoice No: 78311	3/17/2025	Paid Amt: \$3,221.70
			E 01	300 321 000 830 394	to Non-Ed Agency	\$3,201.44
PO#:	Voucher #:	99412	Invoice	Invoice No: 78405	3/17/2025	Paid Amt: \$3,201.44
						Check Amount: \$79,350.86
FIN	70087	3811		MN WEST-CANBY CAMPUS		Check
			E 01	300 211 966 000 394	PSEO, SPRING 2025	\$71,690.99
PO#:	Voucher #:	99430	Invoice	Invoice No: 00277343	3/18/2025	Paid Amt: \$71,690.99
						Check Amount: \$71,690.99
FIN	70089	3697		SW/WC SERVICE COOPERATIVE		Check
			E 01	300 211 000 000 394	to Non-Ed Agency, 2023/24 CREDIT RECOVE	\$1,099.14
PO#:	Voucher #:	99416	Invoice	Invoice No: 78504	3/18/2025	Paid Amt: \$1,099.14
						Check Amount: \$1,099.14
FIN	70090	7865		MUSIC STREET		Check
			E 01	300 258 233 000 401	Instructional Supply	\$89.50
PO#:	Voucher #:	99419	Invoice	Invoice No: 192656790	3/18/2025	Paid Amt: \$89.50
			E 01	300 258 233 000 350	Repair&maint Service	\$777.50
PO#:	Voucher #:	99420	Invoice	Invoice No: 192011164	3/18/2025	Paid Amt: \$777.50
			E 01	300 258 233 000 350	Repair&maint Service	\$25.00
PO#:	Voucher #:	99422	Invoice	Invoice No: 188777872	3/18/2025	Paid Amt: \$25.00
			E 01	300 258 233 000 350	Repair&maint Service	\$18.50
PO#:	Voucher #:	99423	Invoice	Invoice No: 191410462	3/18/2025	Paid Amt: \$18.50
			E 01	300 258 233 000 350	Repair&maint Service	\$35.00
PO#:	Voucher #:	99424	Invoice	Invoice No: 191998117	3/18/2025	Paid Amt: \$35.00

Detail Payment Register By Check

Check Number: 70076-70246 Payment Date: 7/1/2024-4/30/2025 Period: 202501-202510 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
FIN	70090	7865		MUSIC STREET		Check
			E 01	300 258 233 000 350	Repair&maint Service	\$78.00
PO#:	Voucher #:	99425	Invoice	Invoice No: 191856354	3/18/2025	Paid Amt: \$78.00
			E 01	300 258 233 000 350	Repair&maint Service	\$40.00
PO#:	Voucher #:	99426	Invoice	Invoice No: 192400182	3/18/2025	Paid Amt: \$40.00
			E 01	300 258 233 000 350	Repair&maint Service	\$12.00
PO#:	Voucher #:	99427	Invoice	Invoice No: 195725879	3/18/2025	Paid Amt: \$12.00
			E 01	300 258 233 000 350	Repair&maint Service	\$23.50
PO#:	Voucher #:	99428	Invoice	Invoice No: 192735091	3/18/2025	Paid Amt: \$23.50
			E 01	300 258 233 000 350	Repair&maint Service	\$46.00
PO#:	Voucher #:	99429	Invoice	Invoice No: 192836289	3/18/2025	Paid Amt: \$46.00
			E 01	300 258 233 000 430	Instructional Supply	\$91.00
PO#:	Voucher #:	99417	Invoice	Invoice No: 193360943	3/18/2025	Paid Amt: \$91.00
			E 01	300 258 233 000 430	Instructional Supply	\$129.90
PO#:	Voucher #:	99418	Invoice	Invoice No: 192396349	3/18/2025	Paid Amt: \$129.90
						Check Amount: \$1,365.90
FIN	70091	10451		MC GLASS & KEY INC		Check
			E 01	005 810 000 000 350	Repair&maint Service	\$3,340.62
PO#:	Voucher #:	99433	Invoice	Invoice No: LCN4040XPA-ALUM	3/19/2025	Paid Amt: \$3,340.62
						Check Amount: \$3,340.62
FIN	70092	10461		COPPER PENNY		Check
			E 01	300 294 210 000 401	General Supplies, WRESTLING	\$75.00
PO#:	Voucher #:	99439	Invoice	Invoice No: 00000	3/19/2025	Paid Amt: \$75.00
						Check Amount: \$75.00
FIN	70093	5354		LAKESHORE LEARNING MATERIALS		Check
			E 04	005 582 000 344 430	Precious Ponies PlaysetItem # HH773	\$37.99
			E 04	005 582 000 344 430	Wild Animal OasisItem # GG434	\$37.99
			E 04	005 582 000 344 430	Under-The-Sea Mermaid Palaceltem # DD808	\$56.99
			E 04	005 582 000 344 430	Royal Kingdom Adventure CastleItem # DD797	\$66.49
			E 04	005 582 000 344 430	Magnetic Dress & Play DollsItem # HH236	\$56.98
			E 04	005 582 000 344 430	Stand-Up Magnetic Design CenterItem # LA58	\$179.55
			E 04	005 582 000 344 430	Turn & Learn Magnetic GearsItem # DD939	\$28.49
			E 04	005 582 000 344 430	Make-A-Face Magnetic DesignerItem # TT399	\$23.74
			E 04	005 582 000 344 430	Micro Mix & Match Vehicles - Deluxe SetItem #	\$28.49
			E 04	005 582 000 344 430	Magnetic Rescue VehiclesItem # CS452	\$33.24
			E 04	005 582 000 344 430	Magnetic Construction VehiclesItem # CS453	\$33.24
			E 04	005 582 000 344 430	Build-A-Truck Magnetic Construction VehiclesItem #	\$37.99

Detail Payment Register By Check

Check Number: 70076-70246 Payment Date: 7/1/2024-4/30/2025 Period: 202501-202510 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
FIN	70093	5354		LAKESHORE LEARNING MATERIALS		Check
			E 04	005 582 000 344 430	Animal Kingdom Blocks - Complete SetItem #	\$161.50
			E 04	005 582 000 344 430	Jumbo Magnetic Building TilesItem # LA214	\$474.05
			E 04	005 582 000 344 430	Classic Farm Animal CollectionItem # RR250	\$66.49
			E 04	005 582 000 344 430	Lakeshore BarnItem # RR212	\$141.55
			E 04	005 582 000 344 430	Classic Ocean Animal CollectionItem # GG529	\$66.49
			E 04	005 582 000 344 430	Classic Wild Animal CollectionItem # GG348	\$66.49
			E 04	005 582 000 344 430	My Little NurseryItem # HH489	\$56.98
			E 04	005 582 000 344 430	Animal Friends ClubhouseItem # HH283	\$56.99
			E 04	005 582 000 344 430	All-Occasion Clothes for 10" Newborn DollsItem #	\$37.99
			E 04	005 582 000 344 430	Real Newborn Dolls - Complete SetItem # DS2	\$56.99
			E 04	005 582 000 344 430	Baby Doll Blankets & BottlesItem # DS240	\$28.49
			E 04	005 582 000 344 430	Explore the Outdoors! Travel CamperItem # H	\$56.99
			E 04	005 582 000 344 430	Ready for Takeoff! Adventure HelicopterItem #	\$56.99
PO#: 18812	Voucher #:	99441	Invoice	Invoice No: 90376594	3/19/2025	Paid Amt: \$1,949.17 Check Amount: \$1,949.17
FIN	70094	10302		MACKIN EDUCATIONAL RESOURCES		Check
			E 01	103 620 591 000 470	95 Books for the Library	\$1,281.66
PO#: 18798	Voucher #:	99440	Invoice	Invoice No: 916772	3/19/2025	Paid Amt: \$1,281.66 Check Amount: \$1,281.66
FIN	70095	7194		CUMMINS SALES AND SERVICE		Check
			E 01	005 810 000 000 350	Repair&maint Service	\$1,197.05
PO#:	Voucher #:	99442	Invoice	Invoice No: J6-205182193	3/19/2025	Paid Amt: \$1,197.05 Check Amount: \$1,197.05
FIN	70096	5983		SIOUX VALLEY ENERGY		Check
			E 01	300 810 184 000 330	Utilities - Electricity FEB. 2025 FLASHING LIG	\$102.00
PO#:	Voucher #:	99444	Invoice	Invoice No: 7058684200	3/19/2025	Paid Amt: \$102.00
			E 01	300 810 184 000 330	Utilities - Electricity FEB. 2025	\$14,592.00
PO#:	Voucher #:	99443	Invoice	Invoice No: 7058684000	3/19/2025	Paid Amt: \$14,592.00 Check Amount: \$14,694.00
FIN	70097	8402		LEGALSHIELD		Check
			B 01	215 037	LGL-ID	\$362.00
			B 01	215 039	LGL-IDONLY	\$56.85
PO#:	Voucher #:	99457	Invoice	Invoice No: M2025090	3/21/2025	Paid Amt: \$418.85 Check Amount: \$418.85

Detail Payment Register By Check

Check Number: 70076-70246 Payment Date: 7/1/2024-4/30/2025 Period: 202501-202510 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
FIN	70098	01253		PAEA		Check
			B 01 215 040	Pipestone Ed. Assoc. Dues		\$6,663.81
PO#:	Voucher #:	99460	Invoice	Invoice No: M2025090	3/21/2025	Paid Amt: \$6,663.81
						Check Amount: \$6,663.81
FIN	70099	6424		PAESP		Check
			B 01 215 043	PAE Supp Prof Dues		\$1,300.35
PO#:	Voucher #:	99458	Invoice	Invoice No: M2025090	3/21/2025	Paid Amt: \$1,300.35
						Check Amount: \$1,300.35
FIN	70100	01252		NCPERS Group Life Ins		Check
			B 01 215 034	UNIT NUMBER: 203411		\$48.00
PO#:	Voucher #:	99466	Invoice	Invoice No: M2025090	3/21/2025	Paid Amt: \$48.00
						Check Amount: \$48.00
FIN	70101	7348		Madison National Life		Check
			B 01 215 032	Employer Paid		\$964.56
			B 01 215 033	Supplemental Life		\$105.10
			B 01 215 031	LTD		\$580.34
PO#:	Voucher #:	99467	Invoice	Invoice No: M2025090	3/21/2025	Paid Amt: \$1,650.00
						Check Amount: \$1,650.00
FIN	70102	5249		VISA		Check
			E 01 300 301 501 000 369	Entry Fees/Student Travel		\$13.81
			E 01 300 301 501 000 369	Entry Fees/Student Travel		\$10.19
			E 01 300 361 442 000 369	Entry Fees/Student Travel		\$11.32
			E 01 300 361 442 000 369	Entry Fees/Student Travel		\$40.25
			E 01 300 361 442 000 369	Entry Fees/Student Travel		\$12.42
			E 01 300 361 442 000 369	Entry Fees/Student Travel		\$56.75
			E 01 300 361 442 000 369	Entry Fees/Student Travel		\$69.75
			E 01 300 361 442 000 369	Entry Fees/Student Travel		\$6.78
			E 01 300 361 442 000 369	Entry Fees/Student Travel		\$36.17
			E 01 300 361 442 000 369	Entry Fees/Student Travel		\$38.86
			E 01 300 361 442 000 369	Entry Fees/Student Travel		\$69.50
			E 01 300 361 442 000 369	Entry Fees/Student Travel		\$10.72
			E 01 300 361 442 000 369	Entry Fees/Student Travel		\$30.50
			E 01 300 361 442 000 369	Entry Fees/Student Travel		\$74.50
			E 01 300 291 224 000 369	Entry Fees/Student Travel		\$28.63
			E 01 300 291 224 000 369	Entry Fees/Student Travel		\$57.20
			E 01 300 291 224 000 369	Entry Fees/Student Travel		\$17.75
			E 01 005 296 205 000 369	Entry Fees/Student Travel		\$34.19

Detail Payment Register By Check

Check Number: 70076-70246 Payment Date: 7/1/2024-4/30/2025 Period: 202501-202510 Void Status: N

Bank	Check No	Code	Rcd	Vendor					Pmt/Void Date		Pmt Type
FIN	70102	5249		VISA							Check
			E	01 005 296 205 000 369				Entry Fees/Student Travel			\$52.12
			E	01 300 294 201 000 366				TRAVEL			\$55.31
			E	01 300 294 201 000 366				TRAVEL			\$46.76
			E	01 300 292 000 000 366				TRAVEL			\$27.34
			E	01 300 301 501 000 369				Entry Fees/Student Travel			\$19.53
			E	01 300 301 501 000 369				Entry Fees/Student Travel			\$16.12
			E	01 005 640 173 316 366				TRAVEL			\$54.41
			E	01 005 296 205 000 369				Entry Fees/Student Travel			\$20.00
			E	01 005 296 205 000 369				Entry Fees/Student Travel			\$70.54
			E	01 005 296 205 000 369				Entry Fees/Student Travel			\$20.00
			E	01 300 296 201 000 366				TRAVEL			\$24.42
			E	01 005 640 173 316 366				TRAVEL			\$20.53
			E	01 005 296 205 000 369				Entry Fees/Student Travel			\$17.21
			E	01 300 294 210 000 369				Entry Fees/Student Travel			\$61.87
			E	01 300 294 210 000 369				Entry Fees/Student Travel			\$53.19
			E	01 300 294 210 000 369				Entry Fees/Student Travel			\$56.33
PO#:	Voucher #:	99472	Invoice	Invoice No:	9871				3/24/2025		Paid Amt: \$1,234.97
											Check Amount: \$1,234.97
FIN	70103	5249		VISA							Check
			E	04 005 249 000 321 366				Travel, DR. ED			\$24.77
PO#:	Voucher #:	99473	Invoice	Invoice No:	9913				3/24/2025		Paid Amt: \$24.77
											Check Amount: \$24.77
FIN	70104	5249		VISA							Check
			E	01 005 640 173 316 366				Travel			\$160.00
			E	01 005 640 173 316 366				Travel			\$160.00
			E	01 005 296 205 000 369				Travel, STATE GYMNASTICS			\$52.07
			E	01 005 296 205 000 369				Travel, STATE GYMNASTICS			\$37.50
			E	01 005 296 205 000 369				Travel, STATE GYMNASTICS			\$6.67
			E	01 005 296 205 000 369				Travel, STATE GYMNASTICS			\$108.35
			E	01 005 296 205 000 369				Travel, STATE GYMNASTICS			\$7.18
			E	01 005 296 205 000 369				Travel, STATE GYMNASTICS			\$15.00
			E	01 005 296 205 000 369				Travel, STATE GYMNASTICS			\$55.89
			E	01 005 296 205 000 369				Travel, STATE GYMNASTICS			\$377.22
			E	01 005 296 205 000 369				Travel, STATE GYMNASTICS			\$313.22
			E	01 005 296 205 000 369				Travel, STATE GYMNASTICS			\$313.22
			E	01 300 294 210 000 369				Travel, STATE WR			\$252.00

Detail Payment Register By Check

Check Number: 70076-70246 Payment Date: 7/1/2024-4/30/2025 Period: 202501-202510 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
FIN	70104	5249		VISA		Check
			E 01	300 294 210 000 369	Travel, STATE WR	\$252.00
			E 01	300 294 210 000 369	Travel, STATE WR	\$54.49
			E 01	300 294 210 000 369	Travel, STATE WR	\$40.38
			E 01	300 294 210 000 369	Travel, STATE WR	\$17.99
			E 01	005 640 173 316 366	Travel, MASBO	\$290.00
			E 01	300 294 210 000 369	Travel, STATE WR	\$4,049.76
			E 01	005 640 173 316 366	Travel, MASBO	\$290.00
			E 01	005 640 173 316 366	Staff Dev.	\$149.43
			E 01	300 294 200 000 401	SUPPLIES BASEBALL	\$63.26
			E 01	300 292 000 000 401	SUPPLIES	\$12.81
			E 01	300 296 201 000 369	TRAVEL	\$13.03
			E 01	300 292 000 000 369	TRAVEL	\$48.39
			E 01	005 296 205 000 369	TRAVEL	\$15.00
			E 01	005 296 205 000 369	TRAVEL	\$25.00
			E 01	005 296 205 000 369	TRAVEL	\$13.67
			E 01	300 292 000 000 401	SUPPLIES	\$32.96
			E 01	005 296 205 000 369	SUPPLIES	\$507.00
			E 01	300 296 201 000 401	SUPPLIES	\$117.11
			E 01	300 292 208 000 401	SUPPLIES	\$135.00
			E 01	005 296 205 000 369	TRAVEL	\$20.00
			E 01	300 294 210 000 369	TRAVEL	\$10.95
			E 01	300 294 210 000 369	TRAVEL	\$11.65
			E 01	300 294 210 000 369	TRAVEL	\$187.65
			E 01	005 296 205 000 369	TRAVEL	\$25.00
			E 01	005 296 205 000 369	TRAVEL	\$48.16
			E 01	300 292 000 000 401	SUPPLIES	\$23.49
			E 01	300 294 200 000 401	SUPPLIES	\$187.84
			E 01	005 294 186 000 401	SUPPLIES	\$203.56
			E 01	300 292 000 000 401	SUPPLIES	\$859.44
			E 01	300 640 173 316 366	STAFF DEVELOPEMENT	\$15.00
			E 01	300 640 173 316 366	STAFF DEVELOPEMENT	\$50.00
			E 01	300 260 172 000 406	SUPPLIES	\$12.50
			E 01	103 203 171 000 430	SUPPLIES	\$164.06
			E 01	103 200 000 000 430	SUPPLIES	\$22.44
			E 01	103 216 000 401 430	SUPPLIES	\$5.00
			E 01	103 216 000 401 430	SUPPLIES	\$66.52

Detail Payment Register By Check

Check Number: 70076-70246 Payment Date: 7/1/2024-4/30/2025 Period: 202501-202510 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
FIN	70104	5249		VISA		Check
			E 01	103 216 000 401 430	SUPPLIES	\$302.00
			E 01	103 620 591 000 470	SUPPLIES	\$341.43
			E 01	300 301 501 830 433	SUPPLIES	\$56.25
			E 01	300 331 172 830 433	SUPPLIES	\$155.66
			E 01	300 301 501 830 433	SUPPLIES	\$235.84
			E 01	300 301 501 830 433	SUPPLIES	\$80.22
			E 01	300 258 234 000 430	SUPPLIES	\$12.50
			E 01	207 361 849 000 430	SUPPLIES	\$450.46
			E 01	207 361 849 000 430	SUPPLIES	\$125.64
			E 01	300 331 172 830 433	Individualized Mat.	\$59.52
			E 01	300 720 000 000 401	SUPPLIES	\$450.00
			E 01	300 331 172 830 433	Individualized Mat.	\$100.67
			E 01	300 331 172 830 433	Individualized Mat.	\$31.24
			E 01	207 361 849 000 430	SUPPLIES	\$171.50
			E 01	207 361 849 000 430	SUPPLIES	\$64.90
			E 01	300 211 180 000 401	SUPPLIES	\$116.84
			E 01	300 620 591 000 470	SUPPLIES	\$7,024.29
			E 01	300 301 501 830 433	SUPPLIES	\$114.76
			E 01	300 260 172 000 430	SUPPLIES	\$36.32
			E 01	300 296 206 000 401	SUPPLIES	\$470.98
			E 01	300 294 200 000 401	SUPPLIES	\$470.99
			E 01	005 810 000 000 401	SUPPLIES	\$495.55
			E 01	300 256 173 302 406	SUPPLIES	\$13.50
PO#:	Voucher #:	99471	Invoice	Invoice No: 9897	3/25/2025	Paid Amt: \$21,279.92
						Check Amount: \$21,279.92
FIN	70105	5249		VISA		Check
			E 01	300 361 442 000 366	Travel Travis Robotics	\$327.69
PO#:	Voucher #:	99475	Invoice	Invoice No: 0671	3/25/2025	Paid Amt: \$327.69
						Check Amount: \$327.69
FIN	70106	10329		FIRST BOOK		Check
			E 01	103 620 591 000 470	21 Books for the Library Order #7001671314	\$121.87
PO#: 18814	Voucher #:	99476	Invoice	Invoice No: 7001671314	3/25/2025	Paid Amt: \$121.87
						Check Amount: \$121.87
FIN	70107	00256		HILLYARD INC/ SIOUX FALLS		Check
			E 01	005 810 000 000 350	Repair&maint Service 53	\$348.56
PO#:	Voucher #:	99482	Invoice	Invoice No: 700641393	3/26/2025	Paid Amt: \$348.56

Detail Payment Register By Check

Check Number: 70076-70246 Payment Date: 7/1/2024-4/30/2025 Period: 202501-202510 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
FIN	70107	00256		HILLYARD INC/ SIOUX FALLS		Check		
			E 01 005 810 000 000 401	General Supplies			\$259.66	
PO#:	Voucher #:	99483	Invoice	Invoice No: 605768139	3/26/2025	Paid Amt:	\$259.66	\$259.66
			E 01 005 810 000 000 401	General Supplies			\$608.40	
PO#:	Voucher #:	99484	Invoice	Invoice No: 905771408	3/26/2025	Paid Amt:	\$608.40	\$608.40
			E 01 005 810 000 000 350	Repair&maint Service			\$298.09	
PO#:	Voucher #:	99485	Invoice	Invoice No: 700641392	3/26/2025	Paid Amt:	\$298.09	\$298.09
			E 01 005 810 000 000 401	General Supplies			\$33.74	
PO#:	Voucher #:	99486	Invoice	Invoice No: 605771390	3/26/2025	Paid Amt:	\$33.74	\$33.74
			E 01 005 810 000 000 350	Repair&maint Service			\$209.00	
PO#:	Voucher #:	99480	Invoice	Invoice No: 700641391	3/26/2025	Paid Amt:	\$209.00	\$209.00
			E 01 005 810 000 000 350	Repair&maint Service			\$335.00	
PO#:	Voucher #:	99481	Invoice	Invoice No: 700641394	3/26/2025	Paid Amt:	\$335.00	\$335.00
						Check Amount:		\$2,092.45
FIN	70108	8925		BLUEPEAK		Check		
			E 01 005 810 000 000 320	Communications/Phone 3/10-4/9			\$1,491.51	
PO#:	Voucher #:	99491	Invoice	Invoice No: 00459101	3/26/2025	Paid Amt:	\$1,491.51	\$1,491.51
						Check Amount:		\$1,491.51
FIN	70109	4766	4766	CENEX HARVEST STATES		Check		
			E 01 005 810 000 000 401	General Supplies			\$29.25	
PO#:	Voucher #:	99493	Invoice	Invoice No: 291385	3/26/2025	Paid Amt:	\$29.25	\$29.25
						Check Amount:		\$29.25
FIN	70110	5782		CENTERPOINT ENERGY		Check		
			E 01 300 810 000 000 440	Fuel For Buildings FEB. 2025			\$10,400.94	
PO#:	Voucher #:	99492	Invoice	Invoice No: 8000015159-9	3/26/2025	Paid Amt:	\$10,400.94	\$10,400.94
						Check Amount:		\$10,400.94
FIN	70111	10221		GREAT AMERICAN FINANCIAL SERVICES CORPORATION		Check		
			E 01 005 110 000 000 335	Short Term Rentals			\$6,568.82	
PO#:	Voucher #:	99494	Invoice	Invoice No: 38794621	3/26/2025	Paid Amt:	\$6,568.82	\$6,568.82
						Check Amount:		\$6,568.82
FIN	70112	5516	5516	H & B Specialized Products		Check		
			E 01 005 810 000 000 350	Repair&maint Service			\$1,300.00	
PO#:	Voucher #:	99487	Invoice	Invoice No: 34648	3/26/2025	Paid Amt:	\$1,300.00	\$1,300.00
						Check Amount:		\$1,300.00

Detail Payment Register By Check

Check Number: 70076-70246 Payment Date: 7/1/2024-4/30/2025 Period: 202501-202510 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
FIN	70113	6880		ITC		Check
			E	01 006 810 000 000 320	Communications/Phone 3/1-3/31	\$39.93
PO#:	Voucher #:	99490	Invoice	Invoice No: 11984377	3/26/2025	Paid Amt: \$39.93
						Check Amount: \$39.93
FIN	70114	00890		STOUT & EVINK		Check
			E	01 005 810 000 000 350	Repair&maint Service	\$153.32
PO#:	Voucher #:	99495	Invoice	Invoice No: 101179	3/26/2025	Paid Amt: \$153.32
						Check Amount: \$153.32
FIN	70115	00890	00890	STOUT & EVINK		Check
			E	01 005 810 000 000 350	Repair&maint Service	\$75.00
PO#:	Voucher #:	99488	Invoice	Invoice No: 101238	3/26/2025	Paid Amt: \$75.00
						Check Amount: \$75.00
FIN	70116	7716		VERIZON WIRELESS		Check
			E	01 005 810 000 000 320	Communications/Phone 2/9-3/8	\$511.26
PO#:	Voucher #:	99489	Invoice	Invoice No: 6108043916	3/26/2025	Paid Amt: \$511.26
						Check Amount: \$511.26
FIN	70117	00063		CITY OF PIPESTONE		Check
			E	01 005 810 182 000 330	Garbage	\$1,290.00
			E	01 005 810 183 000 330	Utilities	\$2,107.11
			E	01 005 810 183 000 330	Utilities	\$1,644.13
			E	01 005 810 183 000 330	Utilities	\$173.41
			E	01 005 810 183 000 330	Utilities	\$66.09
PO#:	Voucher #:	99497	Invoice	Invoice No: 03/27/2025	3/27/2025	Paid Amt: \$5,280.74
						Check Amount: \$5,280.74
FIN	70118	5249		VISA		Check
			E	01 005 605 150 000 455	NonInstructional Tech Supplies	\$132.00
			E	01 005 605 150 000 455	NonInstructional Tech Supplies	\$16.02
			E	01 005 605 150 000 455	NonInstructional Tech Supplies	\$7.99
			E	01 005 605 150 000 455	NonInstructional Tech Supplies	\$29.87
			E	01 005 605 150 000 455	NonInstructional Tech Supplies	\$48.07
			E	01 005 605 150 000 405	NonInstructional Tech Supplies	\$500.00
			E	01 005 715 000 342 465	ID READER HS OFFICE	\$730.00
			E	01 005 715 000 342 465	LABELS FOR READER	\$185.00
			E	01 300 050 172 000 455	HEADSET	\$147.65
			E	01 005 810 000 000 320	GOOGLE VOICE	\$16.62
			E	01 005 605 150 000 350	REPAIRS	\$679.28

Detail Payment Register By Check

Check Number: 70076-70246 Payment Date: 7/1/2024-4/30/2025 Period: 202501-202510 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
FIN	70118	5249		VISA		Check
			E 01	005 605 150 000 350	REPAIRS	\$39.00
PO#:	Voucher #:	99498	Invoice	Invoice No: 1739	3/27/2025	Paid Amt: \$2,531.50
						Check Amount: \$2,531.50
FIN	70119	5949		CDW GOVERNMENT, INC.		Check
			E 01	005 605 150 000 455	NonInstructional Tech Supplies	\$25.43
PO#:	Voucher #:	99513	Invoice	Invoice No: AD3Q77W	3/27/2025	Paid Amt: \$25.43
			E 01	005 605 150 000 455	NonInstructional Tech Supplies	\$1,678.96
PO#:	Voucher #:	99504	Invoice	Invoice No: AD12XJ7	3/27/2025	Paid Amt: \$1,678.96
			E 01	005 110 000 000 455	NonInstructional Tech Supplies	\$216.18
PO#:	Voucher #:	99507	Invoice	Invoice No: AD1UD1R	3/27/2025	Paid Amt: \$216.18
			E 01	300 050 172 000 455	NonInstructional Tech Supplies	\$211.74
PO#:	Voucher #:	99512	Invoice	Invoice No: AD3AM9Z	3/27/2025	Paid Amt: \$211.74
						Check Amount: \$2,132.31
FIN	70120	00226		CENTER SPORTS INC		Check
			E 01	300 296 206 000 401	General Supplies	\$60.00
PO#:	Voucher #:	99508	Invoice	Invoice No: AAD015172-AA01	3/27/2025	Paid Amt: \$60.00
			E 01	300 294 207 000 401	General Supplies	\$743.93
PO#:	Voucher #:	99509	Invoice	Invoice No: AAD015180-AA01	3/27/2025	Paid Amt: \$743.93
						Check Amount: \$803.93
FIN	70121	00226	00226	CENTER SPORTS INC		Check
			E 01	300 296 206 000 401	General Supplies	\$576.00
			E 01	300 294 200 000 401	General Supplies	\$576.00
PO#:	Voucher #:	99510	Invoice	Invoice No: AAD015095-AA02	3/27/2025	Paid Amt: \$1,152.00
						Check Amount: \$1,152.00
FIN	70122	3512		CHILDRENS CARE HOSP & SCHOOL		Check
			E 01	103 416 000 000 392	to Out-of-State Dist	\$1,170.00
			E 01	103 416 000 740 393	to Out-of-State Dist	\$6,030.75
			E 01	100 411 000 000 392	to Out-of-State Dist	\$1,170.00
			E 01	100 411 000 740 393	to Out-of-State Dist	\$5,444.25
PO#:	Voucher #:	99500	Invoice	Invoice No: 30000944	3/27/2025	Paid Amt: \$13,815.00
						Check Amount: \$13,815.00
FIN	70123	10130		DISCOVER EDUCATION INC		Check
			E 01	207 203 173 000 406	DreamBox Reading Plus 4 months	\$752.00

Detail Payment Register By Check

Check Number: 70076-70246 Payment Date: 7/1/2024-4/30/2025 Period: 202501-202510 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
FIN	70123	10130		DISCOVER EDUCATION INC		Check			
			B 01 131 000	DreamBox Reading Plus 8 months			\$1,504.00		
PO#:	18810	Voucher #:	99499	Invoice Invoice No: CINV-208996	3/27/2025			Paid Amt: \$2,256.00	
								Check Amount: \$2,256.00	
FIN	70124	9228		LUANN'S GAS & MORE		Check			
			E 04 005 505 905 321 401	General Supplies-JO Volleyball			\$719.09		
PO#:		Voucher #:	99501	Invoice Invoice No: 11687	3/27/2025			Paid Amt: \$719.09	
								Check Amount: \$719.09	
FIN	70125	3892		PIPESTONE CO. AUDITOR		Check			
			E 01 005 010 000 000 305	Consult & Serv.fees			\$529.17		
PO#:		Voucher #:	99511	Invoice Invoice No: 03/27/2025	3/27/2025			Paid Amt: \$529.17	
								Check Amount: \$529.17	
FIN	70127	9739		SCHUMACHER ELEVATOR COMPANY		Check			
			E 01 103 810 000 000 350	Repair&maint Service			\$255.00		
PO#:		Voucher #:	99502	Invoice Invoice No: 90642936	3/27/2025			Paid Amt: \$255.00	
								Check Amount: \$255.00	
FIN	70128	8473		SWMBDA , TREASURER MEGAN CARMODY		Check			
			E 01 300 258 233 000 369	Entry Fees/Student Travel			\$144.00		
PO#:		Voucher #:	99506	Invoice Invoice No: 03/27/2025	3/27/2025			Paid Amt: \$144.00	
								Check Amount: \$144.00	
FIN	70129	8651		TRILLS AND THRILLS MUSIC FESTIVALS		Check			
			E 01 300 258 234 000 369	Entry Fees/Student Travel			\$100.00		
PO#:		Voucher #:	99503	Invoice Invoice No: 25-PAS	3/27/2025			Paid Amt: \$100.00	
								Check Amount: \$100.00	
FIN	70130	00300		PIPESTONE PUBLISHING CO INC		Check			
			E 01 005 020 264 000 401	General Supplies Closing Achievement			\$30.00		
PO#:		Voucher #:	99505	Invoice Invoice No: 55801	3/27/2025			Paid Amt: \$30.00	
								Check Amount: \$30.00	
FIN	70131	01622		PEPSI-COLA BOTTLING CO.		Check			
			E 01 300 211 180 000 401	General Supplies			\$32.00		
PO#:		Voucher #:	99514	Invoice Invoice No: 1508825	3/27/2025			Paid Amt: \$32.00	
			E 01 300 211 180 000 401	General Supplies			\$64.00		
PO#:		Voucher #:	99515	Invoice Invoice No: 1508745	3/27/2025			Paid Amt: \$64.00	
								Check Amount: \$96.00	

Detail Payment Register By Check

Check Number: 70076-70246 Payment Date: 7/1/2024-4/30/2025 Period: 202501-202510 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
FIN	70132	03287		ISD 0129, MONTEVIDEO		Check			
			E 01	300 291 220 000 369	Entry Fees/Student Travel, SPEECH	\$70.00			
PO#:	Voucher #:	99518	Invoice	Invoice No: 03/28/2025	3/28/2025	Paid Amt:	\$70.00		
						Check Amount:	\$70.00		
FIN	70133	00469		ISD 0414, MINNEOTA		Check			
			E 01	300 291 220 000 369	Entry Fees/Student Travel, SPEECH	\$77.00			
PO#:	Voucher #:	99517	Invoice	Invoice No: 03/28/2025	3/28/2025	Paid Amt:	\$77.00		
						Check Amount:	\$77.00		
FIN	70134	7266		JEFFREY SUDENGA		Check			
			E 01	300 294 200 000 305	Consult & Serv.fees BB 03/28/2025	\$390.00			
PO#:	Voucher #:	99516	Invoice	Invoice No: 03/28/2025	3/28/2025	Paid Amt:	\$390.00		
						Check Amount:	\$390.00		
FIN	70135	5949		CDW GOVERNMENT, INC.		Check			
			E 01	005 605 150 000 455	NonInstructional Tech Supplies	\$29.60			
PO#:	Voucher #:	99523	Invoice	Invoice No: AD39Q5Q	4/1/2025	Paid Amt:	\$29.60		
			E 01	005 605 150 000 455	NonInstructional Tech Supplies	\$22.86			
PO#:	Voucher #:	99524	Invoice	Invoice No: AD3895R	4/1/2025	Paid Amt:	\$22.86		
						Check Amount:	\$52.46		
FIN	70136	00256		HILLYARD INC/ SIOUX FALLS		Check			
			E 01	005 810 000 000 401	General Supplies	\$187.11			
PO#:	Voucher #:	99522	Invoice	Invoice No: 605777705	4/1/2025	Paid Amt:	\$187.11		
						Check Amount:	\$187.11		
FIN	70137	6458		HUBERT COMPANY LLC		Check			
			E 02	005 770 000 701 401	SEE ATTACHED	\$50.04			
PO#: 18816	Voucher #:	99531	Invoice	Invoice No: 138028B2	4/1/2025	Paid Amt:	\$50.04		
			E 02	005 770 000 701 401	SEE ATTACHED	\$59.29			
PO#: 18816	Voucher #:	99532	Invoice	Invoice No: 138028B1	4/1/2025	Paid Amt:	\$59.29		
						Check Amount:	\$109.33		
FIN	70138	7266		JEFFREY SUDENGA		Check			
			E 01	300 296 206 000 305	Consult & Serv.fees, SB 04/04/2025	\$750.00			
PO#:	Voucher #:	99519	Invoice	Invoice No: 04/01/2025	4/1/2025	Paid Amt:	\$750.00		
						Check Amount:	\$750.00		
FIN	70139	01140		JERS ELECTRIC INC		Check			
			E 01	005 810 000 000 350	Repair&maint Service	\$2,024.84			
PO#:	Voucher #:	99525	Invoice	Invoice No: 5440	5/1/2025	Paid Amt:	\$2,024.84		
						Check Amount:	\$2,024.84		

Detail Payment Register By Check

Check Number: 70076-70246 Payment Date: 7/1/2024-4/30/2025 Period: 202501-202510 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
FIN	70140	7377		LIBERTY SEPTIC, INC		Check
			E 01	005 810 000 000 350	Repair&maint Service, SHOP PITS PUMPED	\$950.00
PO#:	Voucher #:	99526	Invoice	Invoice No: 705894	4/1/2025	Paid Amt: \$950.00
						Check Amount: \$950.00
FIN	70141	7787		OVERHEAD DOOR CO.		Check
			E 01	005 810 000 000 350	Repair&maint Service	\$686.00
PO#:	Voucher #:	99529	Invoice	Invoice No: 0384402	4/1/2025	Paid Amt: \$686.00
						Check Amount: \$686.00
FIN	70142	5261		Redwood Valley High School		Check
			E 01	300 291 220 000 369	Entry Fees/Student Travel, SPEECH	\$77.00
PO#:	Voucher #:	99521	Invoice	Invoice No: 04/01/2025	4/1/2025	Paid Amt: \$77.00
						Check Amount: \$77.00
FIN	70143	00425		SOJOS SPORTSWEAR		Check
			E 01	300 211 180 000 401	General Supplies	\$75.00
PO#:	Voucher #:	99520	Invoice	Invoice No: 04/01/2025	4/1/2025	Paid Amt: \$75.00
						Check Amount: \$75.00
FIN	70144	6446		TRANE		Check
			E 01	005 810 000 000 350	Repair&maint Service	\$3,000.00
PO#:	Voucher #:	99527	Invoice	Invoice No: 315282821	4/1/2025	Paid Amt: \$3,000.00
			E 01	005 810 000 000 350	Repair&maint Service	\$122.00
PO#:	Voucher #:	99528	Invoice	Invoice No: 315283021	4/1/2025	Paid Amt: \$122.00
						Check Amount: \$3,122.00
FIN	70145	10199		TROY RYAN HEIDEBRINK		Check
			E 01	005 810 000 000 305	Consult & Serv.fees	\$980.00
PO#:	Voucher #:	99530	Invoice	Invoice No: 28	4/1/2025	Paid Amt: \$980.00
						Check Amount: \$980.00
FIN	70146	00224		LUDOLPH BUS INCORPORATED		Check
			E 03	005 760 000 720 360	Transp Cntrt W/Public Reg. MARCH 2025	\$82,964.00
PO#:	Voucher #:	99533	Invoice	Invoice No: 2073	4/1/2025	Paid Amt: \$82,964.00
						Check Amount: \$82,964.00
FIN	70147	00224		LUDOLPH BUS INCORPORATED		Check
			E 01	300 291 220 733 360	Transp Cntrt W/Public, SPEECH	\$332.94
			E 01	300 291 220 733 360	Transp Cntrt W/Public, SPEECH	\$242.93
			E 01	300 291 220 733 360	Transp Cntrt W/Public, SPEECH	\$195.30
			E 01	300 291 220 733 360	Transp Cntrt W/Public, SPEECH	\$213.30
			E 01	300 291 220 733 360	Transp Cntrt W/Public, SPEECH	\$334.80

Detail Payment Register By Check

Check Number: 70076-70246 Payment Date: 7/1/2024-4/30/2025 Period: 202501-202510 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
FIN	70147	00224		LUDOLPH BUS INCORPORATED		Check
			E 01	300 291 220 733 360	Transp Cntrt W/Public, SPEECH	\$142.20
			E 01	300 291 220 733 360	Transp Cntrt W/Public, SPEECH	\$119.04
			E 01	300 291 220 733 360	Transp Cntrt W/Public, SPEECH	\$219.23
			E 01	300 258 233 733 360	Transp Cntrt W/Public, BAND	\$200.88
			E 01	300 258 233 733 360	Transp Cntrt W/Public, BAND	\$71.10
			E 01	300 258 233 733 360	Transp Cntrt W/Public, BAND	\$117.18
			E 01	300 258 233 733 360	Transp Cntrt W/Public, BAND	\$82.95
			E 01	300 258 234 733 360	Transp Cntrt W/Public, CHOIR	\$113.46
PO#:	Voucher #:	99534	Invoice	Invoice No: 2074	4/1/2025	Paid Amt: \$2,385.31
						Check Amount: \$2,385.31
FIN	70148	7261		RTR HIGH SCHOOL		Check
			E 01	300 291 220 000 369	Entry Fees/Student Travel, SPEECH	\$63.00
PO#:	Voucher #:	99535	Invoice	Invoice No: 04/01/2025	4/1/2025	Paid Amt: \$63.00
						Check Amount: \$63.00
FIN	70149	9186		TAHER, INC.- BIN# 135092		Check
			E 02	005 770 000 701 305	Consult & Serv.fees, MARCH 2025	\$87,279.60
PO#:	Voucher #:	99536	Invoice	Invoice No: 0072038	4/1/2025	Paid Amt: \$87,279.60
						Check Amount: \$87,279.60
FIN	70150	00143		GOPHER ATHLETIC SUPPLY CO		Check
			E 04	005 505 980 321 430	Instructional Supply	\$397.86
PO#:	Voucher #:	99538	Invoice	Invoice No: 434910	4/1/2025	Paid Amt: \$397.86
						Check Amount: \$397.86
FIN	70151	5168		J. W. PEPPER & SON, INC.		Check
			E 01	300 258 234 000 430	You've Got a Friend in Me Two-Part Octavo 30	\$2.50
			E 01	300 258 234 000 430	Freight	\$9.99
PO#: 18818	Voucher #:	99540	Invoice	Invoice No: 367430639	4/1/2025	Paid Amt: \$12.49
			E 01	300 258 234 000 430	The Star-Spangled Banner SATB Octavo 1073	\$8.75
			E 01	300 258 234 000 430	Sixteen Tons SATB Octavo 10453499 Supplier	\$2.25
			E 01	300 258 234 000 430	And So It Goes SATB Octavo 1768639 Supplie	\$2.50
			E 01	300 258 234 000 430	Rise Up SATB Octavo 10846803 Supplier ID: (\$2.75
			E 01	300 258 234 000 430	I want You Back/ABC SATB Octavo 10082363	\$2.15
			E 01	300 258 234 000 430	Hawaian Roller Coaster Ride SATB Octavo 32	\$2.15
			E 01	300 258 234 000 430	Flowers SATB Octavo 11513581 Supplier ID: C	\$2.30
			E 01	300 258 234 000 430	Take Me Home Country Roads TB Octavo 1111	\$2.30
			E 01	300 258 234 000 430	The Lion Sleeps Tonight SATB Octavo 193947	\$2.10
			E 01	300 258 234 000 430	The Lion Sleeps Tonight Three -Park Mixed Oc	\$2.50

Detail Payment Register By Check

Check Number: 70076-70246 Payment Date: 7/1/2024-4/30/2025 Period: 202501-202510 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
FIN	70151	5168		J. W. PEPPER & SON, INC.		Check	
			E 01	300 258 234 000 430	How Far I'll Go Two-Part Octavo 10833245 Su	\$2.50	
PO#:	18818	Voucher #:	99541	Invoice	Invoice No: 367433180	4/1/2025	Paid Amt: \$32.25
							Check Amount: \$44.74
FIN	70152	00430		PIPESTONE CO. TREASURER		Check	
			E 01	005 105 000 000 896	Taxes and Special Assessments 2025	\$572.00	
PO#:		Voucher #:	99539	Invoice	Invoice No: 18-111-0250	4/1/2025	Paid Amt: \$572.00
							Check Amount: \$572.00
FIN	70153	9927		QUADIENT LEASING USA, INC,		Check	
			E 01	005 110 000 000 335	Short Term Rentals	\$1,000.00	
PO#:		Voucher #:	99542	Invoice	Invoice No: 7900044080886389	4/1/2025	Paid Amt: \$1,000.00
			E 01	005 020 000 000 329	Postage & Express	\$1,000.00	
PO#:		Voucher #:	99543	Invoice	Invoice No: 7900044080886389	4/1/2025	Paid Amt: \$1,000.00
							Check Amount: \$2,000.00
FIN	70154	10248		THERESA BROWN		Check	
			E 04	701 590 000 351 460	Textbooks/Workbooks	\$144.00	
PO#:		Voucher #:	99537	Invoice	Invoice No: 04/01/2025	4/1/2025	Paid Amt: \$144.00
							Check Amount: \$144.00
FIN	70155	7472		AUSTADS		Check	
			E 01	300 292 204 000 401	General Supplies	\$704.00	
PO#:		Voucher #:	99544	Invoice	Invoice No: 04/02/2025	4/2/2025	Paid Amt: \$704.00
							Check Amount: \$704.00
FIN	70156	10423		EMC INSURANCE COMPANIES		Check	
			E 01	005 940 000 000 340	Property Insurance	\$5,000.00	
PO#:		Voucher #:	99548	Invoice	Invoice No: 1863456	4/2/2025	Paid Amt: \$5,000.00
							Check Amount: \$5,000.00
FIN	70157	8719		HAUFF MID-AMERICA		Check	
			E 01	300 292 208 000 401	General Supplies	\$171.40	
PO#:		Voucher #:	99546	Invoice	Invoice No: 169458	4/2/2025	Paid Amt: \$171.40
			E 01	300 292 208 000 401	General Supplies	\$404.25	
PO#:		Voucher #:	99545	Invoice	Invoice No: 165941	4/2/2025	Paid Amt: \$404.25
			E 01	300 294 203 000 401	General Supplies	\$677.70	
PO#:		Voucher #:	99547	Invoice	Invoice No: 169459	4/2/2025	Paid Amt: \$677.70
							Check Amount: \$1,253.35

Detail Payment Register By Check

Check Number: 70076-70246 Payment Date: 7/1/2024-4/30/2025 Period: 202501-202510 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
FIN	70158	4661		DVS RENEWAL		Check
			E 01	005 810 000 000 820	Dues & Membership 2007 GMC	\$56.25
PO#:	Voucher #:	99550	Invoice	Invoice No: 00-31681009	4/2/2025	Paid Amt: \$56.25
						Check Amount: \$56.25
FIN	70159	6458		HUBERT COMPANY LLC		Check
			E 02	005 770 000 701 401	General Supplies	\$115.38
PO#:	Voucher #:	99552	Invoice	Invoice No: 117841	4/2/2025	Paid Amt: \$115.38
						Check Amount: \$115.38
FIN	70160	8018		OUTLAW CUSTOMS		Check
			E 01	005 810 000 000 350	Repair&maint Service FEB. 2025	\$2,040.00
PO#:	Voucher #:	99551	Invoice	Invoice No: 2766	4/2/2025	Paid Amt: \$2,040.00
						Check Amount: \$2,040.00
FIN	70161	00890		STOUT & EVINK		Check
			E 01	005 810 000 000 350	Repair&maint Service	\$509.49
PO#:	Voucher #:	99549	Invoice	Invoice No: 101253	4/2/2025	Paid Amt: \$509.49
						Check Amount: \$509.49
FIN	70162	9987		DANIEL O SERIE		Check
			E 01	300 294 200 000 305	Consult & Serv.fees, BB 04/03/2025	\$250.00
PO#:	Voucher #:	99554	Invoice	Invoice No: 04/03/2025	4/3/2025	Paid Amt: \$250.00
						Check Amount: \$250.00
FIN	70163	10377		JEREMY OLSON		Check
			E 01	300 294 200 000 305	Consult & Serv.fees, BB 04/03/2025	\$250.00
PO#:	Voucher #:	99553	Invoice	Invoice No: 04/03/2025	4/3/2025	Paid Amt: \$250.00
						Check Amount: \$250.00
FIN	70164	00224		LUDOLPH BUS INCORPORATED		Check
			E 01	300 258 234 733 360	Transp Cntrt W/Public Choir	\$47.40
			E 03	005 760 000 723 360	Transp Cntrt W/Public SPED	\$3,230.00
			E 03	005 760 000 723 360	Transp Cntrt W/Public SPED	\$5,241.60
			E 03	005 760 000 723 360	Transp Cntrt W/Public SPED	\$456.00
			E 03	005 760 000 723 360	Transp Cntrt W/Public SPED	\$1,368.00
			E 03	005 760 000 723 360	Transp Cntrt W/Public SPED	\$1,789.56
			E 03	005 760 000 723 360	Transp Cntrt W/Public SPED	\$6,238.08
			E 03	005 760 000 723 360	Transp Cntrt W/Public SPED	\$2,736.00
			E 03	005 760 000 723 360	Transp Cntrt W/Public SPED	\$6,698.64
			E 03	005 760 000 723 360	Transp Cntrt W/Public SPED	\$2,736.00
			E 03	005 760 000 713 360	Transp Cntrt W/Public	\$233.64

Detail Payment Register By Check

Check Number: 70076-70246 Payment Date: 7/1/2024-4/30/2025 Period: 202501-202510 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
FIN	70164	00224		LUDOLPH BUS INCORPORATED		Check
			E 03	005 760 000 713 360	Transp Cntrt W/Public	\$297.36
			E 03	005 760 000 713 360	Transp Cntrt W/Public	\$424.80
			E 03	005 760 000 713 360	Transp Cntrt W/Public	\$2,280.06
			E 03	005 760 000 723 360	Transp Cntrt W/Public, SPED	\$76.00
			E 01	005 760 000 725 360	Transp Cntrt W/Public,	\$570.00
			E 04	005 582 000 733 360	Transp Cntrt W/Public, PRESCHOOL	\$6,594.06
PO#:	Voucher #:	99557	Invoice	Invoice No: 2044	4/7/2025	Paid Amt: \$41,017.20
						Check Amount: \$41,017.20
FIN	70165	10232		AMAZON CAPITAL SERVICES		Check
			E 01	300 292 000 000 430	Instructional Supply	\$186.23
			E 01	103 216 000 401 401	GENERAL Supply	\$129.79
			E 01	103 201 171 000 430	Instructional Supply	\$698.37
			E 01	103 203 171 000 430	Instructional Supply	\$1,280.69
			E 01	005 640 264 000 401	GENERAL Supply	\$144.80
			E 01	207 361 849 000 430	Instructional Supply	\$31.13
			E 01	300 301 501 830 433	SUPPLIES	\$40.00
			E 01	103 620 591 000 470	SUPPLIES	\$36.14
			E 01	005 110 000 000 820	SUPPLIES	\$357.69
			E 01	300 294 200 000 401	General Supplies	\$416.90
			E 01	300 050 172 000 401	SUPPLIES	\$15.52
			E 01	005 294 186 000 401	SUPPLIES	\$89.95
			E 01	300 292 204 000 401	General Supplies	\$249.99
PO#:	Voucher #:	99570	Invoice	Invoice No: 14WK-CW4N-LPXT	4/8/2025	Paid Amt: \$2,295.08
						Check Amount: \$2,295.08
FIN	70166	8688		BENJAMIN PETER STEWART		Check
			E 01	300 291 220 000 401	General Supplies	\$210.00
PO#:	Voucher #:	99561	Invoice	Invoice No: 12021	4/8/2025	Paid Amt: \$210.00
						Check Amount: \$210.00
FIN	70167	10500		BROOKLYN GOELZ		Check
			E 01	300 291 220 000 305	Consult & Serv.fees Speech	\$125.00
PO#:	Voucher #:	99566	Invoice	Invoice No: 04/08/2025	4/8/2025	Paid Amt: \$125.00
						Check Amount: \$125.00

Detail Payment Register By Check

Check Number: 70076-70246 Payment Date: 7/1/2024-4/30/2025 Period: 202501-202510 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
FIN	70168	10500		BROOKLYN GOELZ		Check			
			E 01	300 291 220 000 305	Consult & Serv.fees Speech	\$125.00			
PO#:	Voucher #:	99565	Invoice	Invoice No: 04/08/2025	4/8/2025	Paid Amt:	\$125.00	Check Amount:	\$125.00
FIN	70169	10499		CHLOE OLIVIER		Check			
			E 01	300 291 220 000 305	Consult & Serv.fees Speech	\$125.00			
PO#:	Voucher #:	99564	Invoice	Invoice No: 04/08/2025	4/8/2025	Paid Amt:	\$125.00	Check Amount:	\$125.00
FIN	70170	10501		JASON PATRICK WEBER		Check			
			E 01	300 291 220 000 305	Consult & Serv.fees Speech	\$125.00			
PO#:	Voucher #:	99567	Invoice	Invoice No: 04/08/2025	4/8/2025	Paid Amt:	\$125.00	Check Amount:	\$125.00
FIN	70171	01836		LUVERNE HIGH SCHOOL		Check			
			E 01	300 292 208 000 369	Entry Fees/Student Travel, RELAYS 04/08/20;	\$150.00			
PO#:	Voucher #:	99559	Invoice	Invoice No: 04/07/2025	4/8/2025	Paid Amt:	\$150.00	Check Amount:	\$150.00
FIN	70172	7353 1099		LYLE SIEBENHLER		Check			
			E 01	005 810 000 000 350	Repair&maint Service	\$82.50			
PO#:	Voucher #:	99568	Invoice	Invoice No: 2025040301	4/8/2025	Paid Amt:	\$82.50	Check Amount:	\$82.50
FIN	70173	10498		NOAH GEARHART		Check			
			E 01	300 291 220 000 305	Consult & Serv.fees Speech	\$125.00			
PO#:	Voucher #:	99563	Invoice	Invoice No: 04/08/2025	4/8/2025	Paid Amt:	\$125.00	Check Amount:	\$125.00
FIN	70174	3537		WORTHINGTON HIGH SCHOOL		Check			
			E 01	300 292 204 000 369	Entry Fees/Student Travel, GIRLS GOLF	\$75.00			
PO#:	Voucher #:	99558	Invoice	Invoice No: 04/07/2025	4/8/2025	Paid Amt:	\$75.00	Check Amount:	\$75.00
FIN	70175	3537		WORTHINGTON HIGH SCHOOL		Check			
			E 01	300 292 204 000 369	Entry Fees/Student Travel, BOYS GOLF 4/11	\$75.00			
PO#:	Voucher #:	99560	Invoice	Invoice No: 04/07/2025	4/8/2025	Paid Amt:	\$75.00	Check Amount:	\$75.00
FIN	70176	6880		ITC		Check			
			E 01	006 810 000 000 320	Communications/Phone 4/1-4/30	\$79.89			
PO#:	Voucher #:	99574	Invoice	Invoice No: 11992942	6/9/2025	Paid Amt:	\$79.89	Check Amount:	\$79.89

Detail Payment Register By Check

Check Number: 70076-70246 Payment Date: 7/1/2024-4/30/2025 Period: 202501-202510 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
FIN	70177	00300		PIPESTONE PUBLISHING CO INC		Check
			E 01 005 010 000 000 305	Consult & Serv.fees, MARCH 2025		\$1,002.24
PO#:	Voucher #:	99573	Invoice	Invoice No: 04/09/2025	4/9/2025	Paid Amt: \$1,002.24
						Check Amount: \$1,002.24
FIN	70178	7266		JEFFREY SUDENGA		Check
			E 01 300 296 206 000 305	Consult & Serv.fees, SB 04/10/2025		\$500.00
PO#:	Voucher #:	99576	Invoice	Invoice No: 04/09/2025	4/9/2025	Paid Amt: \$500.00
						Check Amount: \$500.00
FIN	70179	10503		ON THE FIELD MUSIC		Check
			B 01 131 000	Prepaid Expenses & Deposits		\$2,950.00
PO#:	Voucher #:	99575	Invoice	Invoice No: 04/09/2025	4/9/2025	Paid Amt: \$2,950.00
						Check Amount: \$2,950.00
FIN	70181	10502		VAN DYKE ROLLOFF SERVICE LLC		Check
			E 01 300 810 182 000 330	Utility Services		\$395.50
PO#:	Voucher #:	99578	Invoice	Invoice No: 8291	4/9/2025	Paid Amt: \$395.50
						Check Amount: \$395.50
FIN	70182	10504		BOB BOWMAN		Check
			E 01 300 296 206 000 305	Consult & Serv.fees, SB 04/10/2025		\$250.00
PO#:	Voucher #:	99579	Invoice	Invoice No: 04/09/2025	4/9/2025	Paid Amt: \$250.00
						Check Amount: \$250.00
FIN	70183	6323		PIPESTONE CO. SHERIFF'S OFFICE		Check
			E 01 005 715 000 342 310	School Resource Officer, JAN-MARCH 2025		\$14,436.00
PO#:	Voucher #:	99580	Invoice	Invoice No: 04/09/2025	4/9/2025	Paid Amt: \$14,436.00
						Check Amount: \$14,436.00
FIN	70184	7763		AWARDS PLUS		Check
			E 01 300 291 220 000 401	General Supplies		\$433.80
PO#:	Voucher #:	99583	Invoice	Invoice No: 92722	4/10/2025	Paid Amt: \$433.80
						Check Amount: \$433.80
FIN	70185	8138		BSN SPORTS, LLC		Check
			E 01 300 296 201 000 401	General Supplies		\$344.52
PO#:	Voucher #:	99599	Invoice	Invoice No: 929411868	4/10/2025	Paid Amt: \$344.52
						Check Amount: \$344.52
FIN	70186	5949		CDW GOVERNMENT, INC.		Check
			E 01 005 605 150 000 455	NonInstructional Tech Supplies		\$218.00
PO#:	Voucher #:	99581	Invoice	Invoice No: AD5FA5N	4/10/2025	Paid Amt: \$218.00

Detail Payment Register By Check

Check Number: 70076-70246 Payment Date: 7/1/2024-4/30/2025 Period: 202501-202510 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
FIN	70186	5949		CDW GOVERNMENT, INC.		Check			
			E 01 005 605 150 000 455	NonInstructional Tech Supplies		\$14.01			
PO#:	Voucher #:	99593	Invoice	Invoice No: AD4198Q	4/10/2025	Paid Amt:	\$14.01		
						Check Amount:	\$232.01		
FIN	70187	00063		CITY OF PIPESTONE		Check			
			E 01 005 810 000 000 350	Repair&maint Service, SANDING LOTS MARC		\$550.00			
PO#:	Voucher #:	99595	Invoice	Invoice No: 202503314686	4/10/2025	Paid Amt:	\$550.00		
						Check Amount:	\$550.00		
FIN	70188	10053		COORDINATED BUSINESS SERVICES LTD		Check			
			E 01 005 110 000 000 335	Short Term Rentals, MARCH 2025		\$4.12			
PO#:	Voucher #:	99596	Invoice	Invoice No: 451933	4/10/2025	Paid Amt:	\$4.12		
						Check Amount:	\$4.12		
FIN	70189	9704		DAHL MOTORS, LLC		Check			
			E 01 005 810 000 000 350	Repair&maint Service		\$551.39			
			E 01 005 810 000 000 350	Repair&maint Service		\$87.91			
			E 01 005 810 000 000 350	Repair&maint Service		\$87.91			
PO#:	Voucher #:	99598	Invoice	Invoice No: 04/10/2025	4/10/2025	Paid Amt:	\$727.21		
						Check Amount:	\$727.21		
FIN	70190	6780		DENNYS NAPA OF PIPESTONE		Check			
			E 01 005 810 000 000 401	General Supplies		\$249.00			
PO#:	Voucher #:	99587	Invoice	Invoice No: 234625	4/10/2025	Paid Amt:	\$249.00		
						Check Amount:	\$249.00		
FIN	70191	00096		EDGERTON CHRISTIAN ELEM		Check			
			E 03 005 760 000 720 360	Transp Cntrt W/Public Reg. MARCH 2025		\$2,275.20			
PO#:	Voucher #:	99592	Invoice	Invoice No: 04/10/2025	4/10/2025	Paid Amt:	\$2,275.20		
						Check Amount:	\$2,275.20		
FIN	70192	00975		EWERT RECREATION CENTER		Check			
			E 04 005 505 904 321 335	Short Term Rentals		\$300.00			
PO#:	Voucher #:	99584	Invoice	Invoice No: 04/10/2025	4/10/2025	Paid Amt:	\$300.00		
						Check Amount:	\$300.00		
FIN	70193	9564		GOPHERMODS		Check			
			E 01 005 605 150 000 350	Repair&maint Service		\$2,771.00			
PO#:	Voucher #:	99585	Invoice	Invoice No: 6781	4/10/2025	Paid Amt:	\$2,771.00		
						Check Amount:	\$2,771.00		

Detail Payment Register By Check

Check Number: 70076-70246 Payment Date: 7/1/2024-4/30/2025 Period: 202501-202510 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
FIN	70194	7376		H & B SPECIALIZED PRODUCTS, INC		Check
			E 01	005 810 000 000 401	General Supplies	\$259.99
PO#:	Voucher #:	99588	Invoice	Invoice No: 34720	4/10/2025	Paid Amt: \$259.99
						Check Amount: \$259.99
FIN	70195	8719		HAUFF MID-AMERICA		Check
			E 01	300 292 208 000 401	General Supplies	\$2,583.00
PO#:	Voucher #:	99600	Invoice	Invoice No: 169179	4/10/2025	Paid Amt: \$2,583.00
						Check Amount: \$2,583.00
FIN	70196	7353		JACK OF TRADES		Check
			E 01	005 810 000 000 350	Repair&maint Service	\$110.65
PO#:	Voucher #:	99586	Invoice	Invoice No: 2025033001	4/10/2025	Paid Amt: \$110.65
						Check Amount: \$110.65
FIN	70197	10379		PEMBERTON LAW, PLLP		Check
			E 01	005 010 113 000 305	Consult & Serv.fees, MARCH	\$8,114.40
PO#:	Voucher #:	99582	Invoice	Invoice No: 20246304.000	4/10/2025	Paid Amt: \$8,114.40
						Check Amount: \$8,114.40
FIN	70198	00636		STAN HOUSTON EQUIP. CO. INC.		Check
			E 01	300 258 233 000 305	Item DCN930P1 20V Brushless Cordless 30 D	\$383.20
PO#: 18809	Voucher #:	99594	Invoice	Invoice No: 2612045	4/10/2025	Paid Amt: \$383.20
						Check Amount: \$383.20
FIN	70199	00890		STOUT & EVINK		Check
			E 01	005 810 000 000 350	Repair&maint Service	\$112.50
PO#:	Voucher #:	99597	Invoice	Invoice No: 101289	4/10/2025	Paid Amt: \$112.50
						Check Amount: \$112.50
FIN	70200	3697		SW/WC SERVICE COOPERATIVE		Check
			E 01	300 291 224 000 369	Entry Fees/Student Travel, KB	\$430.00
PO#:	Voucher #:	99591	Invoice	Invoice No: 78643	4/10/2025	Paid Amt: \$430.00
			E 01	005 850 000 389 335	THIRD 1/4 LEASE ALLOCATION	\$8,936.00
PO#:	Voucher #:	99589	Invoice	Invoice No: 78753	4/10/2025	Paid Amt: \$8,936.00
			E 01	005 605 000 000 316	Tech Services Purchased Coop	\$9,009.17
			E 01	005 605 150 000 316	Data Processing Svcs	\$680.80
PO#:	Voucher #:	99590	Invoice	Invoice No: 78599	4/10/2025	Paid Amt: \$9,689.97
						Check Amount: \$19,055.97

Detail Payment Register By Check

Check Number: 70076-70246 Payment Date: 7/1/2024-4/30/2025 Period: 202501-202510 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
FIN	70201	8082		BORCH'S SPORTING GOODS, INC.		Check
			E 01 300 294 200 000 401	General Supplies		\$360.00
PO#:	Voucher #:	99605	Invoice	Invoice No: AAX004543-AX01	4/11/2025	Paid Amt: \$360.00
						Check Amount: \$360.00
FIN	70202	10109		RICHARD DAVIDSON		Check
			E 01 300 292 208 000 305	Consult & Serv.fees, TRACK 04/11/2025		\$200.00
PO#:	Voucher #:	99604	Invoice	Invoice No: 04/11/2025	4/11/2025	Paid Amt: \$200.00
						Check Amount: \$200.00
FIN	70203	00017		WARREN BAILEY		Check
			E 01 300 292 208 000 305	Consult & Serv.fees, TRACK 04/11/2025		\$200.00
PO#:	Voucher #:	99603	Invoice	Invoice No: 04/11/2025	4/11/2025	Paid Amt: \$200.00
						Check Amount: \$200.00
FIN	70204	8702		TROPHIES PLUS, INC		Check
			E 01 300 258 233 000 401	General Supplies		\$42.00
PO#:	Voucher #:	99606	Invoice	Invoice No: 04/11/2025	4/11/2025	Paid Amt: \$42.00
						Check Amount: \$42.00
FIN	70205	7865		MUSIC STREET		Check
			E 01 300 258 233 000 350	Repair&maint Service		\$90.00
PO#:	Voucher #:	99608	Invoice	Invoice No: 193537398	4/11/2025	Paid Amt: \$90.00
			E 01 300 258 233 000 350	Repair&maint Service		\$20.00
PO#:	Voucher #:	99610	Invoice	Invoice No: 193742285	4/11/2025	Paid Amt: \$20.00
			E 01 300 258 233 000 350	Repair&maint Service		\$20.00
PO#:	Voucher #:	99609	Invoice	Invoice No: 193742146	4/11/2025	Paid Amt: \$20.00
			E 01 300 258 233 000 350	Repair&maint Service		\$75.00
PO#:	Voucher #:	99612	Invoice	Invoice No: 193835115	4/11/2025	Paid Amt: \$75.00
			E 01 300 258 233 000 350	Repair&maint Service		\$110.00
PO#:	Voucher #:	99613	Invoice	Invoice No: 193928367	4/11/2025	Paid Amt: \$110.00
			E 01 300 258 233 000 350	Repair&maint Service		\$30.00
PO#:	Voucher #:	99614	Invoice	Invoice No: 193958779	4/11/2025	Paid Amt: \$30.00
			E 01 300 258 233 000 350	Repair&maint Service		\$20.00
PO#:	Voucher #:	99611	Invoice	Invoice No: 193742431	4/11/2025	Paid Amt: \$20.00
			E 01 300 258 233 000 350	Repair&maint Service		\$20.00
PO#:	Voucher #:	99616	Invoice	Invoice No: 194266338	4/11/2025	Paid Amt: \$20.00
			E 01 300 258 233 000 350	Repair&maint Service		\$40.00
PO#:	Voucher #:	99617	Invoice	Invoice No: 194318967	4/11/2025	Paid Amt: \$40.00
			E 01 300 258 233 000 350	Repair&maint Service		\$22.00
PO#:	Voucher #:	99618	Invoice	Invoice No: 194324306	4/11/2025	Paid Amt: \$22.00

Detail Payment Register By Check

Check Number: 70076-70246 Payment Date: 7/1/2024-4/30/2025 Period: 202501-202510 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
FIN	70205	7865		MUSIC STREET		Check		
			E 01	300 258 233 000 350	Repair&maint Service	\$2.50		
PO#:	Voucher #:	99619	Invoice	Invoice No: 194357351	4/11/2025	Paid Amt:	\$2.50	
			E 01	300 258 233 000 350	Repair&maint Service	\$300.00		
PO#:	Voucher #:	99620	Invoice	Invoice No: 195163953	4/11/2025	Paid Amt:	\$300.00	
			E 01	300 258 233 000 401	General Supplies	\$12.50		
PO#:	Voucher #:	99621	Invoice	Invoice No: 195184230	4/11/2025	Paid Amt:	\$12.50	
			E 01	300 258 233 000 350	Repair&maint Service	\$30.00		
PO#:	Voucher #:	99622	Invoice	Invoice No: 195255688	4/11/2025	Paid Amt:	\$30.00	
			E 01	300 258 233 000 350	Repair&maint Service	\$38.50		
PO#:	Voucher #:	99623	Invoice	Invoice No: 195440531	4/11/2025	Paid Amt:	\$38.50	
			E 01	300 258 233 000 350	Repair&maint Service	\$90.00		
PO#:	Voucher #:	99615	Invoice	Invoice No: 193988628	4/11/2025	Paid Amt:	\$90.00	
						Check Amount:	\$920.50	
FIN	70206	9413		PH PERCUSSION		Check		
			E 01	300 258 233 000 305	Consult & Serv.fees Band	\$750.00		
PO#:	Voucher #:	99607	Invoice	Invoice No: 04/11/2025	4/11/2025	Paid Amt:	\$750.00	
						Check Amount:	\$750.00	
FIN	70207	7865		MUSIC STREET		Check		
			E 01	300 258 233 000 350	Repair&maint Service	\$30.00		
PO#:	Voucher #:	99624	Invoice	Invoice No: 194171166	4/11/2025	Paid Amt:	\$30.00	
						Check Amount:	\$30.00	
FIN	70208	8653		AGC NETWORKS INC		Check		
			E 01	005 605 150 000 455	NonInstructional Tech Supplies	\$86.48		
PO#:	Voucher #:	99626	Invoice	Invoice No: 9500183057	4/14/2025	Paid Amt:	\$86.48	
						Check Amount:	\$86.48	
FIN	70209	9187		AGC NETWORKS, INC		Check		
			E 01	300 605 150 000 555	Technology Equipment	\$450.00		
PO#:	Voucher #:	99635	Invoice	Invoice No: 9500181873	4/14/2025	Paid Amt:	\$450.00	
						Check Amount:	\$450.00	
FIN	70210	9074		A-OX WELDING SUPPLY INC		Check		
			E 01	300 301 501 830 433	Individualized Mat.	\$155.79		
PO#:	Voucher #:	99632	Invoice	Invoice No: 0000322176	4/14/2025	Paid Amt:	\$155.79	
						Check Amount:	\$155.79	

Detail Payment Register By Check

Check Number: 70076-70246 Payment Date: 7/1/2024-4/30/2025 Period: 202501-202510 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
FIN	70211	8794		BIG SOUTH CONFERENCE		Check
			E 01	300 292 000 000 366	Travel, BIG SOUTH MEETINGS	\$271.70
PO#:	Voucher #:	99628	Invoice	Invoice No: 04/14/2025	4/14/2025	Paid Amt: \$271.70
						Check Amount: \$271.70
FIN	70212	00256		HILLYARD INC/ SIOUX FALLS		Check
			E 01	005 810 000 000 401	General Supplies	\$97.68
PO#:	Voucher #:	99627	Invoice	Invoice No: 60579226	4/14/2025	Paid Amt: \$97.68
						Check Amount: \$97.68
FIN	70213	9992		IT OUTLET		Check
			E 01	103 203 171 000 466	Instructional Technology Devic. VIEW BOARD	\$2,657.00
PO#:	Voucher #:	99636	Invoice	Invoice No: 10003597	4/14/2025	Paid Amt: \$2,657.00
						Check Amount: \$2,657.00
FIN	70214	6088		MN DEPT. OF EMPLOYMENT AND ECONOMIC DEVELOPMENT		Check
			E 01	300 211 000 000 280	Unemployment Comp.	\$324.52
PO#:	Voucher #:	99633	Invoice	Invoice No: 07993090	4/14/2025	Paid Amt: \$324.52
						Check Amount: \$324.52
FIN	70215	01300		PIPESTONE CO. MEDICAL CENTER		Check
			E 01	103 420 000 740 394	to Non-Ed Agency, OT MARCH 2025	\$4,155.48
PO#:	Voucher #:	99639	Invoice	Invoice No: CINV-003811	4/14/2025	Paid Amt: \$4,155.48
						Check Amount: \$4,155.48
FIN	70216	00300		PIPESTONE PUBLISHING CO INC		Check
			E 01	005 110 000 000 401	General Supplies	\$100.34
PO#:	Voucher #:	99634	Invoice	Invoice No: 55842	4/14/2025	Paid Amt: \$100.34
						Check Amount: \$100.34
FIN	70217	10017		SCHOOL SPECIALTY LLC		Check
			E 01	300 850 000 302 530	Cart 1042233790	\$12,806.10
			E 01	300 850 000 302 530	Freight	\$0.00
PO#: 18740	Voucher #:	99625	Invoice	Invoice No: 208135512251	4/14/2025	Paid Amt: \$12,806.10
						Check Amount: \$12,806.10
FIN	70218	3697		SW/WC SERVICE COOPERATIVE		Check
			E 01	300 211 000 000 394	to Non-Ed Agency, STARRS ONLINE ACADEM	\$1,800.00
PO#:	Voucher #:	99637	Invoice	Invoice No: 78542	4/14/2025	Paid Amt: \$1,800.00
			E 01	300 211 000 000 394	to Non-Ed Agency FEB. TUITION 2025	\$18,876.71
PO#:	Voucher #:	99638	Invoice	Invoice No: 78675	4/14/2025	Paid Amt: \$18,876.71
						Check Amount: \$20,676.71

Detail Payment Register By Check

Check Number: 70076-70246 Payment Date: 7/1/2024-4/30/2025 Period: 202501-202510 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
FIN	70219	6446		TRANE		Check
			E 01	005 810 000 000 305	Consult & Serv.fees. SERVICE AGREEMENT	\$1,903.00
PO#:	Voucher #:	99630	Invoice	Invoice No: 315293026	4/14/2025	Paid Amt: \$1,903.00
						Check Amount: \$1,903.00
FIN	70220	8702		TROPHIES PLUS, INC		Check
			E 01	300 258 234 000 401	General Supplies	\$42.00
PO#:	Voucher #:	99631	Invoice	Invoice No: 04/14/2025	4/14/2025	Paid Amt: \$42.00
						Check Amount: \$42.00
FIN	70221	10471		WEATHERPROOFING TECHNOLOGIES INC		Check
			E 01	300 810 000 000 350	Repair&maint Service	\$2,110.10
PO#:	Voucher #:	99629	Invoice	Invoice No: 97943532	4/14/2025	Paid Amt: \$2,110.10
						Check Amount: \$2,110.10
FIN	70222	9187		AGC NETWORKS, INC		Check
			E 01	005 810 000 000 320	Communications/Phone, UPDATE ELEVATOR	\$3,418.68
PO#:	Voucher #:	99640	Invoice	Invoice No: 9500182697	4/14/2025	Paid Amt: \$3,418.68
						Check Amount: \$3,418.68
FIN	70223	5168		J. W. PEPPER & SON, INC.		Check
			E 01	300 258 233 000 430	Dark Beginnings e print	\$50.00
			E 01	300 258 233 000 430	March from First Suite for Military Bank	\$60.00
			E 01	300 258 233 000 430	Prelude and Fugue in B Flat Major	\$85.60
PO#: 18817	Voucher #:	99642	Invoice	Invoice No: 367406098	4/15/2025	Paid Amt: \$195.60
						Check Amount: \$195.60
FIN	70224	3536		MARSHALL HIGH SCHOOL		Check
			E 01	300 292 208 000 369	Entry Fees/Student Travel, TRACK MEET 04/1	\$100.00
PO#:	Voucher #:	99641	Invoice	Invoice No: 04/15/2025	4/15/2025	Paid Amt: \$100.00
						Check Amount: \$100.00
FIN	70225	00890		STOUT & EVINK		Check
			E 01	005 810 000 000 350	Repair&maint Service	\$75.00
PO#:	Voucher #:	99643	Invoice	Invoice No: 101326	4/15/2025	Paid Amt: \$75.00
						Check Amount: \$75.00
FIN	70226	8925		BLUEPEAK		Check
			E 01	005 810 000 000 320	Communications/Phone 4/10-5/9	\$1,492.31
PO#:	Voucher #:	99644	Invoice	Invoice No: 00459101	4/15/2025	Paid Amt: \$1,492.31
						Check Amount: \$1,492.31
FIN	70227	8402		LEGALSHIELD	71	Check
			B 01	215 037	LGL-ID	\$362.00

Detail Payment Register By Check

Check Number: 70076-70246 Payment Date: 7/1/2024-4/30/2025 Period: 202501-202510 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
FIN	70227	8402		LEGALSHIELD		Check
			B 01 215 039	LGL-IDONLY		\$56.85
PO#:	Voucher #:	99660	Invoice	Invoice No: M2025100	4/16/2025	Paid Amt: \$418.85
						Check Amount: \$418.85
FIN	70228	01253		PAEA		Check
			B 01 215 040	Pipestone Ed. Assoc. Dues		\$6,663.81
PO#:	Voucher #:	99663	Invoice	Invoice No: M2025100	4/16/2025	Paid Amt: \$6,663.81
						Check Amount: \$6,663.81
FIN	70229	6424		PAESP		Check
			B 01 215 043	PAE Supp Prof Dues		\$1,300.35
PO#:	Voucher #:	99661	Invoice	Invoice No: M2025100	4/16/2025	Paid Amt: \$1,300.35
						Check Amount: \$1,300.35
FIN	70230	10053		COORDINATED BUSINESS SERVICES LTD		Check
			E 01 005 110 000 000 401	General Supplies		\$248.00
PO#:	Voucher #:	99667	Invoice	Invoice No: 454573	4/16/2025	Paid Amt: \$248.00
						Check Amount: \$248.00
FIN	70231	8719		HAUFF MID-AMERICA		Check
			E 01 300 292 208 000 401	General Supplies		\$1,283.00
PO#:	Voucher #:	99668	Invoice	Invoice No: 165944	4/16/2025	Paid Amt: \$1,283.00
			E 01 300 292 208 000 401	General Supplies		\$1,295.00
PO#:	Voucher #:	99669	Invoice	Invoice No: 165942	4/16/2025	Paid Amt: \$1,295.00
						Check Amount: \$2,578.00
FIN	70232	10223		MELISSA SNELLER		Check
			E 01 300 240 000 000 305	Consult & Serv.fees		\$300.00
PO#:	Voucher #:	99670	Invoice	Invoice No: 105	4/16/2025	Paid Amt: \$300.00
						Check Amount: \$300.00
FIN	70233	6836		Midwest Alarm		Check
			E 02 005 770 000 701 350	Repair&maint Service		\$97.65
PO#:	Voucher #:	99671	Invoice	Invoice No: 406529	4/16/2025	Paid Amt: \$97.65
						Check Amount: \$97.65
FIN	70234	01252		NCPERS Group Life Ins		Check
			B 01 215 034	UNIT NUMBER: 203411		\$48.00
PO#:	Voucher #:	99674	Invoice	Invoice No: M2025100	4/16/2025	Paid Amt: \$48.00
						Check Amount: \$48.00
FIN	70235	7348		Madison National Life	72	Check
			B 01 215 032	Employer Paid		\$952.96

Detail Payment Register By Check

Check Number: 70076-70246 Payment Date: 7/1/2024-4/30/2025 Period: 202501-202510 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
FIN	70235	7348		Madison National Life		Check			
			B 01	215 033	Supplemental Life		\$105.10		
			B 01	215 031	LTD		\$580.34		
PO#:	Voucher #:	99676	Invoice	Invoice No: M2025100	4/16/2025	Paid Amt:	\$1,638.40	Check Amount:	\$1,638.40
FIN	70236	5782		CENTERPOINT ENERGY		Check			
			E 01	300 810 000 000 440	Fuel For Buildings, MARCH 2025		\$4,894.33		
PO#:	Voucher #:	99673	Invoice	Invoice No: 8000015159-9	4/16/2025	Paid Amt:	\$4,894.33	Check Amount:	\$4,894.33
FIN	70237	7261		RTR HIGH SCHOOL		Check			
			E 01	300 291 220 000 369	Entry Fees/Student Travel, SPEECH		\$28.00		
PO#:	Voucher #:	99675	Invoice	Invoice No: 04/16/2025	4/16/2025	Paid Amt:	\$28.00	Check Amount:	\$28.00
FIN	70238	7716		VERIZON WIRELESS		Check			
			E 01	005 810 000 000 320	Communications/Phone, 3/9-4/8		\$511.23		
PO#:	Voucher #:	99677	Invoice	Invoice No: 982981850-00001	4/16/2025	Paid Amt:	\$511.23	Check Amount:	\$511.23
FIN	70239	7882		C & B OPERATIONS LLC		Check			
			E 01	005 810 000 000 401	General Supplies		\$459.96		
PO#:	Voucher #:	99680	Invoice	Invoice No: 13184889	4/22/2025	Paid Amt:	\$459.96	Check Amount:	\$459.96
FIN	70240	9755		HANDER INC PLUMBING AND HEATING		Check			
			E 01	005 810 000 000 350	Repair&maint Service		\$1,885.89		
PO#:	Voucher #:	99683	Invoice	Invoice No: 001141340000	4/22/2025	Paid Amt:	\$1,885.89	Check Amount:	\$1,885.89
FIN	70241	00256		HILLYARD INC/ SIOUX FALLS		Check			
			E 02	005 770 000 701 401	General Supplies		\$597.28		
PO#:	Voucher #:	99681	Invoice	Invoice No: 605797592	4/22/2025	Paid Amt:	\$597.28		
			E 01	005 810 000 000 401	General Supplies		\$905.29		
PO#:	Voucher #:	99682	Invoice	Invoice No: 605797565	4/22/2025	Paid Amt:	\$905.29	Check Amount:	\$1,502.57
FIN	70242	8654		PLUNKETT'S PEST CONTROL INC		Check			
			E 01	005 810 000 000 350	Repair&maint Service		\$187.20		
PO#:	Voucher #:	99685	Invoice	Invoice No: 9099249	4/22/2025	Paid Amt:	\$187.20	Check Amount:	\$187.20

Detail Payment Register By Check

Check Number: 70076-70246 Payment Date: 7/1/2024-4/30/2025 Period: 202501-202510 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
FIN	70243	5983		SIOUX VALLEY ENERGY		Check
			E 01 300 810 000 000 440	Fuel For Buildings, MARCH 2025		\$15,933.00
PO#:	Voucher #:	99687	Invoice	Invoice No: 7058684000	4/22/2025	Paid Amt: \$15,933.00
			E 01 300 810 000 000 440	Fuel For Buildings, MARCH 2025		\$100.00
PO#:	Voucher #:	99688	Invoice	Invoice No: 7058684200	4/22/2025	Paid Amt: \$100.00
						Check Amount: \$16,033.00
FIN	70244	00644		ST LEOS CATHOLIC CHURCH		Check
			E 04 005 505 904 321 335	Short Term Rentals, BASKETBALL		\$1,112.50
PO#:	Voucher #:	99686	Invoice	Invoice No: 04/22/2025	4/22/2025	Paid Amt: \$1,112.50
						Check Amount: \$1,112.50
FIN	70245	6446		TRANE		Check
			E 01 005 810 000 000 350	Repair&maint Service		\$5,282.61
PO#:	Voucher #:	99684	Invoice	Invoice No: 315243211	4/22/2025	Paid Amt: \$5,282.61
						Check Amount: \$5,282.61
FIN	70246	10379		PEMBERTON LAW, PLLP		Check
			E 01 005 010 113 000 305	Consult & Serv.fees		\$8,162.50
PO#:	Voucher #:	99692	Invoice	Invoice No: 20246304.004	4/23/2025	Paid Amt: \$8,162.50
						Check Amount: \$8,162.50
						Report Total: \$677,687.64

Detail Payment Register By Check

Check Number: 52524-53000 Payment Date: 7/1/2024-4/30/2025 Period: 202501-202510 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
HS	52524	5594		PIPESTONE AREA SCHOOLS		Check
			E 21	005 298 914 301 401	Boys Basketball, CHARTER BUS	\$468.16
PO#:	Voucher #:	99436	Invoice	Invoice No: 03/19/2025	3/19/2025	Paid Amt: \$468.16
						Check Amount: \$468.16
HS	52525	5249		VISA		Check
			E 21	005 298 927 301 401	Girls Tennis	\$352.32
			E 21	005 298 926 301 401	GB	\$179.85
			E 21	005 298 939 301 401	SPANISH CLUB	\$2,556.00
			E 21	005 298 926 301 401	GB	\$106.77
			E 21	005 298 944 301 401	ROBOTICS	\$386.60
			E 21	005 298 957 301 401	PROM	\$4,016.94
			E 21	005 298 930 301 401	HSSC	\$369.37
			E 21	005 298 930 301 401	HSSC	\$359.89
			E 21	005 298 944 301 401	ROBOTICS	\$107.87
			E 21	005 298 944 301 401	ROBOTICS	\$297.69
			E 21	005 298 944 301 401	ROBOTICS	\$297.69
			E 21	005 298 944 301 401	ROBOTICS	\$67.56
			E 21	005 298 922 301 401	FFA	\$88.74
			E 21	005 298 922 301 401	FFA	\$259.00
			E 21	005 298 922 301 401	FFA	\$200.00
			E 21	005 298 922 301 401	FFA	\$281.62
			E 21	005 298 922 301 401	FFA	\$26.29
			E 21	005 298 922 301 401	FFA	\$20.00
			E 21	005 298 922 301 401	FFA	\$144.95
			E 21	005 298 922 301 401	FFA	\$82.78
PO#:	Voucher #:	99474	Invoice	Invoice No: 0671	3/25/2025	Paid Amt: \$10,201.93
						Check Amount: \$10,201.93
HS	52526	7485		AMY LORANG		Check
			E 21	005 298 925 301 401	French Club, SUPPLIES	\$225.52
PO#:	Voucher #:	99477	Invoice	Invoice No: 03/26/2025	3/26/2025	Paid Amt: \$225.52
			E 21	005 298 925 301 401	French Club, SUPPLIES	\$259.09
PO#:	Voucher #:	99478	Invoice	Invoice No: 03/26/2025	3/26/2025	Paid Amt: \$259.09
						Check Amount: \$484.61
HS	52527	7256		PIZZA RANCH		Check
			E 21	005 298 925 301 401	French Club	\$156.04
PO#:	Voucher #:	99479	Invoice	Invoice No: 03/26/2025	3/26/2025	Paid Amt: \$156.04
						Check Amount: \$156.04

Detail Payment Register By Check

Check Number: 52524-53000 Payment Date: 7/1/2024-4/30/2025 Period: 202501-202510 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
HS	52528	3733		NANCY STILES		Check
			E 21	005 298 935 301 401	National Honor Society	\$102.56
PO#:	Voucher #:	99496	Invoice	Invoice No: 03/26/2025	3/26/2025	Paid Amt: \$102.56
						Check Amount: \$102.56
HS	52529	10232		AMAZON CAPITAL SERVICES		Check
			E 21	005 298 957 301 401	Prom	\$320.90
PO#:	Voucher #:	99569	Invoice	Invoice No: 14WK-CW4N-LPXT	4/8/2025	Paid Amt: \$320.90
						Check Amount: \$320.90
HS	52530	9932		MAHS		Check
			E 21	005 298 935 301 401	National Honor Society	\$122.00
PO#:	Voucher #:	99571	Invoice	Invoice No: 04/09/2025	4/9/2025	Paid Amt: \$122.00
						Check Amount: \$122.00
HS	52531	9592		ZEPHYR GRAF-X INC		Check
			E 21	005 298 913 301 401	Baseball	\$895.13
PO#:	Voucher #:	99572	Invoice	Invoice No: 1982910	4/9/2025	Paid Amt: \$895.13
						Check Amount: \$895.13
HS	52532	3538		MURRAY COUNTY CENTRAL ISD#2169		Check
			E 21	005 298 922 301 401	FFA, REIMBUSREMENT	\$375.00
PO#:	Voucher #:	99577	Invoice	Invoice No: 1134	4/9/2025	Paid Amt: \$375.00
						Check Amount: \$375.00
HS	52533	01622		PEPSI-COLA BOTTLING CO.		Check
			E 21	005 298 956 301 401	Winter Concessions	\$7.00
PO#:	Voucher #:	99601	Invoice	Invoice No: 1508806	4/10/2025	Paid Amt: \$7.00
						Check Amount: \$7.00
HS	52534	9990		GREGORY ALLAN SPAETHE		Check
			E 21	005 298 957 301 401	Prom, DJ 04/26/2025	\$795.00
PO#:	Voucher #:	99602	Invoice	Invoice No: 04/10/2025	4/10/2025	Paid Amt: \$795.00
						Check Amount: \$795.00
						Report Total: \$13,928.33

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

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
	2024-2025	34	98	87	73	83	82	86	76	73	88	75	77	82	80	12	1106	99
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



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April 22, 2025

It is looking more and more like spring. Activities are in full swing, field trips are planned, graduation invites are hitting mailboxes, and lawns are starting to turn green. As we look back on April and look ahead to May, here are a few items to share.

1. **Roof Construction** – The roofing project has started, albeit a bit earlier than expected. We currently have a crew completing some façade work in preparation for the roofers to come tear out the old roof and start with the new. We did have some complaints about the noise. We worked immediately with Tremco and the company to limit the noise and the times when the demolition work would occur. Roofing materials will start arriving in mid to late May and work will start immediately at the conclusion of the school year. You will see a brief update from Tremco included with my report.
2. **ESP Contracts** – We have completed the negotiations on the ESP contracts. I want to thank all of the team members who worked very hard to complete the process. Throughout the negotiations, we had some productive discussions and ultimately found mutual ground for agreement.
3. **KnowledgeWorks Update** – I will provide a brief update at the meeting on our progress and work with Knowledge Works. I am hoping to share information on the survey participation and the work occurring with the development of the Portrait of a Graduate.
4. **Legislature** – We are nearing the conclusion of the state legislature. The session has experienced a fair share of gridlock and debate on the vision of education in Minnesota. At this time, we do not have much clarity on what any changes might be coming for educational funding. There are a number of conflicts on the Governor’s proposal and the vision that others hold for supporting and funding the public schools in Minnesota. I remain hopefully optimistic that in May I will have some more definitive items to report.
5. **Potential Conference Changes** – At a recent Big South meeting, two school districts have indicated they are considering a withdraw from the Big south Conference. The move by St. James and Blue Earth would occur in two years. The concern that has been expressed is the distances for Blue Earth and St. James to play Big South peers. Per the Big South Conference bylaws, a member school district needs to provide a two-year notice before they withdraw.
6. **United States Department of Education Impacts** – There continues to be a great deal of speculation circling on the ongoing discussion about the closure of the US Department of Education. At this time, there is not a great deal to report other than it appears significant changes are underway at the agency and we do not yet know what the impact of these changes will be to local school districts. For a district like Pipestone where we rely heavily on Title funding and support, these changes could be significant. Here is a link to a document from EducationCounsel, an organization associated with the American Association of School Administrators regarding

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the Presidential Executive Order and the potential closure of the US Department of Education.

[EducationCounsel Alert: Executive Order on the Future of USED - 3.20.25](#)

7. **Favorite Educator Banquet** – The Favorite Educator Banquet occurred on April 16. It was another great event to recognize and celebrate the work of Pipestone Area School teachers and coaches. I want to provide a sincere Thank You to all of the teachers for making a positive impact on students. I also want to thank Dawn and Brian Schneider for their efforts and contributions to make this event possible.
8. **Transportation Contract Negotiations** – Following the board action tonight, the negotiations committee will need to work on the new contract negotiations for our district transportation services. I have alerted Ludolph bussing about the pending board action and subsequent need to negotiate a new contract.
9. **Teacher Appreciation Week** – The National Teacher Appreciation Week is scheduled for May 5-9, 2025 with National Teacher Day scheduled for May 6. This is a great time for our community to rally around our teachers and thank them for all they do for our kids and community.
10. **End of Year Activities** – There are a number of events and activities that occur as the school year draws to a close. I would encourage board members to watch for updates and information on the school website.

Overall, things are moving along quite well. I want to thank the board members for your service and commitment. If you have questions, please feel free to reach out at your convenience.

ROOF PROGRESS REPORT: *Through 04-21-2025*

Contact:	Ryan Palmer (507) 402-6783 rpalmer@tremcoinc.com
Inspector:	Kevin Johnson (763) 458-0272 kjohnson@tremcoinc.com
Contractor:	Western Specialty Contractors
Project Manager:	David Grandbois (612) 685-7107 davidlg@westernspecialtycontractors.com
Foreman:	Larry Hadley (612) 860-9347 larryh@westernspecialtycontractors.com

Through Wall Flashing Installation

- 3 courses of brick above the existing TWF is removed and new stainless steel TWF is installed. The new system is comprised of stainless-steel flashing, stainless-steel termination bar, mastic, and weep rope
- After the flashing system is installed a water test will be completed to assure the area is watertight
- New brick is then installed to match existing brick size and color with mortar to match existing as well
- Brick installation estimated to be completed by end of the week

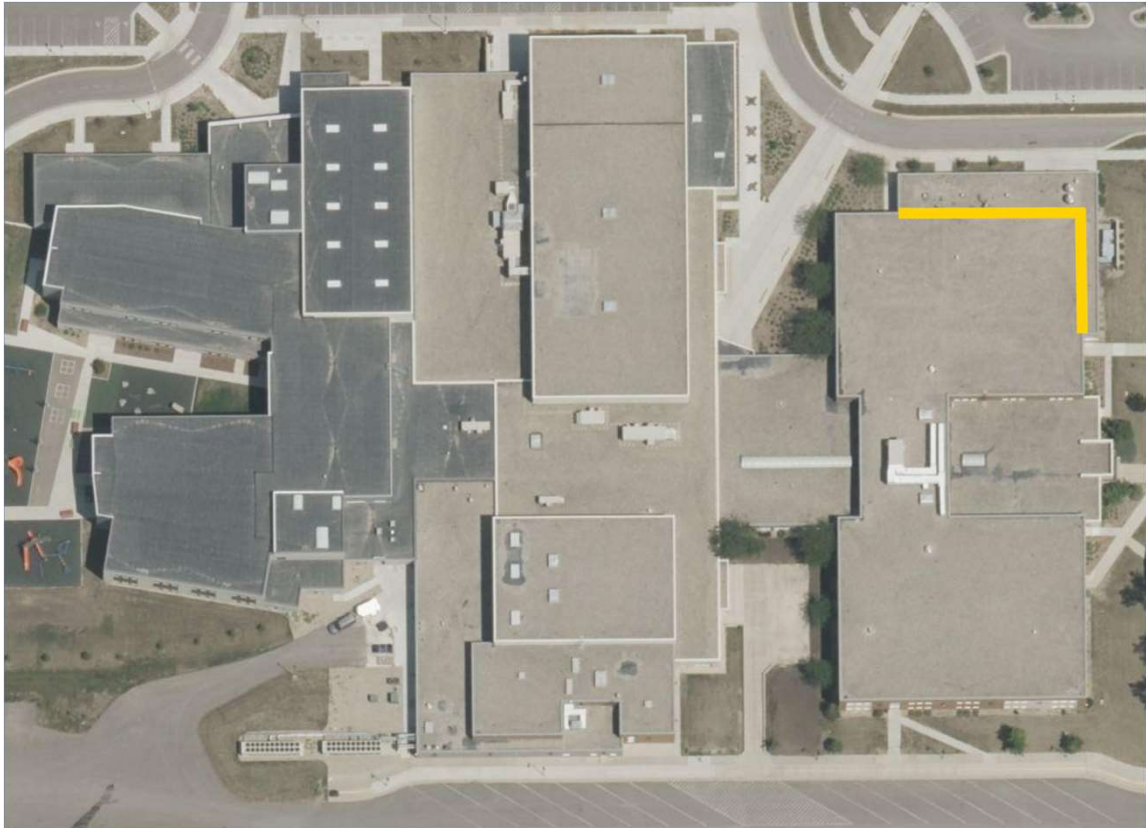
Sealant Replacement



- Existing sealant at windows and masonry walls removed with grinders and replaced with new sealant

Issues and Corrections

- Demolition time to be adjusted due to noise

Project Map:



-  Current Area of Work
-  Areas Completed

ROOF PROGRESS REPORT: *Through 04-21-2025*



Through wall flashing installation in progress

ROOF PROGRESS REPORT: *Through 04-21-2025*



Completed through wall flashing detail ready for brick installation

ROOF PROGRESS REPORT: *Through 04-21-2025*



Completed through wall flashing detail ready for brick installation

ROOF PROGRESS REPORT: Through 04-21-2025



Completed through wall flashing detail ready for brick installation

ROOF PROGRESS REPORT: *Through 04-21-2025*



Original through wall flashing detail

ROOF PROGRESS REPORT: *Through 04-21-2025*



New through wall flashing detail

ROOF PROGRESS REPORT: *Through 04-21-2025*



Bricks are staged on plywood sheeting to protect roof membrane

ROOF PROGRESS REPORT: *Through 04-21-2025*



Removal of existing sealant around windows

ROOF PROGRESS REPORT: *Through 04-21-2025*



Installation of backer rod at windows prior to sealant application

ROOF PROGRESS REPORT: *Through 04-21-2025*



Completed sealant around window perimeter



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School Board Report/MSHS Principal

Date: April 2025

Subject: Favorite Educator Banquet, 2025–2026 Program Updates, and Literacy Progress

Favorite Educator Banquet

On April 16th, we hosted the annual Favorite Educator Banquet—an event that continues to be one of the most meaningful celebrations of the year. This banquet was once again made possible through the dedication and organization of Dawn Schneider, who coordinated all aspects of the evening. Her hard work and commitment are greatly appreciated.

The event featured student-written essays recognizing educators who have made a significant impact in their lives. Hearing these personal stories reminded all in attendance of the profound influence our staff has on students, not only academically but personally. It was an inspiring evening and a testament to the positive relationships built within our school community.

2025–2026 Program and Schedule Changes

As we look ahead to the upcoming school year, several program and scheduling enhancements have been made to better support student learning, engagement, and career readiness. These include:

- **Expansion of Work-Based Learning:** Work-Based Learning will now be offered as a full-year course instead of a single semester, allowing students more time to develop real-world skills and gain valuable experience.
- **New Electives:** We are excited to offer **Yoga and Strength Training**, which will promote student wellness, and **History Through Film**, providing an alternative medium for students to explore historical topics beyond traditional texts.
- **Peer Mentoring Initiative:** High school students may now participate in a daily mentoring program that pairs them with elementary classrooms. This initiative is designed to foster cross-grade relationships and provide leadership opportunities for older students while supporting younger learners.
- **Consumer Math Offering:** In response to student needs, we will be offering **Consumer Math** as an alternative math course for students who find traditional mathematics challenging. This course will focus on practical applications and financial literacy to better prepare students for life beyond high school.

Literacy Improvement at the Sixth Grade Level

We are pleased to report significant progress in literacy at the sixth-grade level. Recent assessments and program benchmarks indicate that students are making measurable gains in reading comprehension and engagement. A recent highlight of this progress was the latest **Reading Plus challenge**, which was won by **Mrs. Hess' class**. To celebrate their achievement, **Mrs. Ortman sponsored a pizza party** for the class. Moments like these highlight the importance of fostering a love for reading through both academic effort and positive reinforcement.

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



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Elementary Board Report Jennifer Moravetz, Elementary Principal

Monday, April 28, 2025

- Kindergarten Round-Up was held on Thursday, March 27th, and Friday, March 28th. We were excited to welcome and screen approximately 112 future junior Kindergarten and Kindergarten students.
- Our students have completed their published books and their books have been sent off to be professionally printed! We can't wait to share these incredible student authored pieces during Literacy/Young Author's Night in early May. I am so proud of our young authors and all of their hard work they have put into writing their books.
- We celebrated our final TERRIFIC Kids program on Friday, April 4th. It was a special moment to honor students who exemplify good character and positive behavior. We are so proud of our TERRIFIC Kids and their continued growth!
- Various team members at the elementary will be conducting interviews for the open elementary school positions in the coming weeks. I am looking forward to bringing on board dedicated team members who will contribute positively to our school community.
- We successfully conducted a school-wide tornado and fire drill this past week. Our students and staff did an excellent job responding quickly and calmly, reinforcing the importance of safety and preparedness.
- The 5th Grade Spring Concert on Thursday, April 10th was a wonderful success! Our students gave an incredible performance, showcasing their musical talents and hard work. A huge thank you to Miss Davis for her hard work on another great concert.
- 3rd Grade enjoyed an exciting and educational field trip to Split Rock this past week.

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PIPESTONE AREA SCHOOLS District No. 2689

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 Sonja Ortman, MS/HS Principal
 Jennifer Moravetz, Elementary Principal
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- Attendance Update: Please see the attached report for the most current attendance data at the elementary school.

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			

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PIPESTONE AREA SCHOOLS District No. 2689

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Jacque Kennedy, Business Manager

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Rick Zollner, Activities Director

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Josh Stukel, Technology Director

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Kim Tuin, Food Service Director

Lisa Pease, Coordinator of Curriculum, Teaching & Learning, and Continuous Improvement

April 28, 2025 Board Report - Lisa Pease

- District & Statewide Assessments: MCA testing is wrapping up and we are getting geared up for NWEA testing that will begin on May 12, 2025.
- Summer Workshops: Summer is a busy time for training for both the certified staff and support staff. I am working on getting registrations completed.
- Curriculum: The principals and I have been meeting with classroom teachers and are working on getting curriculum needs established for next year.

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712 VIDEO SURVEILLANCE OTHER THAN ON BUSES

I. PURPOSE

Maintaining the health, welfare, and safety of students, staff, and visitors while on school district property and the protection of school district property are important functions of the school district. The behavior of individuals who come on to school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and school district property. The school board recognizes the value of video/electronic surveillance systems in monitoring activity on school property in furtherance of protecting the health, welfare, and safety of students, staff, visitors, and school district property.

II. GENERAL STATEMENT OF POLICY

A. Placement

1. School district buildings and grounds may be equipped with video cameras.
2. Video surveillance may occur in any school district building or on any school district property.
3. Video surveillance will normally not be used in bathrooms or locker rooms, although these areas may be placed under surveillance by individuals of the same sex as the occupants of the bathrooms or locker rooms. Video surveillance in bathrooms or locker rooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent.

B. Use of Video Recordings

1. Video recordings will be viewed by school district personnel on a random basis and/or when problems have been brought to the attention of the school district.
2. A video recording of the actions of students and/or employees may be used by the school district as evidence in any disciplinary action brought against any student or employee arising out of the student's or employee's conduct in school district buildings or on school grounds.
3. A video recording will be released only in conformance with the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13, and the Family Educational Rights and Privacy Act, 20 United States Code section 1232g, and the rules and/or regulations promulgated thereunder.

C. Security and Maintenance

1. The school district shall establish appropriate security safeguards to ensure that video recordings are maintained and stored in conformance with the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13, and the Family Educational Rights and Privacy Act, 20 United States Code section 1232g, and the rules and/or regulations promulgated thereunder.
2. The school district shall ensure that video recordings are retained until relooped.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.585 (Notice of Recording Device)
Minn. Stat. § 138.17 (Government Records; Administration)
Minn. Stat. § 609.746 (Interference with Privacy)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)

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 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)

Adopted: 5-26-2025



Pipestone Area Schools



2025

July

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

August

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

September

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

October

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

November

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

December

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

2026

January

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

February

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

March

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

April

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

May

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

June

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

- New Teacher Orient
- In-Service/No School
- Early Dismissal
- First Day of School
- No School

Snow Make Up Days
1/19, 3/6, 4/2, 6/3, 6/4,
6/5, 6/8

August	0-S	4-T	3-P
September	21-S	21-T	21-P
October	21-S	21-T	21-P
November	18-S	18-T	18-P
December	15-S	15-T	15-P

January	19-S	20-T	20-P
February	19-S	19-T	19-P
March	21-S	22-T	21-P
April	19-S	19-T	19-P
May	20-S	20-T	20-P
June		2-T	1-P
TOTAL	173-S	181-T	178-P

2025-2026 District Calendar

AUGUST	
13	Para In-Service
20	New Teacher Orientation
25, 27	Para In-Service
25-26,28	Teacher In-Service
27	Open House
SEPTEMBER	
1	Labor Day - No School
2	First Day of School
3,10,17,24	Early Dismissal - 2:00
OCTOBER	
1,8,15,22,29	Early Dismissal - 2:00
16-17	MEA/No School
31	End of 1st Quarter (42)
NOVEMBER	
4	No Mtgs/Act 6-8 PM
5,12,19	Early Dismissal - 2:00
11	No Meetings
13	PT Conf 1-7:30/Early Dismissal 12:00
26	Early Dismissal - 12:00
27-28	Thanksgiving Break
DECEMBER	
3,10,17	Early Dismissal - 2:00
22-Jan 2	No School - Winter Break
JANUARY	
1,2	No School - Winter Break
5	School Resumes
7,14,21,28	Early Dismissal - 2:00
16	End of 1st Semester (43)
19	In-Service/No Meetings No School or Snow Make-Up Day
FEBRUARY	
3	No Mtgs/Act after 6:00 p.m.
4,11,18,25	Early Dismissal - 2:00
16	Presidents Day/No School/No Mtgs.
MARCH	
4,11,18,25	Early Dismissal - 2:00
5	Elem Stud Led Conf 11-7/No School Elem
6	In-Service/No School or Snow Make-Up
10	No Mtgs/Activities 6-8 PM
20	End of 3rd Quarter (42)
APRIL	
1,8,15,22,29	Early Dismissal - 2:00
2	No School or Snow Make-Up
3,6	Spring Break - No School
MAY	
6,13,20,27	Early Dismissal - 2:00
24	Graduation - 2:00
25	Memorial Day - No School
29	Last Student Day (46) 1:00 Dismiss
JUNE	
1,2	Teacher In-Service (June 1 - Para Day)
3,4,5,8	Snow Make-Up
19	No Meetings



Pipestone Area Schools



2026

July

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

August

M	T	W	T	F
		3	4	5
		6	7	
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

September

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

October

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

November

M	T	W	T	F
	2	3	4	5
	6			
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

December

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

2027

January

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

February

M	T	W	T	F
	1	2	3	4
	5			
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

March

M	T	W	T	F
	1	2	3	4
	5			
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

April

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

May

M	T	W	T	F
	3	4	5	6
	7			
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

June

M	T	W	T	F
		1	2	3
		4		
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

- New Teacher Orient
- In-Service - No School
- Early Dismissal
- First Day of School
- No School

Snow Make-Up Days
1/25, 3/25, 6/4, 6/7, 6/8, 6/9

August	0-S	1-T	2-P
September	17-S	20-T	18-P
October	20-S	20-T	20-P
November	19-S	19-T	19-P
December	17-S	17-T	17-P

January	19-S	20-T	20-P
February	19-S	19-T	19-P
March	20-S	20-T	20-P
April	22-S	22-T	22-P
May	20-S	20-T	20-P
June	3-T	1-P	
TOTAL	173-S	181-T	178-P

2026-2027 District Calendar

AUGUST	
19	Para In-Service (TBD)
26	New Teacher Orientation
31	In-Service (Teachers & Para's)
SEPTEMBER	
1,3	Teacher In-Service
2	Open House/Para Day
7	Labor Day - No School
8	First Day of School
9,16,23,30	Early Dismissal - 2:00
OCTOBER	
7,14,21,28	Early Dismissal - 2:00
15-16	MEA/No School
NOVEMBER	
3	No Mtgs/Act 6-8 PM
6	End of 1st Quarter (42)
4,11,18	Early Dismissal - 2:00
11	No Meetings
19	PT Conferences 1-7:30/Early Dismissal - 12:00
25	Early Dismissal - 12:00
26-27	Thanksgiving Break
DECEMBER	
2,9,16	Early Dismissal - 2:00
23	Early Dismissal - 1:00
24 -Jan 1	No School - Winter Break
JANUARY	
1	No School - Winter Break
4	School Resumes
6,13,20,27	Early Dismissal - 2:00
15	End of 1st Semester (41)
18	MLK - No Meetings
25	In-Service/No School or Snow Make-Up
FEBRUARY	
3,10,17,24	Early Dismissal - 2:00
15	President's Day/No School
MARCH	
3,10,17,24	Early Dismissal - 2:00
4	Elem Led Conf 11-7/No School Elem
9	No Mtgs/Activities 6-8 PM
19	End of 3rd Quarter (43)
25	No School or Snow Make-Up Day
26, 29	Spring Break - No School
APRIL	
7,14,21,28	Early Dismissal - 2:00
MAY	
5,12,19,26	Early Dismissal - 2:00
28	Last Student Day - 1:00 Dismissal (47)
30	Graduation 2:00
31	Memorial Day
JUNE	
1	Para & Teacher In-Service
2,3	Teacher In-Service
19	No Meetings

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:

Christ the King Lutheran	\$200.00	Donation to Wellness Room
Kwik Trip	\$2,000.00	Donation to PA Youth Football (Community Ed)
Arrow Booster Club	\$11, 944.51	Donations for Golf/Fitness Room/Baseball/Tennis/Softball/Wrestling Banner
Anonymous (through Donors Choose)	\$1,752.42	Glowforge Aura Laser Engraver/Filter/Adapter
In Memory of Jerry Priester (Softball Parents)	\$875.00	5 Colorado Spruce trees for varsity softball field
Michael Nelson Machine	\$3000.00 Value	Used MakerBot Replicator+ 3D Printer with extra filament and extruder heads to CTE

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 28th day of April, 2025

Apply to account: **CTK - - CHRIST THE KING LUTHERAN CHURCH**

17032587371

CHRIST THE KING LUTHERAN CHURCH
PO BOX 682
PIPESTONE, MN 56164-0682

78-844
0914

DATE
03/17/2025

0006602363

First Bank & Trust
520 6th Street
Brookings SD 57006-2028

PAY **ONE HUNDRED DOLLARS AND NO/100**

AMOUNT

****\$100.00**

TO THE ORDER OF
PAS WELLNESS ROOM



Memo: Donation

Signature on File -
account holder has pre-approved this check

Void After 90 Days

⑈0006602363⑈ ⑆091408446⑆ 115887⑈

106

Independent School District No. 2689
Pipestone, Minnesota 56164

Date 3-26-25

5262

Received of Christ the King Amount \$ 100-
For Donation to Wellness Room

3

Code							Amount	Description
							100-	check

Signed [Signature]



Account Name: - CHRIST THE KING

Account Number:

CTK

Subscriber Name:

CHRIST THE KING LUTHERAN CHURCH
PO BOX 682
PIPESTONE, MN 56164-0682

Amount:

0006602380

100.00

Date 4/11/2025

Total \$100.00



THIS CHECK IS VOID WITHOUT THE SAFETY FEATURES LISTED ON THE BACK

107

Apply to account: CTK - - CHRIST THE KING LUTHERAN CHURCH

11042536187

CHRIST THE KING LUTHERAN CHURCH
PO BOX 682
PIPESTONE, MN 56164-0682

78-844
0914

DATE
04/11/2025

0006602380

First Bank & Trust
520 6th Street
Brookings SD 57006-2028

PAY (ONE HUNDRED DOLLARS AND NO/100)
TO THE ORDER OF PAS WELLNESS ROOM

AMOUNT

**\$100.00



Signature on File -
account holder has pre-approved this check

Void After 90 Days

MP

⑈0006602380⑈ ⑆091408446⑆ 115887⑈

KWIK TRIP INC
 PO Box 2107
 1626 OAK ST
 LA CROSSE, WI 54603

Vendor # 120006743	Check Date 04/03/2025	Check Number 2013340		
Invoice	Date	Amount	Discount	Paid
KTK 75912	04/01/2025	2,000.00	0.00	2,000.00
Total		2,000.00	0.00	2,000.00

108

Independent School District No. 2689
 Pipestone, Minnesota 56164

Date 4-11-25 5311

Received of Kwik Trip Amount \$ 2000 -
 For Donation to PA Youth Football - Comm Ed.

Code	Amount	Description
	2000-	check

Signed [Signature]

Vendor Number 120006743

Check Number 2013340

DO NOT CASH THIS CHECK WITHOUT A GREEN BACKGROUND

KWIK TRIP INC
 PO Box 2107
 1626 OAK ST
 LA CROSSE, WI 54603

PNC BANK N.A. 001
 500 FIRST AVENUE PITTSBURG, PA
 15219

NO. 2013340

60-162
 433

DATE 04/03/2025
 Void After 180 Days

PAY TWO THOUSAND AND 00/100 DOLLARS

AMOUNT \$*****2,000.00*

TO THE ORDER OF INDEPENDENT SCHOOL DISTRICT 2689
 1401 7TH ST SW
 PIPESTONE MN 56164

[Signature]
[Signature]
 Authorized Signature

SIGNATURE HAS A COLORED BACKGROUND - BORDER CONTAINS MICROPRINTING

⑈ 2013340⑈ ⑆043301627⑆ 1092248373⑈

ARROW BOOSTER CLUB
 PO BOX 431
 PIPESTONE, MN 56164

1595
 78-844/914

4-2-25 Date



Pay to the Order of Pipestone Area Schools \$ 11,944.51

Eleven thousand nine hundred forty four dollars and ⁵¹/₁₀₀ Dollars



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

For Invoices FY25-09 thru FY28-15

[Signature]

MP

⑆091408446⑆

348269⑈ 06595

Independent School District No. 2689
 Pipestone, Minnesota 56164

Date 4-11-25

5310

Received of Arrow Booster Club
 For Donations - see attached

Amount \$ 11,944.51

Code	Amount	Description
	11,944.51	check

Signed DP

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

Invoice No. FY25-15

INVOICE

Customer

Name Athletic Booster Club
 Address Kyle Caskey
 City Pipestone State MN ZIP 56164
 Phone _____

Misc

Date 4/2/2025
 Order No. _____
 Rep _____
 FOB _____

Qty	Description	Unit Price	TOTAL
1	Partial payment for wrestling banner	\$ 150.00	\$ 150.00

110

SubTotal	\$ 150.00
Shipping	
TOTAL	\$ 150.00

Payment Select One...

Comments _____
 Name _____
 CC # _____
 Expires _____

Tax Rate(s) _____

R01-005-294-210-000-096

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

Invoice No. FY25-14

INVOICE

Customer

Name Athletic Booster Club
 Address Kyle Caskey
 City Pipestone State MN ZIP 56164
 Phone _____

Misc

Date 4/2/2025
 Order No. _____
 Rep _____
 FOB _____

Qty	Description	Unit Price	TOTAL
2	Easton Ghost Unlimited	\$ 436.00	\$ 872.00
2	Jenny Fitch Pitching Lane	\$ 329.00	\$ 658.00
1	Libke Pro Fielder	\$ 179.98	\$ 179.98
Softball			

111

SubTotal	\$ 1,709.98
Shipping	
TOTAL	\$ 1,709.98

Payment Select One...

Comments _____
 Name _____
 CC # _____
 Expires _____

Tax Rate(s) _____

R01-300-296-206-000-096

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

Invoice No. FY25-13

INVOICE

Customer

Name Athletic Booster Club
 Address Kyle Caskey
 City Pipestone State MN ZIP 56164
 Phone _____

Misc

Date 4/2/2025
 Order No. _____
 Rep _____
 FOB _____

Qty	Description	Unit Price	TOTAL
1	Marci Mahik	\$ 25.00	\$ 25.00
1	Mark Mahik	\$ 25.00	\$ 25.00
1	Kyle Caskey	\$ 25.00	\$ 25.00
1	Megan Moeller	\$ 25.00	\$ 25.00
1	Elsa Stogdill	\$ 25.00	\$ 25.00
1	Laura Thode	\$ 25.00	\$ 25.00
1	Sherri Post	\$ 25.00	\$ 25.00
1	Amanda Austin	\$ 25.00	\$ 25.00
1	Liz Winsel	\$ 25.00	\$ 25.00
1	Kate Legler	\$ 25.00	\$ 25.00
1	Candace Jackson	\$ 25.00	\$ 25.00
1	Ashley Whipkey	\$ 25.00	\$ 25.00
1	Chinelle Christensen	\$ 25.00	\$ 25.00
<i>Activity Tickets</i>			
I did not invoice for Dawn Samuelson, teachers get a free pass. Melissa Post paid \$25.00 for Husband should have been \$80.00 and paid \$80.00 for herself and should have been free. Did not invoice for her.			
SubTotal			\$ 325.00
Shipping			
TOTAL			\$ 325.00

112

Payment Select One...

Comments _____
 Name _____
 CC # _____
 Expires _____

Tax Rate(s) _____

TOTAL \$ 325.00

R01-005-292-000-000-096

Emailed K Caskey on 4.2.2025.

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

Invoice No. FY25-12

INVOICE

Customer			
Name	Athletic Booster Club		
Address	Kyle Caskey		
City	Pipestone	State	MN ZIP 56164
Phone			

Misc	
Date	4/2/2025
Order No.	
Rep	
FOB	

Qty	Description	Unit Price	TOTAL
1	Tennis Ball Machine	\$ 2,262.89	\$ 2,262.89
2	Net and Ball Feeder	\$ 349.99	\$ 699.98

113

SubTotal	\$ 2,962.87
Shipping	
TOTAL	\$ 2,962.87

Payment	Select One...
Comments	
Name	
CC #	
Expires	

Tax Rate(s)
R01-005-292-207-000-096

--

emailed Kyle on 4.2.25.

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

Invoice No. FY25-11

INVOICE

Customer

Name Athletic Booster Club
Address Kyle Caskey
City Pipestone State MN ZIP 56164
Phone

Misc

Date 4/1/2025
Order No.
Rep
FOB

Qty	Description	Unit Price	TOTAL
1	Indoor Pitching Mound	\$ 1,600.00	\$ 1,600.00

Baseball

114

SubTotal	\$ 1,600.00
Shipping	
TOTAL	\$ 1,600.00

Payment

Select One...

Comments
Name
CC #
Expires

Tax Rate(s)

R01-300-294-000-200-096

Emailed K Caskey on 4.1.25

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

Invoice No. FY25-10

INVOICE

Customer

Name Athletic Booster Club
 Address Kyle Caskey
 City Pipestone State MN ZIP 56164
 Phone

Misc

Date 4/1/2025
 Order No.
 Rep
 FOB

Qty	Description	Unit Price	TOTAL
1	OVR Package	\$ 507.00	\$ 507.00
1	Hulkfit Heavy Duty Pulldown Cable Machine	\$ 131.24	\$ 131.24
1	The Fitguy Ultimate Dip Belt	\$ 39.99	\$ 39.99
1	Hustle Athletics Tricep Rop Cable Attachment	\$ 24.99	\$ 24.99
2	Powerblock Pro 100 Adjustable Dumbbell	\$ 549.00	\$ 1,098.00
2	Titan Fitness Single Leg Squat Roller	\$ 115.00	\$ 230.00
1	Assurian Protection Plan	\$ 54.99	\$ 54.99

Weight Room

115

Payment Select One...

Comments
 Name
 CC #
 Expires

SubTotal	\$ 2,086.21
Shipping	
TOTAL	\$ 2,086.21

R01-005-292-000-000-096

*Emailed
 K Caskey
 on 4/1/25*

*FY 25-10
 1/9*

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

Invoice No. FY25-09

INVOICE

Customer

Name Athletic Booster Club
 Address Kyle Caskey
 City Pipestone State MN ZIP 56164
 Phone

Misc

Date 4/1/2025
 Order No.
 Rep
 FOB

Qty	Description	Unit Price	TOTAL
4	Push Carts for Golf Team	\$ 219.99	\$ 879.96
1	Ball Washer	\$ 1,980.50	\$ 1,980.50
1	Rangefinder	\$ 249.99	\$ 249.99

116

SubTotal	\$ 3,110.45
Shipping	
TOTAL	\$ 3,110.45

Payment

Select One...

Comments
 Name
 CC #
 Expires

Tax Rate(s)

R01-300-292-204-000-096

*Emailed Kyle Caskey
 on 4.1.25*

145 FY25-09

Peschon, Deb

From: Damm, Kara
Sent: Monday, April 14, 2025 11:03 AM
To: Peschon, Deb
Subject: RE: Donation







Not sure what you need – let me know if you need more

An anonymous donor in Minnesota donated to purchase my classroom a Glowforge laser and air filter through the educational website, Donors Choose. This is the same website that donors purchased the Budget and PayDay games for Personal Finance earlier this fall.

The total of the equipment was \$1752.42

Where Your Donation Goes

117

MATERIALS	COST	QUANTITY	TOTAL
Glowforge Aura Laser Engraver and Cutter Machine, DIY Project & Craft Laser (6000 mW, Class I Laser Device) Cutter, Compatible with Mac and PC • AMAZON BUSINESS	\$999.00	1	\$999.00
Glowforge Craft Laser Filter - Compatible with Aura and Spark - With Activated Carbon Filters - No Need to Window Vent • AMAZON BUSINESS	\$399.00	1	\$399.00
6" Exhaust Adapter For Glowforge • AMAZON BUSINESS	\$39.99	1	\$39.99
Materials cost			\$1,437.99
Vendor shipping charges			FREE
Sales tax			\$0.00
3rd party payment processing fee 			\$21.57
Fulfillment labor & materials 			\$30.00
Total project cost 			\$1,489.56
Suggested donation to help DonorsChoose reach more classrooms 			\$262.86
Total project goal 			\$1,752.42
Still needed  View calculation			\$0.00

Donation to Pipestone Area Schools in memory of Jerry Priester

Location: Girls Varsity Softball Field

Specifics: Five (5) Colorado Spruce trees (5 to 6 feet tall)

Cost: Total \$875.00 (\$175 per tree)

Donation Made By: Softball parents; Jasper softball; Mike and LeAnn Bloemendaal; Pete and Teri Petersen and Troy and Shannon Bouman.

Peschon, Deb

From: Dethlefs, Travis
Sent: Tuesday, April 22, 2025 4:04 PM
To: Peschon, Deb
Subject: RE: 3D Printer

Deb,
Just talked to Michael. Michael Nelson Machine is the company. It was donated to the robotics team. The value is \$3000. I think it is more with all the extras but that is what he said it is worth.
Thanks for all you do. Have fun at your conference!

Thank You and Have a Great Day!

Travis Dethlefs
Technology Education/PLTW Engineering
1401 7th Street SW
Pipestone MN 56164
ArrowBots Mentor
Team 3298
507-825-5861

119

From: Peschon, Deb <deb.peschon@pas.k12.mn.us>
Sent: Tuesday, April 22, 2025 9:28 AM
To: Dethlefs, Travis <Travis.Dethlefs@pas.k12.mn.us>
Subject: 3D Printer

Travis,

I will need the information on the 3D printer being donated from Michael Nelson. I need the make, model and how much it cost. Is it from Michael or Greg's Welding?

Thank you!

Deb Peschon | Administrative Assistant
Pipestone Area Schools
1401 7th St SW | Pipestone, MN 56164
Phone – 507-562-6068 | Fax – 507-825-6718
www.pas.k12.mn.us

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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:

Kiwanis Club	\$350.00	Donation to Choir
PRG Financial, Inc	\$100.00	Donation to football
C & B Operations	\$200.00	Donation to Robotics
Bluestem Welding, LLC	\$2,000.00	Donation to Robotics
Sioux Valley Energy	\$150.00	Donation to Robotics

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 28th day of April, 2025

KIWANIS CLUB
PIPESTONE, MN 56164

3309
78-844/914

3-26-25

Pay to the
Order of

PAS Choir

Date

CHECK ARMOR
TRADE PREFERRED

Three hundred fifty ⁰⁰/₁₀₀

\$ 350. ⁰⁰

Dollars

Photo
Safe
Deposit
Details on back



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

For

[Signature]

⑆091408446⑆100810001814⑆03309

121

PRG Financial, Inc.
Jonathan D. Bengé, Owner
4693 130th Ln NE
Blaine, MN 55449-3001

5011
75-383/919

3/21 25

Pay to the
Order of

PAS Football

\$ 100. ⁰⁰

One hundred and ⁰⁰/₁₀₀

Dollars

Security
Features
Details on
Back

The Bank Of Elk River
6300 Main Street
Elk River, MN 55330

For PIPESTONE FOOTBALL

[Signature]

⑆09190383⑆008 258 7⑆5011

Pinstripe Maroon



C & B Operations, LLC
 30965 US Hwy 212
 Gettysburg, SD 57442
 800-333-3658

5027677

Pay TWO Hundred DOLLARS ONLY

To The
 Order Of

PIPESTONE AREA SCHOOLS
 1401 7TH STREET SW
 PIPESTONE MN 56164

Date	Amount
3/20/2025	\$200.00



Void after 90 days
Anna Schmalz MP

WZFB3309282

Security Features Included [] Details on back.

⑈ 50 27677 ⑈ ⑆ 04 1 2038 24 ⑆ 96948 288 16 ⑈

Vendor Number
 12694

Vendor Name
 PIPESTONE AREA SCHOOLS

Check Date
 3/20/2025

Check Number
 5027677¹²²

Invoice Number
 03052025

Invoice Date Description
 3/5/2025 PIPESTONE

Invoice Amount
\$200.00
 \$200.00

Discount
\$0.00
 \$0.00

Net
\$200.00
 \$200.00

BLUESTEM WELDING LLC

12222 427TH AVE
LANGFORD, SD 57454-6003

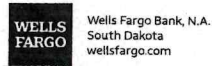
1063

78-4/914 3602

DATE 3/10/25

PAY TO THE ORDER OF PAS ArrowBots
Two thousand dollars

\$ 2000⁰⁰
DOLLARS



FOR Donation
[Signature]

⑈000000 1063⑈ ⑆091400046⑆ 565699866 2⑈

Details on Back. Security Features Included

THIS CHECK IS VOID WITHOUT A COLORED BACKGROUND AND WATERMARK/LINES ON THE BACK - HOLD AT ANGLE TO VIEW



PO Box 216 Colman, SD 57017-0216 • 800-234-1960

ACCOUNTS PAYABLE

No. **279425**

78-7113/2914

First Interstate Bank
301 N Egan Ave
Madison, SD 57042

123

ONE HUNDRED FIFTY AND NO / 100*****

VOID AFTER 120 DAYS

PAY TO THE ORDER OF
PIPESTONE AREA ARROWBOTS
C/O TRAVIS DETHLEFS
1401 7TH STREET SW
PIPESTONE MN 56164

DATE	CHECK NO.	AMOUNT
03/06/2025	279425	\$*****150.00

[Signature: Jim Melarkey]

9999

SIGNATURE HAS A COLORED BACKGROUND. BORDER CONTAINS MICROPRINTING.

⑈ 279425⑈ ⑆092901683⑆ 10264⑈

101 LEGAL STATUS OF THE SCHOOL DISTRICT

I. PURPOSE

A primary principle of this nation is that the public welfare demands an educated and informed citizenry. The power to provide for public education is a state function vested in the state legislature and delegated to local school districts. The purpose of this policy is to clarify the legal status of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district is a public corporation subject to the control of the legislature, limited only by constitutional restrictions. The school district has been created for educational purposes.
- B. The legislature has authority to prescribe the school district's powers and privileges, its boundaries and territorial jurisdictions.
- C. The school district has only the powers conferred on it by the legislature; however, the school board's authority to govern, manage, and control the school district, to carry out its duties and responsibilities, and to conduct the business of the school district includes implied powers in addition to any specific powers granted by the legislature.

III. RELATIONSHIP TO OTHER ENTITIES

- A. The school district is a separate legal entity.
- B. The school district is coordinate with and not subordinate to the county(ies) in which it is situated.
- C. The school district is not subservient to municipalities within its territory.

IV. POWERS AND AUTHORITY OF THE SCHOOL DISTRICT

- A. Funds
 - 1. The school district, through its school board, has authority to raise funds for the operation and maintenance of its schools and authority to manage and expend such funds, subject to applicable law.
 - 2. The school district has wide discretion over the expenditure of funds under its control for public purposes, subject to the limitations provided by law.
 - 3. School district officials occupy a fiduciary position in the management and expenditure of funds entrusted to them.
- B. Raising Funds
 - 1. The school district shall, within the limitations specified by law, provide by levy

of tax necessary funds for the conduct of schools, payment of indebtedness, and all proper expenses.

2. The school district may issue bonds in accordance with the provisions of Minnesota Statutes chapter 475, or other applicable law.
3. The school district has authority to accept gifts and donations for school purposes, subject to applicable law.

C. Property

1. The school district may acquire property for school purposes. It may sell, exchange, or otherwise dispose of property which is no longer needed for school purposes, subject to applicable law.
2. The school district shall manage its property in a manner consistent with the educational functions of the district.
3. The school district may permit the use of its facilities for community purposes which are not inconsistent with, nor disruptive of, its educational mission.
4. School district officials hold school property as trustees for the use and benefit of students, taxpayers, and the community.

D. Contracts

1. The school district is empowered to enter into contracts in the manner provided by law.
2. The school district has authority to enter into installment purchases and leases with an option to purchase, pursuant to Minnesota Statutes section 465.71 or other applicable law.
3. The school district has authority to make contracts with other governmental agencies and units for the purchase, lease or other acquisition of equipment, supplies, materials, or other property, including real property.
4. The school district has authority to enter into employment contracts. As a public employer, the school district, through its designated representatives, shall meet and negotiate with public employees in an appropriate bargaining unit and enter into written collective bargaining agreements with such employees, subject to applicable law.

E. Textbooks, Educational Materials, and Studies

1. The school district, through its school board and administrators, has the authority to determine what textbooks, educational materials, and studies should be pursued.
2. The school district shall establish and apply the school curriculum.

F. Actions and Suits

The school district has authority to sue and to be sued.

Legal References: Minn. Const. art. 13, § 1
Minn. Stat. Ch. 123B (School District Powers and Duties)
Minn. Stat. Ch. 179A (Public Employment Labor Relations)
Minn. Stat. § 465.035 (Public Corporation, Conveyance or Lease of Land)
Minn. Stat. §§ 465.71; 471.345; 471.6161; 471.6175; 471.64 (Rights, Powers, Duties; Municipalities)
Minnesota Association of Public Schools v. Hanson, 287 Minn. 415, 178 N.W.2d 846 (1970)
Independent School District No. 581 v. Mattheis, 275 Minn. 383, 147 N.W.2d 374 (1966)
Village of Blaine v. Independent School District No. 12, 272 Minn. 343, 138 N.W.2d 32 (1965)
Huffman v. School Board, 230 Minn. 289, 41 N.W.2d 455 (1950)
State v. Lakeside Land Co., 71 Minn. 283, 73 N.W.970 (1898)

Cross References: MSBA/MASA Model Policy 201 (Legal Status of School Board)
MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)
MSBA/MASA Model Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)
MSBA/MASA Model Policy 705 (Investments)
MSBA/MASA Model Policy 706 (Acceptance of Gifts)
MSBA/MASA Model Policy 801 (Equal Access to School Facilities)
MSBA School Law Bulletin "F" (School District Contract and Bidding Procedures)

Adopted: 9-18-1995

Revised: 9-26-2005, 9-23-2019, 8-22-2022, 4-28-2025

205 OPEN MEETINGS AND CLOSED MEETINGS

I. PURPOSE

- A. The school board embraces accountability and transparency in the conduct of its business, in the belief that openness produces better programs, more efficient administration of programs, and an organization more responsive to public interest and less susceptible to private interest. The school board shall conduct its business under a presumption of openness. At the same time, the school board recognizes and respects the privacy rights of individuals as provided by law. The school board also recognizes that there are certain exceptions to the Minnesota Open Meeting Law as recognized in statute where it has been determined that, in limited circumstances, the public interest is best served by closing a meeting of the school board.
- B. The purpose of this policy is to provide guidelines to assure the rights of the public to be present at school board meetings, while also protecting an individual's rights to privacy under law, and to close meetings when the public interest so requires as recognized by law.

II. GENERAL STATEMENT OF POLICY

- A. Except as otherwise expressly provided by statute, all meetings of the school board, including executive sessions, shall be open to the public.
- B. Meetings shall be closed only when expressly authorized by law.

III. DEFINITION

"Meeting" means a gathering of at least a quorum of school board members—or quorum of a committee or subcommittee of school board members, at which members discuss, decide, or receive information as a group on issues relating to the official business of the school board. The term does not include a chance or social gathering or the use of social media by members of a public body so long as the social media use is limited to exchanges with all members of the general public. For purposes of the Open Meeting Law, social media does not include e-mail.

IV. PROCEDURES

- A. Meetings
 - 1. Regular Meetings

A schedule of the regular meetings of the school board shall be kept on file at the school district office. If the school board decides to hold a regular meeting at a time or place different from the time or place stated in its regular meeting schedule, it shall give the same notice of the meeting as for a special meeting.
 - 2. Special Meetings
 - a. For a special meeting, the school board shall post written notice of the

date, time, place, and purpose of the meeting on the principal bulletin board of the school district or on the door of the school board's usual meeting room if there is no principal bulletin board. The school board's actions at the special meeting are limited to those topics included in the notice.

- b. The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings. This notice shall be posted and mailed or delivered at least three days before the date of the meeting.
- c. As an alternative to mailing or otherwise delivering notice to persons who have filed a written request, the school board may publish the notice once, at least three days before the meeting, in the official newspaper of the school district or, if none, in a qualified newspaper of general circulation within the area of the school district.
- d. A person filing a request for notice of special meetings may limit the request to particular subjects, in which case the school board is required to send notice to that person only concerning those particular subjects.
- e. The school board will establish an expiration date on requests for notice of special meetings and require refiling once each year. Not more than sixty (60) days before the expiration date of request for notice, the school board shall send notice of the refiling requirement to each person who filed during the preceding year.

3. Emergency Meetings

- a. An emergency meeting is a special meeting called because of circumstances that, in the school board's judgment, require immediate consideration.
- b. If matters not directly related to the emergency are discussed or acted upon, the minutes of the meeting shall include a specific description of those matters.
- c. The school board shall make good faith efforts to provide notice of the emergency meeting to each news medium that has filed a written request for notice if the request includes the news medium's telephone number.
- d. Notice of the emergency meeting shall be given by telephone or any other method used to notify the members of the school board.
- e. Notice shall be provided to each news medium which has filed a written request for notice as soon as reasonably practicable after notice has been given to the school board members.
- f. Notice shall include the subject of the meeting.
- g. Posted or published notice of an emergency meeting shall not be required.
- h. The notice requirements for an emergency meeting as set forth in this

policy shall supersede any other statutory notice requirement for a special meeting that is an emergency meeting.

4. Recessed or Continued Meetings

If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.

5. Closed Meetings

The notice requirements of the Minnesota Open Meeting Law apply to closed meetings.

6. Actual Notice

If a person receives actual notice of a meeting of the school board at least twenty-four (24) hours before the meeting, all notice requirements are satisfied with respect to that person, regardless of the method of receipt of notice.

7. Meetings during Pandemic or Chapter 12 Emergency

In the event of a health pandemic or an emergency declared under. Minnesota Statutes chapter 12, a meeting may be conducted by telephone or interactive technology in compliance with Minnesota Statutes section 13D.021.

8. Meetings by Interactive Technology

A meeting may be conducted by interactive technology, Zoom, Skype, or other similar electronic means in compliance with Minnesota Statutes section 13D.02.

B. Votes

The votes of school board members shall be recorded in a journal or minutes kept for that purpose. The journal or any minutes used to record votes of a meeting must be open to the public during all normal business hours at the school district's administrative offices.

C. Written Materials

1. In any open meeting, a 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 distributed to or available to all school board members shall be available in the meeting room for inspection by the public while the school board considers their subject matter.
2. This provision does not apply to materials not classified by law as public, or to materials relating to the agenda items of a closed meeting.

D. Open Meetings and Data

1. Meetings may not be closed to discuss data that are not public data, except as provided under Minnesota law.

2. Data that are not public data may be discussed at an open meeting if the disclosure relates to a matter within the scope of the school board's authority and is reasonably necessary to conduct the business or agenda item before the school board.
3. Data discussed at an open meeting retain the data's original classification; however, a record of the meeting, regardless of form, shall be public.

E. Closed Meetings

1. Labor Negotiations Strategy

- a. The school board may, by a majority vote in a public meeting, decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to Minnesota's Public Employment Labor Relations Act (PELRA)
- b. The time and place of the closed meeting shall be announced at the public meeting. A written roll of school board members and all other persons present at the closed meeting shall be made available to the public after the closed meeting. The proceedings of a closed meeting to discuss negotiation strategies shall be tape recorded, and the tape recording shall be preserved for two years after the contract discussed at the meeting is signed. The recording shall be made available to the public after all labor contracts are signed by the school board for the current budget period.

2. Sessions Closed by Bureau of Mediation Services

All negotiations, mediation meetings, and hearings between the school board and its employees or their respective representatives are public meetings. Mediation meetings may be closed only by the Commissioner of the Bureau of Mediation Services (BMS). The use of recording devices, stenographic records, or other recording methods is prohibited in mediation meetings closed by the BMS.

3. Preliminary Consideration of Allegations or Charges

The school board shall close one or more meetings for preliminary consideration of allegations or charges against an individual subject to its authority. If the school board members conclude that discipline of any nature may be warranted as a result of those specific charges or allegations, further meetings or hearings relating to those specific charges or allegations held after that conclusion is reached must be open. A meeting must also be open at the request of the individual who is the subject of the meeting. A closed meeting for this purpose must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

4. Performance Evaluations

The school board may close a meeting to evaluate the performance of an individual who is subject to its authority. The school board shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting,

the school board shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting. A closed meeting for this purpose must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

5. Attorney-Client Privilege Meeting

A meeting may be closed if permitted by the attorney-client privilege. Attorney-client privilege applies when litigation is imminent or threatened, or when the school board needs advice above the level of general legal advice, for example, regarding specific acts and their legal consequences. A meeting may be closed to seek legal advice concerning litigation strategy, but the mere threat that litigation might be a consequence of deciding a matter one way or another does not, by itself, justify closing the meeting. The motion to close the meeting must specifically describe the matter to be discussed at the closed meeting, subject to relevant privacy and confidentiality considerations under state and federal law. The law does not require that such a meeting be recorded.

6. Dismissal Hearing

- a. A hearing on dismissal of a licensed teacher shall be public or private at the teacher's discretion. A hearing regarding placement of teachers on unrequested leave of absence shall be public.
- b. A hearing on dismissal of a student pursuant to the Pupil Fair Dismissal Act shall be closed unless the pupil, parent, or guardian requests an open hearing.
- c. To the extent a teacher or student dismissal hearing is held before the school board and is closed, the closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

7. Coaches; Opportunity to Respond

- a. If the school board has declined to renew the coaching contract of a licensed or nonlicensed head varsity coach, it must notify the coach within fourteen (14) days of that decision.
- b. If the coach requests the reasons for the nonrenewal, the school board must give the coach its reasons in writing within ten (10) days of receiving the request. The existence of parent complaints must not be the sole reason for the school board not to renew a coaching contract.
- c. On the request of the coach, the school board must provide the coach with a reasonable opportunity to respond to the reasons at a school board meeting.
- d. The meeting may be open or closed at the election of the coach unless the meeting is closed as required by Minnesota Statutes section 13D.05 to discuss educational or certain other nonpublic data.

- e. A meeting closed for this purpose must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

8. Meetings to Discuss Certain Not Public Data

- a. Any portion of a meeting must be closed if the following types of data are discussed:

- (1) data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults;

- (2) active investigative data collected or created by a law enforcement agency;

- (3) educational data, health data, medical data, welfare data, or mental health data that are not public data; or

- (4) an individual's personal medical records.

- b. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

9. Purchase and Sale of Property

- a. The school board may close a meeting:

- (1) to determine the asking price for real or personal property to be sold by the school district;

- (2) to review confidential or nonpublic appraisal data; and

- (3) to develop or consider offers or counteroffers for the purchase or sale of real or personal property.

- b. Before closing the meeting, the school board must identify on the record the particular real or personal property that is the subject of the closed meeting.

- c. The closed meeting must be tape recorded at the expense of the school district. The tape must be preserved for eight years after the date of the meeting and be made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school board has abandoned the purchase or sale. The real or personal property that is the subject of the closed meeting must be specifically identified on the tape. A list of school board members and all other persons present at the closed meeting must be made available to the public after the closed meeting.

- d. An agreement reached that is based on an offer considered at a closed meeting is contingent on its approval by the school board at an open meeting. The actual purchase or sale must be approved at an open meeting and the purchase price or sale price is public data.

10. Security Matters

- a. The school board may close a meeting to receive security briefings and reports, to discuss issues related to security systems, to discuss emergency response procedures, and to discuss security deficiencies in or recommendations regarding public services, infrastructure, and facilities, if disclosure of the information discussed would pose a danger to public safety or compromise security procedures or responses.
- b. Financial issues related to security matters must be discussed and all related financial decisions must be made at an open meeting.
- c. Before closing a meeting, the school board must refer to the facilities, systems, procedures, services, or infrastructures to be considered during the closed meeting.
- d. The closed meeting must be tape recorded at the expense of the school district and the recording must be preserved for at least four years.

11. Other Meetings

Other meetings shall be closed as provided by law, except as provided above. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

F. Procedures for Closing a Meeting

The school board shall provide notice of a closed meeting just as for an open meeting. A school board meeting may be closed only after a majority vote at a public meeting. Before closing a meeting, the school board shall state on the record the specific authority permitting the meeting to be closed and shall describe the subject to be discussed.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 13D (Open Meeting Law)
Minn. Stat. § 121A.47, Subd. 5 (Exclusion and Expulsion Procedures)
Minn. Stat. § 122A.33, Subd. 3 (License and Degree Exemption for Head Coach)
Minn. Stat. § 122A.40, Subd. 14 (Employment; Contracts; Termination)
Minn. Stat. § 179A.14, Subd. 3 (Negotiation Procedures)
Minn. Rules Part 5510.2810 (Petition for Mediation)
Brown v. Cannon Falls Township, 723 N.W.2d 31 (Minn. App. 2006)
Brainerd Daily Dispatch v. Dehen, 693 N.W.2d 435 (Minn. App. 2005)
The Free Press v. County of Blue Earth, 677 N.W.2d 471 (Minn. App. 2004)
Prior Lake American v. Mader, 642 N.W.2d 729 (Minn. 2002)
Star Tribune v. Board of Education, Special School District No. 1, 507 N.W.2d 869 (Minn. App. 1993)
Minnesota Daily v. University of Minnesota, 432 N.W.2d 189 (Minn. App. 1988)
Moberg v. Independent School District No. 281, 336 N.W.2d 510 (Minn. 1983)
Sovereign v. Dunn, 498 N.W.2d 62 (Minn. App. 1993), *rev. denied.* (Minn. 1993)
Dept. of Admin. Advisory Op. No. 21-003 (April 19, 2021)
Dept. of Admin. Advisory Op. No. 21-002 (January 13, 2021)
Dept. of Admin. Advisory Op. No. 19-012 (October 24, 2019) Dept. of Admin. Advisory Op. No. 19-008 (May 22, 2019)

Dept. of Admin. Advisory Op. No. 19-006 (April 9, 2019)
Dept. of Admin. Advisory Op. No. 18-019 (December 28, 2018)
Dept. of Admin. Advisory Op. No. 17-005 (June 22, 2017)
Dept. of Admin. Advisory Op. No. 13-009 (March 19, 2013)
Dept. of Admin. Advisory Op. No. 12-004 (March 8, 2012)
Dept. of Admin. Advisory Op. No. 11-004 (April 18, 2011)
Dept. of Admin. Advisory Op. No. 10-020 (September 23, 2010)
Dept. of Admin. Advisory Op. No. 09-020 (September 8, 2009)
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)
Dept. of Admin. Advisory Op. No. 06-027 (September 28, 2006)
Dept. of Admin. Advisory Op. No. 04-004 (February 3, 2004)

Cross References: MSBA/MASA Model Policy 204 (School Board Meeting Minutes)
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 207 (Public Hearings)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA Law Bulletin "C" (Minnesota's Open Meeting Law)

Adopted: 11-20-1995

Revised: 10-24-2005, 5-22-2017, 11-23-2020, 4-25-2022, 4-28-2025

206 PUBLIC PARTICIPATION IN SCHOOL BOARD MEETINGS/COMPLAINTS ABOUT PERSONS AT SCHOOL BOARD MEETINGS AND DATA PRIVACY CONSIDERATIONS

I. PURPOSE

- A. The school board recognizes the value of participation by the public in deliberations and decisions on school district matters. At the same time, the school board recognizes the importance of conducting orderly and efficient proceedings, with opportunity for expression of all participants' respective views.
- B. The purpose of this policy is to provide procedures to assure open and orderly public discussion as well as to protect the due process and privacy rights of individuals under the law.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school board is to encourage discussion by persons of subjects related to the management of the school district at school board meetings. The school board may adopt reasonable time, place, and manner restrictions on public expression in order to facilitate free discussion by all interested parties.
- B. The school board shall, as a matter of policy, protect the legal rights to privacy and due process of employees and students.

III. DEFINITIONS

- A. "Personnel data" means government data on individuals maintained because the individual is or was an employee or applicant for employment. For purposes of this policy, "employee" includes a volunteer or an independent contractor.
- B. Personnel data on current and former employees that is "public" includes:

Name; employee identification number, which must not be the employee's social security number; actual gross salary; salary range; terms and conditions of employment relationship; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary; bargaining unit; job title; job description; education and training background; previous work experience; date of first and last employment; the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action; the final disposition of any disciplinary action as defined in Minnesota Statutes, section 13.43, subdivision 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body; the complete terms of any agreement settling any dispute arising out of the employment relationship, including a buyout agreement as defined in Minnesota Statutes, section 123B.143, subdivision 2, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money; work location; work telephone number; badge number; work-related continuing education; honors and awards received; and

payroll time sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

- C. Personnel data on current and former applicants for employment that is "public" includes:

Veteran status; relevant test scores; rank on eligible list; job history; education and training; and work availability. Names of applicants shall be private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the appointing authority to be finalists for a position in public employment. For purposes of this subdivision, "finalist" means an individual who is selected to be interviewed by the appointing authority prior to selection.

- D. "Educational data" means data maintained by the school district which relates to a student.

- E. "Student" means an individual currently or formerly enrolled or registered in the school district, or applicants for enrollment, or individuals who receive shared time services.

- F. Data about applicants for appointments to a public body, including a school board, collected by the school district as a result of the applicant's application for appointment to the public body are private data on individuals, except that the following are public: name; city of residence, except where the appointment has a residency requirement that requires the entire address to be public; education and training; employment history; volunteer work; awards and honors; prior government service; any data required to be provided or that is voluntarily provided in an application to a multimember agency pursuant to Minnesota Statutes, section 15.0597; and veteran status. Once an individual has been appointed to a public body, the following additional items of data are public: residential address; either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee; the first and last dates of service on the public body; the existence and status of any complaints or charges against an appointee; and, upon completion of an investigation of a complaint or charge against an appointee, the final investigative report unless access to the data would jeopardize an active investigation. Any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

IV. RIGHTS TO PRIVACY

- A. School district employees have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:

1. right to a private hearing for teachers, pursuant to Minnesota Statutes, section 122A.40, subdivision 14 (Teachers Discharge Hearing);
2. right to privacy of personnel data as provided by Minnesota Statutes, section 13.43 (Personnel Data);
3. right to consideration by the school board of certain data treated as not public as provided in Minnesota Statutes, section 13D.05 (Not Public Data);

4. right to a private hearing for licensed or nonlicensed head varsity coaches to discuss reasons for nonrenewal of a coaching contract pursuant to Minnesota Statutes, section 122A.33, subdivision 3.
- B. School district students have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
1. right to a private hearing, Minnesota Statutes, section 121A.47, subdivision 5 (Student Dismissal Hearing);
 2. right to privacy of educational data, Minnesota Statutes, section 13.32 (Educational Data); 20 United States Code, section 1232g (FERPA);
 3. right to privacy of complaints as provided by child abuse reporting and discrimination laws, Minnesota Statutes, chapter 260E (Reporting of Maltreatment of Minors) and Minnesota Statutes, chapter 363A (Minnesota Human Rights Act).

V. THE PUBLIC'S OPPORTUNITY TO BE HEARD

The school board will strive to give all persons an opportunity to be heard and to have complaints considered and evaluated, within the limits of the law and this policy and subject to reasonable time, place, and manner restrictions. Among the rights available to the public is the right to access public data as provided by Minnesota Statutes, section 13.43, subdivision 2 (Public Data).

VI. PROCEDURES

A. Agenda Items

1. Persons who wish to have a subject discussed at a public school board meeting are encouraged to notify the superintendent's office in advance of the school board meeting. The person should provide his or her name, the name of group represented (if any), and the subject to be covered or the issue to be addressed.
2. Persons who wish to address the school board on a particular subject should identify the subject and identify agenda item(s) to which their comments pertain.
3. The school board chair will recognize one speaker at a time and will rule out of order other speakers who are not recognized. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.
4. The school board retains the discretion to limit discussion of any agenda item to a reasonable period of time as determined by the school board. If a group or organization wishes to address the school board on a topic, the school board reserves the right to require designation of one or more representatives or spokespersons to speak on behalf of the group or organization.
5. Matters proposed for placement on the agenda which may involve data privacy concerns, which may involve preliminary allegations, or which may be potentially libelous or slanderous in nature shall not be considered in public, but shall be processed as determined by the school board in accordance with governing law.

6. The school board chair shall promptly rule out of order any discussion by any person, including school board members, that would violate the provisions of state or federal law, this policy or the statutory rights of privacy of an individual.
7. Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.
8. Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient, and fair opportunity for those present to be heard.

B. Complaints

1. Routine complaints about a teacher or other employee should first be directed to that teacher or employee or to the employee's immediate supervisor.
2. If the complaint is against an employee relating to child abuse, discrimination, racial, religious, or sexual harassment, or other activities involving an intimidating atmosphere, the complaint should be directed to the employee's supervisor or other official as designated in the school district policy governing that kind of complaint. In the absence of a designated person, the matter should be referred to the superintendent.
3. Unresolved complaints from Paragraph 1. of this section or problems concerning the school district should be directed to the superintendent's office.
4. Complaints which are unresolved at the superintendent's level may be brought before the school board by notifying the school board in writing.

C. Open Forum

The school board shall normally provide a specified period of time when persons may address the school board on any topic, subject to the limitations of this policy. The school board reserves the right to allocate a specific period of time for this purpose and limit time for speakers accordingly.

The school board may decide to hold certain types of public meetings where the public will not be invited to address the school board. Possible examples are work sessions and board retreats. The public will still be entitled to notice of these meetings and will be allowed to attend these meetings, but the public will not be allotted time during the meeting to address the board.

D. No Board Action at Same Meeting

Except as determined by the school board to be necessary or in an emergency, the school board will not take action at the same meeting on an item raised for the first time by the public.

VII. PENALTIES FOR VIOLATION OF DATA PRIVACY

- A. The school district is liable for damages, costs and attorneys' fees, and, in the event of a willful violation, punitive damages for violation of state data privacy laws. (Minnesota

Statutes, section 13.08, subdivision 1)

- B. A person who willfully violates data privacy or whose conduct constitutes the knowing unauthorized acquisition of not public data is guilty of a misdemeanor. (Minnesota Statutes, section 13.09)
- C. In the case of an employee, willful violation of the Minnesota data practices law (Minnesota Statutes, chapter 13), and any rules adopted thereunder, including any action subject to a criminal penalty, constitutes just cause for suspension without pay or dismissal. (Minnesota Statutes, section 13.09)

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.601, Subd. 3 (Applicants for Appointment)
Minn. Stat. § 13D.05 (Meetings Having Data Classified as Public)
Minn. Stat. § 121A.47, Subd. 5 (Exclusion and Expulsion Procedures; Closed or Open Meeting)
Minn. Stat. § 122A.33, Subd. 3 (License and Degree Exemption for Head Coach; Notice of Nonrenewal; Opportunity to Respond)
Minn. Stat. § 122A.40, Subd. 14 (Employment; Contracts; Termination; Hearing Procedures)
Minn. Stat. § 122A.44 (Contracting with Teachers; Substitute Teachers)
Minn. Stat. § 123B.02, Subd. 14 (General Powers of Independent School Districts; Employees; Contracts for Services)
Minn. Stat. § 123B.143, Subd. 2 (Superintendents; Disclose Past Buyouts or Contract is Void)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
Minn. Op. Atty. Gen. 852 (July 14, 2006)

Cross References: MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)
MSBA/MASA Model Policy 207 (Public Hearings)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA School Law Bulletin "C" (Minnesota's Open Meeting Law)
MSBA School Law Bulletin "I" (School Records – Privacy – Access to Data)

Adopted: 3-18-1996

Revised: 5-22-2017, 11-23-2020, 4-25-2022, 4-28-2025

208 DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEVELOPMENT OF POLICY

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

IV. ADOPTION AND REVIEW OF POLICY

- A. The school board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two school board meetings. The proposals shall be distributed and public comment will be allowed at both meetings.
- B. The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the school board at a meeting after the two meetings at which public input was received. The policy will be effective on the latter of the date of passage or the date stated in the motion.
- C. In an emergency, a new or modified policy may be adopted by a majority vote of a quorum of the school board in a single meeting. A statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The policy adopted in an emergency shall expire within one year following the emergency action unless the policy adoption procedure stated above is followed and the policy is reaffirmed. The school board shall have discretion to determine what constitutes an emergency.

- D. If a policy is modified with minor changes that do not affect the substance of the policy or because of a legal change over which the school board has no control, the modified policy may be approved at one meeting at the discretion of the school board.

V. IMPLEMENTATION OF AND ACCESS TO POLICY

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

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

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

Adopted: 8-21-1995

Revised: 11-28-2005, 4-24-2017, 2-28-2022, 8-22-2022, 4-28-2025

209 CODE OF ETHICS

[NOTE: A code of ethics establishes standards of conduct that members of a school board create and agree to follow. The principles and values embodied in this code of ethics prioritize board members' obligations to students, the district, and the community. As a written set of expectations, a code of ethics guides board members' decision making and behavior. This model policy offers a starting point for school boards as they create a code that establishes parameters for board member conduct that best serve their district. Minnesota law and rules of parliamentary procedure establish sanctions that a school board may choose to pursue.]

I. PURPOSE

The purpose of this policy is to assist the individual school board member in understanding his or her role as part of a school board and in recognizing the contribution that each member must make to develop an effective and responsible school board.

II. GENERAL STATEMENT OF POLICY

Each school board member shall follow the code of ethics stated in this policy.

A. AS A MEMBER OF THE SCHOOL BOARD, I WILL:

1. Attend school board meetings.
2. Come to the meetings prepared for discussion of the agenda items.
3. Listen to the opinions and views of others (including, but not limited to, other school board members, administration, staff, students, and community members).
4. Vote my conscience after informed discussion, unless I abstain because a conflict of interest exists.
5. Support the decision of the school board, even if my position concerning the issue was different.
6. Recognize the integrity of my predecessors and associates and appreciate their work.
7. Be primarily motivated by a desire to provide the best possible education for the students of my school district.
8. Inform myself about the proper duties and functions of a school board member.

B. IN PERFORMING THE PROPER FUNCTIONS OF A SCHOOL BOARD MEMBER, I WILL:

1. Focus on education policy as much as possible.

2. Remember my responsibility is to set policy – not to implement policy.
3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.
4. Recognize that my responsibility, exercised through the actions of the school board as a whole, is to see that the schools are properly run – not to run them myself.
5. Work through the superintendent – not over or around the superintendent.
6. Delegate the implementation of school board decisions to the superintendent.

C. TO MAINTAIN RELATIONS WITH OTHER MEMBERS OF THE SCHOOL BOARD, I WILL:

1. Respect the rights of others to have and express opinions.
2. Recognize that authority rests with the school board in legal session – not with the individual members of the school board except as authorized by law.
3. Make no disparaging remarks, in or out of school board meetings, about other members of the school board or their opinions.
4. Keep an open mind about how I will vote on any proposition until the board has met and fully discussed the issue.
5. Make decisions by voting in school board meetings after all sides of debatable questions have been presented.
6. Insist that committees be appointed to serve only in an advisory capacity to the school board.

D. IN MEETING MY RESPONSIBILITIES TO MY COMMUNITY, I WILL:

1. Attempt to appraise and plan for both the present and future educational needs of the school district and community.
2. Attempt to obtain adequate financial support for the school district's programs.
3. Insist that business transactions of the school district be ethical and open.
4. Strive to uphold my responsibilities and accountability to the taxpayers in my school district.

E. IN WORKING WITH THE SUPERINTENDENT OF SCHOOLS AND STAFF, I WILL:

1. Hold the superintendent responsible for the administration of the school district.
2. Give the superintendent authority commensurate with his or her responsibilities.
3. Assure that the school district will be administered by the best professional personnel available.
4. Consider the recommendation of the superintendent in hiring all employees.
5. Participate in school board action after considering the recommendation of the superintendent and only after the superintendent has furnished adequate

information supporting the recommendation.

6. Insist the superintendent keep the school board adequately informed at all times.
7. Offer the superintendent counsel and advice.
8. Recognize the status of the superintendent as the chief executive officer and a non-voting, ex officio member of the school board.
9. Refer all complaints to the proper administrative officer or insist that they be presented in writing to the whole school board for proper referral according to the chain of command.
10. Present any personal criticisms of employees to the superintendent.
11. Provide support for the superintendent and employees of the school district so they may perform their proper functions on a professional level.

F. IN FULFILLING MY LEGAL OBLIGATIONS AS A SCHOOL BOARD MEMBER, I WILL:

1. Comply with all federal, state, and local laws relating to my work as a school board member.
2. Comply with all school district policies as adopted by the school board.
3. Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other state and federal agencies with jurisdiction over school districts.
4. Recognize that school district business may be legally transacted only in an open meeting of the school board.
5. Avoid conflicts of interest and refrain from using my school board position for personal gain.
6. Take no private action that will compromise the school board or administration.
7. Guard the confidentiality of information that is protected under applicable law.

Legal References: Minn. Stat. § 123B.02, Subd. 1 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.143, Subd. 1 (Superintendent)

Cross References: None

Adopted: 8-20-1996

Revised: 12-19-2005, 5-22-2017, 2-28-2022, 8-22-2022, 4-28-2025

210 CONFLICT OF INTEREST – SCHOOL BOARD MEMBERS

[Note: The provisions of this policy substantially reflect legal requirements.]

I. PURPOSE

The purpose of this policy is to observe state statutes regarding conflicts of interest and to engage in school district business activities in a fashion designed to avoid any conflict of interest or the appearance of impropriety.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school board to contract for goods and services in conformance with statutory conflict of interest laws and in a manner that will avoid any conflict of interest or the appearance thereof. Accordingly, the school board will contract under the statutory exception provisions only when it is clearly in the best interest of the school district because of limitations that may exist on goods or services otherwise available to the school district.

III. GENERAL PROHIBITIONS AND RECOGNIZED STATUTORY EXCEPTIONS

- A. A school board member who is authorized to take part in any manner in making any sale, lease, or contract in his or her official capacity shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially therefrom.
- B. In the following circumstances, however, the school board may as an exception, by unanimous vote, contract for goods or services with a school board member of the school district:
 1. In the designation of a bank or savings association, in which a school board member is interested, as an authorized depository for school district funds and as a source of borrowing, provided such deposited funds are protected in accordance with Minnesota Statutes chapter 118A. Any school board member having said interest shall disclose that interest and the interest shall be entered upon the school board minutes. Disclosure shall be made when such bank or savings association is first designated as a depository or source of borrowing, or when such school board member is elected, whichever is later. Disclosure serves as notice of the interest and need only be made once;
 2. The designation of an official newspaper, or publication of official matters therein, in which the school board member is interested when it is the only newspaper complying with statutory requirements relating to the designation or publication;
 3. A contract with a cooperative association of which the school board member is a shareholder or stockholder but not an officer or manager;
 4. A contract for which competitive bids are not required by law. A contract made under this exception will be void unless the following procedures are observed:
 - a. The school board shall authorize the contract in advance of its performance by adopting a resolution setting out the essential facts and

determining that the contract price is as low as or lower than the price at which the goods or services could be obtained elsewhere.

- b. In the case of an emergency when the contract cannot be authorized in advance, payment of the claims must be authorized by a like resolution wherein the facts of the emergency are also stated.
- c. Before a claim is paid, the interested school board member shall file with the clerk of the school board an affidavit stating:
 - (1) The name of the school board member and the office held;
 - (2) An itemization of the goods or services furnished;
 - (3) The contract price;
 - (4) The reasonable value;
 - (5) The interest of the school board member in the contract; and
 - (6) That to the best of the school board member's knowledge and belief, the contract price is as low as, or lower than, the price at which the goods or services could be obtained from other sources.
- 5. A school board member may contract with the school district to provide construction materials or services, or both, when the sealed bid process is used. When the contract comes before the school board for consideration, the interested school board member may not vote on the contract. (**Note:** *This section applies only when the school district has a population of 1,000 or less according to the last federal census.*)
- 6. A school board member may rent space in a public facility at a rate commensurate with that paid by other members of the public.
- C. In the following circumstances, the school board may as an exception, by majority vote at a meeting at which all school board members are present, contract for services with a school board member of the school district: A school board member may be newly employed or may continue to be employed by the school district as an employee only if there is a reasonable expectation on July 1, or at the time the contract is entered into or extended, that the amount to be earned by that school board member under that contract or employment relationship, will not exceed \$20,000 in that fiscal year. If the school board member does not receive majority approval to be initially employed or to continue in employment at a meeting at which all school board members are present, that employment is immediately terminated and that school board member has no further rights to employment while serving as a school board member in the school district.

[Note: The \$8,000 figure increased to \$20,000 effective July 1, 2022]
- D. The school board may contract with a class of school district employees, such as teachers or custodians, when the spouse of a school board member is a member of the class of employees contracting with the school board and the employee spouse receives no special monetary or other benefit that is substantially different from the benefits that other members of the class receive under the employment contract. For the school board to invoke this exception, it must have a majority of disinterested school board members vote to approve the contract, direct the school board member spouse to

abstain from voting to approve the contract, and publicly set out the essential facts of the contract at the meeting in which the contract is approved.

IV. LIMITATIONS ON RELATED EMPLOYEES

- A. The school board must hire or dismiss teachers only at duly called meetings. When a husband and wife, brother and sister, or two brothers or sisters, constitute a quorum, no contract employing a teacher may be made or authorized except upon the unanimous vote of the full school board.
- B. The school board may not employ any teacher related by blood or marriage to a school board member, within the fourth degree as computed by the civil law, except by a unanimous vote of the full school board.

V. CONFLICTS PRIOR TO TAKING OFFICE

A school board member with personal financial interest in a sale, lease, or contract with the school district which was entered before the school board member took office and presents an actual or potential conflict of interest, shall immediately notify the school board of such interest. It shall thereafter be the responsibility of the school board member to refrain from participating in any action relating to the sale, lease, or contract. At the time of renewal of any such sale, lease, or contract, the school board may enter into or renew such sale, lease, or contract only if it falls within one of the enumerated exceptions for contracts relating to goods or services provided above and if the procedures provided in this policy are followed.

VI. DETERMINATION AS TO WHETHER A CONFLICT OF INTEREST EXISTS

The determination as to whether a conflict of interest exists is to be made by the school board. Any school board member who has an actual or potential conflict shall notify the school board of such conflict immediately. The school board member shall thereafter cooperate with the school board as necessary for the school board to make its determination.

Legal References: Minn. Stat. § 122A.40, Subd. 3 (Employment; Contracts; Termination)
Minn. Stat. § 123B.195 (Board Member's Right to Employment)
Minn. Stat. § 471.87 (Public Officers, Interest in Contract; Penalty)
Minn. Stat. § 471.88, Subds. 2, 3, 4, 5, 12, 13, and 21 (Exceptions)
Minn. Stat. § 471.89 (Contract, When Void)
Op. Atty. Gen. 437-A-4, March 15, 1935
Op. Atty. Gen. 90-C-5, July 30, 1940
Op. Atty. Gen. 90-A, August 14, 1957

Cross References: MSBA/MASA Model Policy 101 (Legal Status of the School Board)
MSBA/MASA Model Policy 209 (Code of Ethics)

Adopted: 8-20-1996

Revised: 12-19-2005, 4-24-2017, 2-28-2022, 8-22-2022, 4-28-2025

305 POLICY IMPLEMENTATION

I. PURPOSE

The purpose of this policy is to clarify the responsibility of the school administration for implementation of school district policy.

II. GENERAL STATEMENT OF POLICY

- A. It shall be the responsibility of the superintendent to implement school district policy and to recommend additions or modifications thereto. The administration is authorized to develop procedures, guidelines, and directives to effectuate the implementation of school district policies. These procedures, guidelines, and directives shall not be inconsistent with said policies. At least annually, these written procedures, guidelines, and directives shall be presented to the school board for review.
- B. Employee and student handbooks shall be subject to annual review and approval by the school board.
- C. School principals and other administrators who have handbook responsibilities shall present recommended changes necessary to reflect new or modified policies. Changes of substance within handbooks shall be reviewed by the superintendent to assure compliance with school district policy and shall be approved by the school board.

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

Cross References: MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)

Adopted: 4-15-1996

Revised: 1-23-2006, 8-26-2019, 4-25-2022, 4-28-2025

404 EMPLOYMENT BACKGROUND CHECKS

[Note: The provisions of this policy substantially reflect statutory requirements.]

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, the school district will seek a criminal history background check for applicants who receive an offer of employment with the school district and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, or such other background checks as provided by this policy. The school district may also elect to do background checks of other volunteers, independent contractors, and student employees in the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall require that applicants for school district positions who receive an offer of employment and all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, submit to a criminal history background check. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district.
- B. The school district specifically reserves any and all rights it may have to conduct background checks regarding current employees, applicants, or service providers without the consent of such individuals.
- C. Adherence to this policy by the school district shall in no way limit the school district's right to require additional information, or to use procedures currently in place or other procedures to gain additional background information concerning employees, applicants, volunteers, service providers, independent contractors, and student employees.

III. PROCEDURES

- A. Normally an individual will not commence employment or provide services until the school district receives the results of the criminal history background check. The school district may conditionally hire an applicant or allow an individual to provide services pending completion of the background check but shall notify the individual that the individual's employment or opportunity to provide services may be terminated based on the result of the background check. Background checks will be performed by the Minnesota Bureau of Criminal Apprehension (BCA). The BCA shall conduct the background check by retrieving criminal history data as defined in Minnesota Statutes section 13.87. The school district reserves the right to also have criminal history background checks conducted by other organizations or agencies.

- B. In order for an individual to be eligible for employment or to provide athletic coaching services or other extracurricular academic coaching services to the school district, except for an enrolled student volunteer, the individual must sign a criminal history consent form, which provides permission for the school district to conduct a criminal history background check, and provide a money order or check payable to either the BCA or to the school district, at the election of the school district, in an amount equal to the actual cost to the BCA and the school district of conducting the criminal history background check. The cost of the criminal history background check is the responsibility of the individual, unless the school district decides to pay the costs for a volunteer, an independent contractor, or a student employee. If the individual fails to provide the school district with a signed Informed Consent Form and fee at the time the individual receives a job offer, or permission to provide services, the individual will be considered to have voluntarily withdrawn the application for employment or request to provide services.

[Note: If the school district elects to receive payment, it may, at its discretion, accept payment in the form of a negotiable instrument other than a money order or check and then pay the superintendent of the BCA directly to conduct the background check.]

- C. The school district, in its discretion, may elect not to request a criminal history background check on an individual who holds an initial entrance license issued by the Minnesota Professional Educator Licensing and Standards Board or the Minnesota Commissioner of Education within the 12 months preceding an offer of employment or permission to provide services.
- D. The school district may use the results of a criminal background check conducted at the request of another school hiring authority if:
1. the results of the criminal background check are on file with the other school hiring authority or otherwise accessible;
 2. the other school hiring authority conducted a criminal background check within the previous 12 months;
 3. the individual executes a written consent form giving the school district access to the results of the check; and
 4. there is no reason to believe that the individual has committed an act subsequent to the check that would disqualify the individual for employment or provision of services.
- E. For all nonstate residents who are offered employment with or the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, the school district shall request a criminal history background check on such individuals from the superintendent of the BCA and from the government agency performing the same function in the resident state or, if no government entity performs the same function in the resident state, from the Federal Bureau of Investigation. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district. Such individuals must provide an executed criminal history consent form.
- F. When required, individuals must provide fingerprints to assist in a criminal history

background check. If the fingerprints provided by the individual are unusable, the individual will be required to submit another set of prints.

- G. Copies of this policy shall be available in the school district's employment office and will be distributed to applicants for employment and individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services upon request. The need to submit to a criminal history background check may be included with the basic criteria for employment or provision of services in the position posting and position advertisements.
- H. The individual will be informed of the results of the criminal background check(s) to the extent required by law.
- I. If the criminal history background check precludes employment with, or provision of services to, the school district, the individual will be so advised.
- J. The school district may apply these procedures to other volunteers, independent contractors, or student employees.
- K. At the beginning of each school year or when a student enrolls, the school district will notify parents and guardians about this policy and identify those positions subject to a background check and the extent of the school district's discretion in requiring a background check. The school district may include this notice in its student handbook, a school policy guide, or other similar communication. A form notice for this purpose is included with this policy.

IV. CRIMINAL HISTORY CONSENT FORM

A form to obtain consent for a criminal history background check is included with this policy.

Legal References: Minn. Stat. § 13.04, Subd. 4 (Rights of Subjects of Data)
Minn. Stat. § 13.87, Subd. 1 (Criminal Justice Data)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. §§ 299C.60-299C.64 (Minnesota Child, Elder, and Individuals with Disabilities Protection Background Check Act)
Minn. Stat. § 364.09(b) (Exception for School Districts)

Cross References: None

Adopted: 9-17-1996

Revised: 3-27-2006, 10-24-2016, 9-23-2019, 8-22-2022, 4-28-2025

413 HARASSMENT AND VIOLENCE

[NOTE: State law (Minnesota Statutes, section 121A.03) requires that school districts adopt a sexual, religious, and racial harassment and violence policy that conforms with the Minnesota Human Rights Act, Minnesota Statutes, chapter 363A (MHRA). This policy complies with that statutory requirement and addresses the other classifications protected by the MHRA and/or federal law. While the recommendation is that school districts incorporate the other protected classifications, in addition to sex, religion, and race, into this policy, they are not specifically required to do so by Minnesota Statutes, section 121A.03. The Minnesota Department of Education (MDE) is required to maintain and make available a model sexual, religious, and racial harassment policy in accordance with Minnesota Statutes, section 121A.03. MDE's policy differs from that of MSBA and imposes greater requirements upon school districts than required by law. For that reason, MSBA recommends the adoption of its model policy by school districts. Each school board must submit a copy of the policy the board has adopted to the Commissioner of MDE.]

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability (Protected Class).

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to maintain a learning and working environment free from harassment and violence on the basis of Protected Class. The school district prohibits any form of harassment or violence on the basis of Protected Class.
- B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's Protected Class, as defined by this policy. (For purposes of this policy, school district personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's Protected Class.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's Protected Class, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel found to have violated this policy.

III. DEFINITIONS

- A. "Assault" is:
1. an act done with intent to cause fear in another of immediate bodily harm or death;
 2. the intentional infliction of or attempt to inflict bodily harm upon another; or
 3. the threat to do bodily harm to another with present ability to carry out the threat.
- B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, when the conduct:
1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
 2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
 3. otherwise adversely affects an individual's employment or academic opportunities.
- [NOTE: In 2023, the Minnesota legislature amended the definition of "sexual orientation" in the Minnesota Human Rights Act as reflected in subpart 6 below.]**
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. Protected Classifications
1. "Disability" means, with respect to an individual who
 - a. has a physical sensory or mental impairment that materially limits one or more major life activities of such individual;
 - b. has a record of such an impairment;
 - c. is regarded as having such an impairment; or
 - d. has an impairment that is episodic or in remission and would materially limit a major life activity when active.
 2. "Familial status" means the condition of one or more minors having legal status or custody with:
 - a. the minor's parent or parents or the minor's legal guardian or guardians; or
 - b. the designee of the parent or parents or guardian or guardians with the written permission of the parent or parents or guardian or guardians. Familial status also means residing with and caring for one or more individuals who lack the ability to meet essential requirements for

physical health, safety, or self-care because the individual or individuals are unable to receive and evaluate information or make or communicate decisions. The protections afforded against harassment or discrimination on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.

[NOTE: The 2024 Minnesota legislature revised the definition of “familial status.”]

3. “Marital status” means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment or discrimination on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
4. “National origin” means the place of birth of an individual or of any of the individual’s lineal ancestors.
5. “Sex” includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
6. “Sexual orientation” means to whom someone is, or is perceived of as being, emotionally, physically, or sexually attracted to based on sex or gender identity. A person may be attracted to men, women, both, neither, or to people who are genderqueer, androgynous, or have other gender identities.

[NOTE: The 2023 Minnesota legislature redefined ‘sexual orientation’ in the Minnesota Human Rights Act.]

7. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
- E. “Remedial response” means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.

F. Sexual Harassment

1. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
 - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or
 - c. that conduct or communication has the purpose or effect of substantially interfering with an individual’s employment or education, or creating an

intimidating, hostile, or offensive employment or educational environment.

2. Sexual harassment may include, but is not limited to:
 - a. unwelcome verbal harassment or abuse;
 - b. unwelcome pressure for sexual activity;
 - c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;
 - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
 - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
 - f. unwelcome behavior or words directed at an individual because of sexual orientation, including gender identity or expression.

G. Sexual Violence

1. Sexual violence is a physical act of aggression or force or the threat thereof that involves the touching of another's intimate parts or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes, section 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
2. Sexual violence may include, but is not limited to:
 - a. touching, patting, grabbing, or pinching another person's intimate parts
 - b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
 - c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
 - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to an individual's Protected Class.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or victim of harassment or

violence on the basis of Protected Class by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct that may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

D. In Each School Building

The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

- E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.

G. In the District

The school board hereby designates the superintendent as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.¹

- H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- J. Use of formal reporting forms is not mandatory.
- K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- L. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.
- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- N. False accusations or reports of violence or harassment against another person are prohibited.
- O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

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

Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

V. INVESTIGATION

- A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by

¹ In some school districts the superintendent may be the human rights officer. If so, an alternative individual should be designated by the school board.

school district officials or by a third party designated by the school district.

- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district 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 incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

- A. Upon completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.
- B. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the targets or victims and alleged perpetrators of harassment or violence, the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.
- C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and

proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

VII. RETALIATION OR REPRISAL

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

VIII. 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 Minnesota Department of Human Rights or another state or federal agency, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

IX. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minnesota Statutes, chapter 260E may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.
- B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, resourcefulness, and/or sexual abuse prevention.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act of 1973)
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 401 (Equal Employment Opportunity)
MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
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 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination, Grievance Procedures and Process)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

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414 MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE

[Note: This policy reflects the mandatory law regarding reporting of maltreatment of minors and is not discretionary in nature.]

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected child neglect or physical or sexual abuse.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to fully comply with Minnesota Statutes chapter 260E requiring school personnel to report suspected child neglect or physical or sexual abuse.
- B. A violation of this policy occurs when any school personnel fails to immediately report instances of child neglect or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

III. DEFINITIONS

- A. "Accidental" means a sudden, not reasonably foreseeable, and unexpected occurrence or event that:
 - 1. is not likely to occur and could not have been prevented by exercise of due care; and
 - 2. if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of event.
- B. "Child" means one under age 18 and, for purposes of Minnesota Statutes chapter 260C (Juvenile Safety and Placement) and Minnesota Statutes chapter 260D (Child in Voluntary Foster Care for Treatment), includes an individual under age 21 who is in foster care pursuant to Minnesota Statutes chapter 260C.451 (Foster Care Benefits Past Age 18).
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. "Mandated reporter" means any school personnel who knows or has reason to believe a child is being maltreated or has been maltreated within the preceding three years.
- E. "Mental injury" means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child's ability to function within a normal range of performance and behavior with due regard to the child's culture.
- F. "Neglect" means the commission or omission of any of the acts specified below, other than by accidental means:

1. failure by a person responsible for a child's care to supply a child with necessary food, clothing, shelter, health care, medical, or other care required for the child's physical or mental health when reasonably able to do so;
2. failure to protect a child from conditions or actions that seriously endanger the child's physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors as the child's age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for the child's own basic needs or safety, or the basic needs or safety of another child in his or her care;
4. failure to ensure that a child is educated in accordance with state law, which does not include a parent's refusal to provide his or her child with sympathomimetic medications;
5. prenatal exposure to a controlled substance as defined in state law used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child's birth, medical effects or developmental delays during the child's first year of life that medically indicate prenatal exposure to a controlled substance, or the presence of a fetal alcohol spectrum disorder;
6. medical neglect as defined by Minnesota Statutes section 260C.007, subdivision. 6, clause (5);
7. chronic and severe use of alcohol or a controlled substance by a person responsible for the care of the child that adversely affects the child's basic needs and safety; or
8. emotional harm from a pattern of behavior that contributes to impaired emotional functioning of the child, which may be demonstrated by a substantial and observable effect in the child's behavior, emotional response, or cognition that is not within the normal range for the child's age and stage of development, with due regard to the child's culture.

Neglect does not occur solely because the child's parent, guardian, or other person responsible for the child's care in good faith selects and depends upon spiritual means or prayer for treatment or care of disease or remedial care of the child in lieu of medical care.

- G. "Nonmaltreatment mistake" occurs when: (1) at the time of the incident, the individual was performing duties identified in the center's child care program plan required under Minnesota Rules part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar nonmaltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident.

This definition only applies to child care centers licensed under Minnesota Rules chapter 9503.

- H. "Person responsible for the child's care" means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employee or agent, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.
- I. "Physical abuse" means any physical injury, mental injury (under subdivision 13), or threatened injury (under subdivision 23), inflicted by a person responsible for the child's care on a child other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child's history of injuries, or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minnesota Statutes section 125A.0942 or 245.825.

Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian that does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by Minnesota Statutes section 121A.582.

Actions that are not reasonable and moderate include, but are not limited to, any of the following: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions that result in any nonaccidental injury to a child under 18 months of age; (5) unreasonable interference with a child's breathing; (6) threatening a child with a weapon, as defined in Minnesota Statutes section 609.02, subdivision 6; (7) striking a child under age one on the face or head; (8) striking a child who is at least age one but under age four on the face or head, which results in an injury; (9) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances that were not prescribed for the child by a practitioner, in order to control or punish the child, or other substances that substantially affect the child's behavior, motor coordination, or judgment, or that result in sickness or internal injury, or that subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (10) unreasonable physical confinement or restraint not permitted under Minnesota Statutes section 609.379, including, but not limited to, tying, caging, or chaining; or (11) in a school facility or school zone, an act by a person responsible for the child's care that is a violation under Minnesota Statutes section 121A.58.

- J. "Report" means any communication received by the local welfare agency, police department, county sheriff, or agency responsible for child protection pursuant to this section that describes maltreatment of a child and contains sufficient content to identify the child and any person believed to be responsible for the maltreatment, if known.
- K. "School personnel" means professional employee or professional's delegate of the school district who provides health, educational, social, psychological, law enforcement, or child care services.
- L. "Sexual abuse" means the subjection of a child by a person responsible for the child's care, by a person who has a significant relationship to the child (as defined in Minnesota Statutes section 609.341, subdivision 15), or by a person in a current or recent position of authority (as defined in Minnesota Statutes section 609.341, subdivision 10) to any

act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration, sexual contact, solicitation of children to engage in sexual conduct, and communication of sexually explicit materials to children. Sexual abuse also includes any act involving a minor that constitutes a violation of Minnesota statutes prohibiting prostitution or use of a minor in a sexual performance. Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation that requires registration under Minnesota Statutes section 243.166, subdivision 1b(a) or (b).

- M. "Threatened injury" means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child's care who has (1) subjected the child to, or failed to protect a child from, an overt act or condition that constitutes egregious harm; (2) been found to be palpably unfit; (3) committed an act that resulted in an involuntary termination of parental rights; (4) , or committed an act that resulted in the involuntary transfer of permanent legal and physical custody of a child to a relative.

IV. REPORTING PROCEDURES

- A. A mandated reporter shall immediately report the information to the local welfare agency, agency responsible for assessing or investigating the report, police department, county sheriff, tribal social services agency, or tribal police department. The reporter will include his or her name and address in the report.
- B. An oral report shall be made immediately by telephone or otherwise., The oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for assessing or investigating the report. Any report shall be of sufficient content to identify the child, any person believed to be responsible for the maltreatment of the child if the person is known, the nature and extent of the maltreatment, and the name and address of the reporter.
- C. Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- D. A mandated reporter who knows or has reason to know of the deprivation of custodial or parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.
- E. With the exception of a health care professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.
- F. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.

- G. An employer of a mandated reporter shall not retaliate against the person for reporting in good faith maltreatment against a child with respect to whom a report is made, because of the report.
- H. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, plus costs and reasonable attorney fees. Knowingly or recklessly making a false report also may result in discipline.

[Note: The Minnesota Department of Education (MDE) is responsible for assessing or investigating allegations of child maltreatment in schools. Although a report may be made to any of the agencies listed in Section IV. A., above, and there is no requirement to file more than one report, if the initial report is not made to MDE, it would be helpful to MDE if schools also report to MDE.]

V. INVESTIGATION

- A. The responsibility for assessing or investigating reports of suspected maltreatment rests with the appropriate state, county, or local agency or agencies. The agency responsible for assessing or investigating reports of maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged offender, and any other person with knowledge of the maltreatment for the purpose of gathering facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of the alleged offender or parent, legal guardian, or school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian, or person responsible for the child's care. School 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.
- B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property must be received by school officials 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 property.
- C. Except where the alleged offender is believed to be a school official or employee, the time and place, and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the school officials shall be reasonable, and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school employees when an interview is conducted on school premises.
- D. Where the alleged offender is believed to be a school official or employee, the school district shall conduct its own investigation independent of MDE and, if involved, the local welfare or law enforcement agency.

- E. Upon request by MDE, the school district shall provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. The school district shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13, and the Family Educational Rights and Privacy Act, 20 United States Code section 1232g.

VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE

- A. When a local welfare or local law enforcement agency determines that a potentially abused or abused child should be interviewed on school property, written notification of the agency’s intent to interview on school property must be received by school officials 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 the interview. The notification shall be private data. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.
- B. All records regarding a report of maltreatment, including any notification of intent to interview which was received by the school as described above in Paragraph A., shall be destroyed by the school only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.

VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE

Under certain circumstances, alleged physical or sexual abuse may also be sexual harassment or violence under Minnesota law. If so, the duties relating to the reporting and investigation of such harassment or violence may be applicable.

VIII. DISSEMINATION OF POLICY AND TRAINING

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.58 (Corporal Punishment)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)
Minn. Stat. § 243.166, Subd. 1b(a)(b) (Registration of Predatory Offenders)
Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)
Minn. Stat. § 260C.007, Subd. 6, Clause (5) (Child in Need of Protection)
Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18)
Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
Minn. Stat. § 609.02, Subd. 6 (Definitions – Dangerous Weapon)
Minn. Stat. § 609.341, Subd. 10 (Definitions – Position of Authority)
Minn. Stat. § 609.341, Subd. 15 (Definitions – Significant Relationship)
Minn. Stat. § 609.379 (Reasonable Force)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross References: MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

Adopted: 7-15-1996

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423 EMPLOYEE-STUDENT RELATIONSHIPS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

[Note: Such safeguards may include the following: avoiding altogether or minimizing physical contact, keeping doors open when talking or meeting with students one-on-one, and/or making sure that such meetings with a

student take place in rooms with windows and/or others nearby.]

- G. Excessive informal and social involvement with individual students is unprofessional, is not compatible with employee-student relationships, and is inappropriate.
- H. School district employees will adhere to applicable standards of ethics and professional conduct in Minnesota law.

III. REPORTING AND INVESTIGATION

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

IV. SCHOOL DISTRICT ACTION

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

V. SCOPE OF LIABILITY

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

Legal References: Minn. Stat. § 13.43, Subd. 16 (Personnel Data)
Minn. Stat. § 122A.20, Subd. 2 (Suspension or Revocation of Licenses)
Minn. Stat. § 122A.40, Subds. 5(b) and 13(b) (Employment; Contracts; Termination)
Minn. Stat. §§ 609.341-609.352 (Definitions)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)
Minn. Rules Part 8710.2100 (Code of Ethics for Minnesota Teachers)

Cross References: MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons)
MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)
MSBA/MASA Model Policy 306 (Administrator Code of Ethics)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)

MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 421 (Gifts to Employees and School Board Members)
MSBA/MASA Model Policy 507 (Corporal Punishment)

Adopted: 3-27-2006

Revised: 12-18-2017, 8-26-2019, 4-25-2022, 4-28-2025

480 EMPLOYEE RETIREMENT RECOGNITION

I. PURPOSE

The purpose of this policy is to recognize employees who retire from Pipestone Area Schools by showing appreciation and thanks by presenting a retirement gift for said employee's years of service.

II. GENERAL STATEMENT OF POLICY

- A. Said employee must be retiring from the district.
- B. Gift shall not be a monetary award.
- C. Retirement gift will be set by the school board.

III. DEFINITION

"Retirement" means the action or fact of leaving one's job, career, or occupation permanently. If eligible, said retired employee may still sub within the district at the superintendent's discretion.

IV. PROCEDURES

Upon retirement, any employee who has worked for Pipestone Area Schools shall receive a gift of appreciation which will be given at the end of the school year.

- A. 0-19 Years of Service – An engraved plaque, purchased from a store or vendor, at the superintendent or his designee's discretion.
- B. 20+ Years of Service – An engraved clock, purchased from a store or vendor, at the superintendent or his designee's discretion.
- C. Upon the end of a school board member's term, he or she will receive an engraved plaque, purchased from a store or vendor, at the superintendent or his designee's discretion.

Legal References: Minn. Stat. § 123B.02, (General Powers of Independent School Districts) Subd. 14a (Employee Recognition)

Adopted: 12-19-2016

Reviewed: 4-25-2022, 4-28-2025

512 SCHOOL-SPONSORED STUDENT PUBLICATIONS AND ACTIVITIES

I. PURPOSE

The purpose of this policy is to protect students' rights to free speech in production of school-sponsored media and activities while at the same time balancing the school district's role in supervising student publications and the operation of public schools.

II. GENERAL STATEMENT OF POLICY

- A. Expressions and representations made by students in school-sponsored publications and activities are not expressions of official school district policy. Faculty advisors shall supervise student writers to ensure compliance with the law and school district policies.
- B. Students who believe their right to free expression has been unreasonably restricted in school-sponsored media or activity may seek review of the decision by the building principal. The principal shall issue a decision no later than three (3) school days after review is requested.
 - 1. Students producing school-sponsored media and activities shall be under the supervision of a faculty advisor and the school principal. School-sponsored media and activities shall be subject to the guidelines set forth below.
 - 2. School-sponsored media may be distributed at reasonable times and locations.

III. DEFINITIONS

- A. "Distribution" means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting, or displaying material, or placing materials in internal staff or student mailboxes.
- B. "Material and substantial disruption" of a normal school activity means:
 - 1. Where the normal school activity is an educational program of the school district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
 - 2. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

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

- C. "Minor" means any person under the age of eighteen (18).
- D. "Obscene to minors" means:
 - 1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
 - 2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and
 - 3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- E. "School activities" means any activity of students sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.
- F. "School-sponsored media" means material that is:
 - 1. prepared, wholly or substantially written, published, broadcast, or otherwise disseminated by a student journalist enrolled in the school district;
 - 2. distributed or generally made available to students in the school; and
 - 3. prepared by a student journalist under the supervision of a student media adviser.

School-sponsored media does not include material prepared solely for distribution or transmission in the classroom in which the material is produced, or a yearbook.
- G. "Student journalist" means a school district student in grades 6 through 12 who gathers, compiles, writes, edits, photographs, records, or otherwise prepares information for dissemination in school-sponsored media.
- H. "Student media adviser" means a qualified teacher, as defined in Minnesota Statutes, section 122A.16, that the school district employs, appoints, or designates to supervise student journalists or provide instruction relating to school-sponsored media.

IV. GUIDELINES

- A. Except as provided in paragraph B below, a student journalist has the right to exercise freedom of speech and freedom of the press in school-sponsored media regardless of whether the school-sponsored media receives financial support from the school or district, uses school equipment or facilities in its production, or is produced as part of a class or course in which the student journalist is enrolled. Freedom of speech includes freedom to express political viewpoints. Consistent with paragraph B below, a student journalist has the right to determine the news, opinion, feature, and advertising content of school-sponsored media. The school district must not discipline a student journalist for exercising rights or freedoms under this paragraph or the First Amendment of the

United States Constitution.

- B Student expression in school-sponsored media, a yearbook, or school-sponsored activity is prohibited when the material:
1. is obscene to minors;
 2. is defamatory;
 3. is profane, harassing, threatening, or intimidating;
 4. constitutes an unwarranted invasion of privacy;
 5. violates federal or state law;
 6. causes a material and substantial disruption of school activities;
 7. is directed to inciting or producing imminent lawless action on school premises or the violation of lawful school policies or rules, including a policy adopted in accordance with Minnesota Statutes, section 121A.03 or 121A.031;
 8. advertises or promotes any product or service not permitted for minors by law;
 9. advocates sexual, racial, or religious harassment or violence or prejudice; or
 10. is distributed or displayed in violation of time, place, and manner regulations.
- C. The school district must not retaliate or take adverse employment action against a student media adviser for supporting a student journalist exercising rights or freedoms under paragraph A above or the First Amendment of the United States Constitution.
- D. Notwithstanding the rights or freedoms of this Article or the First Amendment of the United States Constitution, nothing in this Article inhibits a student media adviser from teaching professional standards of English and journalism to student journalists.

These professional standards may include, but are not limited to, the following:

1. assuring that participants learn whatever lessons the activity is designed to teach;
2. assuring that readers or listeners are not exposed to material that may be inappropriate for their level of maturity;
3. assuring that the views of the individual speaker are not erroneously attributed to the school;
4. assuring that the school is not associated with any position other than neutrality on matters of political controversy;
5. assuring that the sponsored student speech cannot reasonably be perceived to advocate conduct otherwise inconsistent with the shared values of a civilized social order;
6. assuring that the school is not associated with expression that is, for example, ungrammatical, poorly written, inadequately researched, biased or prejudiced,

vulgar or profane, or unsuitable for immature audiences.

E. Time, Place, and Manner of Distribution

Students shall be permitted to distribute written materials at school as follows:

1. Time

Distribution shall be limited to the hours before the school day begins, during lunch hour and after school is dismissed.

2. Place

Written materials may be distributed in locations so as not to interfere with the normal flow of traffic within the school hallways, walkways, entry ways, and parking lots. Distribution shall not impede entrance to or exit from school premises in any way.

3. Manner

No one shall induce or coerce a student or staff member to accept a student publication.

V. POSTING

The school district must adopt a student journalist policy consistent with Minnesota Statutes, section 121A.80 and post it on the district website.

Legal References: U. S. Const., amend. I
Morse v. Frederick, 551 U.S. 393 (2007)
Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988)
Bystrom v. Fridley High School, I.S.D. No. 14, 822 F. 2d 747 (8th Cir. 1987)
Minn. Stat. § 121A.03 (Model Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.80 (Student Journalism; Student Expression)

Cross References: 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 904 (Distribution of Materials on School District Property by Nonschool Persons)

Adopted: 12-17-1996

Revised: 1-28-2018, 4-24-2023, 8-26-2024, 4-28-2025

516 STUDENT MEDICATION AND TELEHEALTH

[NOTE: The necessary provisions for complying with Minnesota Statutes, sections 121A.22, Administration of Drugs and Medicine, 121A.221, Possession and Use of Asthma Inhalers by Asthmatic Students, and 121A.222, Possession and Use of Nonprescription Pain Relievers by Secondary Students are included in this policy. The statutes do not regulate administration of drugs and medicine for students aged 18 and over or other nonprescription medications. Please note that section 121A.22 does not require school districts to apply the administration of medication rule to drugs or medicine used off school grounds, drugs or medicines used in connection with athletics or extra-curricular activities, and drugs and medicines that are used in connection with activities that occur before or after the regular school day.]

I. PURPOSE

The purpose of this policy is to set forth the provisions that must be followed when administering nonemergency prescription medication to students at school.

II. GENERAL STATEMENT OF POLICY

The school district acknowledges that some students may require prescribed drugs or medication or telehealth during the school day. The school district's licensed school nurse, trained health clerk, principal, or teacher will administer prescribed medications, except any form of medical cannabis, in accordance with law and school district procedures.

III. DRUG AND MEDICATION REQUIREMENTS

[NOTE: The June 2024 Model Policy 516 revisions include insertion of headings and rearrangement of paragraphs so that similar content is grouped together. School boards can choose whether to make these revisions.]

A. Administration of Drugs and Medicine

1. The administration of medication or drugs at school requires a completed signed request from the student's parent. An oral request must be reduced to writing within two school days, provided that the school district may rely on an oral request until a written request is received.
2. Drugs and medicine subject to Minnesota Statutes, 121A.22 must be administered, to the extent possible, according to school board procedures that must be developed in consultation with:
 - a. with a licensed nurse, in a district that employs a licensed nurse under Minnesota Statutes, section 148.171;
 - b. with a licensed school nurse, in a district that employs a licensed school nurse licensed under Minnesota Rules, part 8710.6100;
 - c. with a public or private health-related organization, in a district that contracts with a public or private health or health-related organization,

according to Minnesota Statutes, 121A.21; or

- d. with the appropriate party, in a district that has an arrangement approved by the Commissioner of the Minnesota Department of Education, according to Minnesota Statutes, 121A.21.

[NOTE: Paragraph III.A.2 had appeared in a different spot in previous versions of this model policy. In June 2024, the paragraph is located here and is updated to reflect 2024 legislative changes.]

3. Exclusions

[Note: The provisions of III.A.3 are optional. The school board may choose to include or exclude any of the provisions specified. These exclusions appeared in previous versions of this model policy.]

The provisions on administration of drugs and medicine above do not apply to drugs or medicine that are:

- a. purchased without a prescription;
- b. used by a pupil who is 18 years old or older;
- c. used in connection with services for which a minor may give effective consent;
- d. used in situations in which, in the judgment of the school personnel, including a licensed nurse, who are present or available, the risk to the pupil's life or health is of such a nature that drugs or medicine should be given without delay;
- e. used off the school grounds;
- f. used in connection with athletics or extracurricular activities;
- g. used in connection with activities that occur before or after the regular school day;
- h. provided or administered by a public health agency to prevent or control an illness or a disease outbreak as provided under Minnesota law;
- i. prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:
 - (1) the school district has received a written authorization each school year from the pupil's parent permitting the student to self-administer the medication;
 - (2) the inhaler is properly labeled for that student; and
 - (3) the parent has not requested school personnel to administer the medication to the student.

In a school that does not have a school nurse or school nursing services, the student's parent or guardian must submit written verification from

the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.

If the school district employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers.

- j. epinephrine auto-injectors, consistent with Minnesota Statutes, section 121A.2205, if the parent and prescribing medical professional annually inform the pupil's school in writing that
 - (1) the pupil may possess the epinephrine or
 - (2) the pupil is unable to possess the epinephrine and requires immediate access to epinephrine auto-injectors that the parent provides properly labeled to the school for the pupil as needed.
- k. For the purposes of Minnesota Statutes, 121A.22, special health treatments and health functions, such as catheterization, tracheostomy suctioning, and gastrostomy feedings, do not constitute administration of drugs or medicine.
- l. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy.

B. Prescription Medication

- 1. An "Administering Prescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minnesota Statutes, section 152.22, subdivision 6.
- 2. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law and must be administered in a manner consistent with the instructions on the label.
- 3. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
- 4. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Paragraph III.A.3(i) above), and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).
- 5. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new

pharmacy instructions shall be required immediately as well.

6. The school nurse, or other designated person, shall be responsible for the filing of the Administering Prescription Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.
7. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.

[NOTE: This paragraph is moved to Paragraph III.A.3 above, where it is updated to reflect 2024 legislative changes.]

8. If the administration of a drug or medication described in this section requires the school district to store the drug or medication, the parent or legal guardian must inform the school if the drug or medication is a controlled substance. For a drug or medication that is not a controlled substance, the request must include a provision designating the school district as an authorized entity to transport the drug or medication for the purpose of destruction if any unused drug or medication remains in the possession of school personnel. For a drug or medication that is a controlled substance, the request must specify that the parent or legal guardian is required to retrieve the drug or controlled substance when requested by the school.

[NOTE: Starting in June 2024, the exceptions appear under Article III.A.3 above.]

C. Nonprescription Medication

A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as stated in this paragraph, only prescription medications are governed by this policy.

[NOTE: School districts should consult with licensed medical and nursing personnel to address whether nonprescription medications will be allowed at elementary schools and whether and under what conditions school personnel will participate in storing or administering nonprescription medications.]

D. Possession and Use of Epinephrine Auto-Injectors

At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed epinephrine auto-injectors that enables the student to:

1. possess epinephrine auto-injectors; or

2. if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine auto-injectors in close proximity to the student at all times during the instructional day.

For the purposes of this policy, "instructional day" is defined as eight hours for each student contact day.

[NOTE: Minnesota law states that "the school board of the school district must define instructional day for the purposes of Minnesota Statutes, 121A.2205." A sample definition appears above. School districts can create a definition that fits their circumstances.]

The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering epinephrine auto-injectors when required, consistent with state law. This health plan may be included in a student's Section 504 plan.

Districts and schools may obtain and possess epinephrine auto-injectors to be maintained and administered by school personnel, including a licensed nurse, to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine auto-injector. The administration of an epinephrine auto-injector in accordance with Minnesota Statutes, section 121A.2207 is not the practice of medicine.

Effective July 1, 2024, registered nurses may administer epinephrine auto-injectors in a school setting according to a condition-specific protocol as authorized under Minnesota Statutes, section 148.235, subdivision 8. Notwithstanding any limitation in Minnesota Statutes, sections 148.171 to 148.285, licensed practical nurses may administer epinephrine auto-injectors in a school setting according to a condition-specific protocol that does not reference a specific patient and that specifies the circumstances under which the epinephrine auto-injector is to be administered, when caring for a patient whose condition falls within the protocol.

[NOTE: The paragraph above was signed into law in May 2024. It is new model policy language.]

A district or school may enter into arrangements with manufacturers of epinephrine auto-injectors to obtain epinephrine auto-injectors at fair-market, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay for a school's supply of epinephrine auto-injectors.

E. Sunscreen

A student may possess and apply a topical sunscreen product during the school day while on school property or at a school-sponsored event without a prescription, physician's note, or other documentation from a licensed health care professional. School personnel are not required to provide sunscreen or assist students in applying sunscreen.

F. Procedure regarding unclaimed drugs or medications.

1. The school district has adopted the following procedure for the collection and transport of any unclaimed or abandoned prescription drugs or medications

remaining in the possession of school personnel in accordance with this policy. Before the transportation of any prescription drug or medication under this policy, the school district shall make a reasonable attempt to return the unused prescription drug or medication to the student's parent or legal guardian. Transportation of unclaimed or unused prescription drugs or medications will occur at least annually, but may occur more frequently at the discretion of the school district.

2. If the unclaimed or abandoned prescription drug is not a controlled substance as defined under Minnesota Statutes, section 152.01, subdivision 4, or is an over-the-counter medication, the school district will either designate an individual who shall be responsible for transporting the drug or medication to a designated drop-off box or collection site or request that a law enforcement agency transport the drug or medication to a drop-off box or collection site on behalf of the school district.
3. If the unclaimed or abandoned prescription drug is a controlled substance as defined in Minnesota Statutes, section 152.01, subdivision 4, the school district or school personnel is prohibited from transporting the prescription drug to a drop-off box or collection site for prescription drugs identified under this paragraph. The school district must request that a law enforcement agency transport the prescription drug or medication to a collection bin that complies with Drug Enforcement Agency regulations, or if a site is not available, under the agency's procedure for transporting drugs.

IV. ACCESS TO SPACE FOR MENTAL HEALTH CARE THROUGH TELEHEALTH

- A. Beginning October 1, 2024, to the extent space is available, the school district must provide an enrolled secondary school student with access during regular school hours, and to the extent staff is available, before or after the school day on days when students receive instruction at school, to space at the school site that a student may use to receive mental health care through telehealth from a student's licensed mental health provider. A secondary school must develop a plan with procedures to receive requests for access to the space.
- B. The space must provide a student privacy to receive mental health care.
- C. A student may use a school-issued device to receive mental health care through telehealth if such use is consistent with the district or school policy governing acceptable use of the school-issued device.
- D. A school may require a student requesting access to space under this section to submit to the school a signed and dated consent from the student's parent or guardian, or from the student if the student is age 16 or older, authorizing the student's licensed mental health provider to release information from the student's health record that is requested by the school to confirm the student is currently receiving mental health care from the provider. Such a consent is valid for the school year in which it is submitted.

[NOTE: The Minnesota legislature enacted Article IV in the spring 2024.]

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.21 (School Health Services)
Minn. Stat. § 121A.216 (Access to Space for Mental Health Care through Telehealth)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)

Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine Auto-Injectors; Model Policy)
Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine Auto-Injectors)
Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)
Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)
Minn. Stat. § 121A.223 (Possession and Use of Sunscreen)
Minn. Stat. § 148.171 (Definitions; Title)
Minn. Stat. § 151.212 (Label of Prescription Drug Containers)
Minn. Stat. § 152.01 (Definitions)
Minn. Stat. § 152.22 (Definitions)
Minn. Stat. § 152.23 (Limitations)
Minn. Rule 8710.6100 (School Nurse)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Act)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

Cross References: MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)

Adopted: 2-18-1996

Revised: 11-28-2005, 12-18-2017, 12-21-2020, 4-25-2022, 8-26-2024, 4-28-2025

523 POLICIES INCORPORATED BY REFERENCE

PURPOSE

Certain policies as contained in the school district's policies are applicable to students as well as to employees. 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 students:

Model Policy 413	Harassment and Violence
Model Policy 417	Chemical Use and Abuse
Model Policy 418	Drug-Free Workplace/Drug-Free School
Model Policy 419	Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices
Model Policy 420	Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions

Students are charged with notice that the above cited policies are also applicable to students; however, students 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:

Revised: 8-26-2019, 4-25-2022, 4-28-2025

611 HOME SCHOOLING

[Note: The provisions of this policy substantially reflect statutory requirements.]

I. PURPOSE

The purpose of this policy is to recognize and provide guidelines in accordance with state law for parents who wish to have their children receive education in a home school that is an alternative to an accredited public or private school.

II. GENERAL STATEMENT OF POLICY

The Compulsory Attendance Law (Minnesota Statutes section 120A.22) provides that the parent or guardian of a child is primarily responsible for assuring that the child acquires knowledge and skills that are essential for effective citizenship.

III. CONDITIONS FOR HOME SCHOOLING

The person in charge of a home school and the school district must provide instruction and meet the requirements specified in Minnesota Statutes section 120A.22.

IV. IMMUNIZATION

The parent or guardian of a home-schooled child shall submit statements as required by Minnesota Statutes section 121A.15, Subds. 1, 2, 3, 4, and 12, on the appropriate Minnesota Department of Education form, to the superintendent of the school district in which the child resides by October 1 of the first year of home schooling in Minnesota and the grade 7 year.

V. TEXTBOOKS, INSTRUCTIONAL MATERIAL, STANDARD TESTS

Upon formal request, as required by law, the school district will provide textbooks (including a teacher's edition, guide, or other materials that accompany a textbook when the edition, guide, or materials are packaged physically or electronically with textbooks for student use), individualized instructional or cooperative learning materials (including teacher materials that accompany pupil materials), software or other educational technology, and standardized tests and loan or provide them for use by a home-schooled child as provided under state law. The school district is not required to expend any amount for this purpose that exceeds the amount it receives pursuant to state law for this purpose. If curriculum has both physical and electronic components, the school district will, at the request of the student or the student's parent or guardian, make the electronic component accessible to a resident student provided that the school district does not incur more than an incidental cost as a result of providing access electronically.

VI. PUPIL SUPPORT SERVICES

Upon formal request, as required by law, the school district will provide pupil support services in the form of health services and counseling and guidance services to a home-schooled child as provided under state law. The school district is not required to expend an amount for any of these purposes that exceeds the amount it receives pursuant to state law.

VII. EXTRACURRICULAR ACTIVITIES

Resident pupils who receive instruction in a home school (in which five or fewer students receive instruction) may fully participate in extracurricular activities of the school district on the same basis as other public-school students.

VIII. SHARED TIME PROGRAMS

Enrollment in class offerings of the school district.

- A. A home-schooled child who is a resident of the school district may enroll in classes in the school district as a shared time pupil on the same basis as other nonpublic school students. The provisions of this policy shall not be determinative of whether the school district allows the enrollment of any pupils on a shared-time basis.
- B. The school district may limit enrollment of shared-time pupils in such classes based on the capacity of a program, class, grade level, or school building. The school board and administration retain sole discretion and control over scheduling of all classes and assignment of shared time pupils to classes.

[Note: The provisions of Article VIII. - Shared Time Programs do not determine whether Shared Time Programs should be offered to any pupil. However, home-schooled children are required to be treated the same as all other nonpublic school children.]

IX. OPTIONAL COOPERATIVE ARRANGEMENTS

A. Activities

1. Minnesota State High School League-sponsored activities (in which six or more students receive instruction in the home school or the home school students are not residents of the school district).

A home school that is a member of the Minnesota State High School League may request that the school district enter into a cooperative sponsorship arrangement as provided in Minnesota State High School League bylaws. The approval of such an arrangement shall be at the discretion of the school board.

- a. The home school must become a member of the Minnesota State High School League in accordance with the rules of the Minnesota State High School League.
 - b. The home school is solely responsible for any costs or fees associated with its application for and/or subsequent membership in the Minnesota State High School League.
 - c. The home school is responsible for any and all costs associated with its participation in a cooperative sponsorship arrangement as well as any school district activity fees associated with the Minnesota State High School League activity.
2. Non-Minnesota State High School League activities in which six or more students receive instruction in the home school.

A home-schooled child may participate in non-Minnesota State High School

League activities offered by the school district upon application and approval from the school board to participate in the activity and the payment of any activity fees associated with the activity. However, home school students may not be charged higher activity fees than other public-school students. An approval shall be granted at the discretion of the school board.

B. Transportation Services

1. The school district may provide nonpublic nonregular transportation services to a home-schooled child.
2. The school board of the school district retains sole discretion and control and management of scheduling routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, and any other matter relating to the provision of transportation services.

Legal References: Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 120A.26 (Enforcement and Prosecution)
Minn. Stat. § 121A.15 (Health Standards; Immunizations; School Children)
Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.41 (Definitions)
Minn. Stat. § 123B.42 (Textbooks; Individual Instruction or Cooperative Learning Material; Standard Tests)
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)
Minn. Stat. § 123B.86 (Equal Treatment - Transportation)
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Rules Ch. 3540 (Nonpublic Schools)

Cross References: MSBA/MASA Model Policy 509 (Enrollment of Nonresident Students)
MSBA/MASA Model Policy 510 (School Activities)

Adopted: 9-26-2016

Revised: 9-23-2019, 4-25-2022, 4-28-2025

621 LITERACY AND THE READ ACT

[NOTE: By the 2026-2027 school year, the school district must provide evidence-based reading instruction through a focus on student mastery of the foundational reading skills of phonemic awareness, phonics, and fluency, as well as the development of oral language, vocabulary, and reading comprehension skills. Students must receive evidence-based instruction that is proven to effectively teach children to read, consistent with Minnesota Statutes, sections 120B.118 to 120B.124.]

[NOTE: The 2024 Minnesota legislature renumbered the Read Act statutes to 120B.118 and 120B.119.]

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

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

adult learners. A district literacy lead must support the district's implementation of the Read Act; provide support to school-based coaches; support the implementation of structured literacy, interventions, curriculum delivery, and teacher training; assist with the development of personal learning plans; and train paraprofessionals and other support staff to support classroom literacy instruction. A literacy lead may be employed by one district, jointly by two or more districts, or may provide services to districts through a partnership with the regional service cooperatives or another district.

- F. "Multitiered system of support" or "MTSS" means a systemic, continuous improvement framework for ensuring positive social, emotional, behavioral, developmental, and academic outcomes for every student. The MTSS framework provides access to layered tiers of culturally and linguistically responsive, evidence-based practices and relies on the understanding and belief that every student can learn and thrive. Through an MTSS at the core (Tier 1), supplemental (Tier 2), and intensive (Tier 3) levels, educators provide high quality, evidence-based instruction and intervention that is matched to a student's needs; progress is monitored to inform instruction and set goals and data is used for educational decision making.
- G. "Oral language," also called "spoken language," includes speaking and listening, and consists of five components: phonology, morphology, syntax, semantics, and pragmatics.
- H. "Phonemic awareness" means the ability to notice, think about, and manipulate individual sounds in spoken syllables and words.
- I. "Phonics instruction" means the explicit, systematic, and direct instruction of the relationships between letters and the sounds they represent and the application of this knowledge in reading and spelling.
- J. "Progress monitoring" means using data collected to inform whether interventions are working. Progress monitoring involves ongoing monitoring of progress that quantifies rates of improvement and informs instructional practice and the development of individualized programs using state-approved screening that is reliable and valid for the intended purpose.
- K. "Reading comprehension" means a function of word recognition skills and language comprehension skills. It is an active process that requires intentional thinking during which meaning is constructed through interactions between the text and reader. Comprehension skills are taught explicitly by demonstrating, explaining, modeling, and implementing specific cognitive strategies to help beginning readers derive meaning through intentional, problem-solving thinking processes.
- L. "Structured literacy" means an approach to reading instruction in which teachers carefully structure important literacy skills, concepts, and the sequence of instruction to facilitate children's literacy learning and progress. Structured literacy is characterized by the provision of systematic, explicit, sequential, and diagnostic instruction in phonemic awareness, phonics, fluency, vocabulary and oral language development, and reading comprehension.
- M. "Three-cueing system," also known as "meaning structure visual (MSV)," means a method that teaches students to use meaning, structure and syntax, and visual cues when attempting to read an unknown word.
- N. "Vocabulary development" means the process of acquiring new words. A robust

vocabulary improves all areas of communication, including listening, speaking, reading, and writing. Vocabulary growth is directly related to school achievement and is a strong predictor for reading success.

IV. READING SCREENER; PARENT NOTIFICATION AND INVOLVEMENT

- A. The school district must administer an approved evidence-based reading screener to students in kindergarten through grade 3 within the first six weeks of the school year, and again within the last six weeks of the school year. The screener must be one of the screening tools approved by MDE.
- B. The school district must identify any screener it uses in the district's annual literacy plan, and submit screening data with the annual literacy plan by June 15.
- C. Schools, at least biannually after administering each screener, must give the parent of each student who is not reading at or above grade level timely information about:
 - 1. the student's reading proficiency as measured by a screener approved by MDE;
 - 2. reading-related services currently being provided to the student and the student's progress; and
 - 3. strategies for parents to use at home in helping their student succeed in becoming grade-level proficient in reading in English and in their native language.
- D. The school district may not use this section to deny a student's right to a special education evaluation.

V. IDENTIFICATION AND REPORT

- A. Students enrolled in kindergarten, grade 1, grade 2, and grade 3, including multilingual learners and students receiving special education services, must be universally screened for mastery of foundational reading skills, including phonemic awareness, phonics, decoding, fluency, oral language, and for characteristics of dyslexia as measured by a screening tool approved by MDE. The screening for characteristics of dyslexia may be integrated with universal screening for mastery of foundational skills and oral language.
- B. The school district must submit data on student performance in kindergarten, grade 1, grade 2, and grade 3 on foundational reading skills, including phonemic awareness, phonics, decoding, fluency, and oral language to MDE in the annual local literacy plan submission due on June 15.
- C. Students in grades 4 and above, including multilingual learners and students receiving special education services, who do not demonstrate mastery of foundational reading skills, including phonemic awareness, phonics, decoding, fluency, and oral language, must be screened using a screening tool approved by MDE for characteristics of dyslexia and must continue to receive evidence-based instruction, interventions, and progress monitoring until the students achieve grade-level proficiency. A parent, in consultation with a teacher, may opt a student out of the literacy screener if the parent and teacher decide that continuing to screen would not be beneficial to the student. In such limited cases, the student must continue to receive progress monitoring and literacy interventions.

- D. Reading screeners in English, and in the predominant languages of school district students where practicable, must identify and evaluate students' areas of academic need related to literacy. The school district also must monitor the progress and provide reading instruction appropriate to the specific needs of multilingual learners. The school district must use an approved, developmentally appropriate, and culturally responsive screener and annually report summary screener results to the MDE Commissioner ("Commissioner") by June 15 in the form and manner determined by the Commissioner.
- E. The school district must include in its literacy plan a summary of the district's efforts to screen, identify, and provide interventions to students who demonstrate characteristics of dyslexia as measured by a screening tool approved by MDE. With respect to students screened or identified under paragraph (a), the report must include:
 - 1. a summary of the school district's efforts to screen for dyslexia;
 - 2. the number of students universally screened for that reporting year;
 - 3. the number of students demonstrating characteristics of dyslexia for that year; and
 - 4. an explanation of how students identified under this subdivision are provided with alternate instruction and interventions under Minnesota Statutes, section 125A.56, subdivision 1.

VI. INTERVENTION

- A. For each student identified under the screening identification process, the school district shall provide reading intervention to accelerate student growth and reach the goal of reading at or above grade level by the end of the current grade and school year.
- B. The school district must implement progress monitoring, as defined in Minnesota Statutes, section 120B.119, for a student not reading at grade level.
- C. The school district must use evidence-based curriculum and intervention materials at each grade level that are designed to ensure student mastery of phonemic awareness, phonics, vocabulary development, reading fluency, and reading comprehension. Starting July 1, 2023, if the school district purchases new literacy curriculum, or literacy intervention or supplementary materials, the curriculum or materials must be evidence-based as defined in Minnesota Statutes, section 120B.119.
- D. If a student does not read at or above grade level by the end of the current school year, the school district must continue to provide reading intervention until the student reads at grade level. School district intervention methods shall encourage family engagement and, where possible, collaboration with appropriate school and community programs that specialize in evidence-based instructional practices and measure mastery of foundational reading skills, including phonemic awareness, phonics, decoding, fluency, and oral language.
- E. By the 2025-2026 school year, intervention programs must be taught by an intervention teacher or special education teacher who has successfully completed training in evidence-based reading instruction approved by MDE. Intervention may include but is not limited to requiring student attendance in summer school, intensified

reading instruction that may require that the student be removed from the regular classroom for part of the school day, extended-day programs, or programs that strengthen students' cultural connections.

- F. The school district must determine the format of the personal learning plan in collaboration with the student's educators and other appropriate professionals. The school must develop the learning plan in consultation with the student's parent or guardian. The personal learning plan must include targeted instruction that is evidence-based and ongoing progress monitoring, and address knowledge gaps and skill deficiencies through strategies such as specific exercises and practices during and outside of the regular school day, group interventions, periodic assessments or screeners, and reasonable timelines. The personal learning plan may include grade retention, if it is in the student's best interest; a student may not be retained solely due to delays in literacy or not demonstrating grade-level proficiency. A school must maintain and regularly update and modify the personal learning plan until the student reads at grade level. This paragraph does not apply to a student under an individualized education program.

VII. LOCAL LITERACY PLAN

- A. The school district must adopt a local literacy plan to have every child reading at or above grade level every year beginning in kindergarten and to support multilingual learners and students receiving special education services in achieving their individualized reading goals. The school district must update and submit the plan to the Commissioner by June 15 each year. The plan must be consistent with the Read Act, and include the following:
 - 1. a process to assess students' foundational reading skills, oral language, and level of reading proficiency and the screeners used, by school site and grade level, under Minnesota Statutes, section 120B.123;
 - 2. a process to notify and involve parents;
 - 3. a description of how schools in the school district will determine the targeted reading instruction that is evidence-based and includes an intervention strategy for a student and the process for intensifying or modifying the reading strategy in order to obtain measurable reading progress;
 - 4. evidence-based intervention methods for students who are not reading at or above grade level and progress monitoring to provide information on the effectiveness of the intervention;
 - 5. identification of staff development needs, including a plan to meet those needs;
 - 6. the curricula used by school site and grade level;
 - 7. a statement of whether the school district has adopted an MTSS framework;
 - 8. student data using the measures of foundational literacy skills and mastery identified by MDE for the following students:
 - a. students in kindergarten through grade 3;
 - b. students who demonstrate characteristics of dyslexia; and

- c. students in grades 4 to 12 who are identified as not reading at grade level; and
 - 9. the number of teachers and other staff that have completed training approved by the department.
- B. The school district must post its literacy plan on the official school district website and submit it to the Commissioner using the template developed by the Commissioner beginning June 15, 2024.

VIII. STAFF TRAINING

- A. Beginning July 1, 2024, a school district must provide access to the training required under Minnesota Statutes, section 120B.123, subdivision 5, to:
 - 1. intervention teachers working with students in kindergarten through grade 12;
 - 2. all classroom teachers of students in kindergarten through grade 3 and children in prekindergarten programs;
 - 3. special education teachers;
 - 4. curriculum directors;
 - 5. instructional support staff who provide reading instruction; and
 - 6. employees who select literacy instructional materials for a district.
- B. The school district must provide training from a menu of approved evidence-based training programs to all reading intervention teachers, literacy specialists, and other teachers and staff identified in Minnesota Statutes, section 120B.12, subdivision 1, paragraph (b), by July 1, 2025; and by July 1, 2027, to other teachers in the school district, prioritizing teachers who work with students with disabilities, English learners, and students who qualify for the graduation incentives program under Minnesota Statutes, section 124D.68. The Commissioner may grant a school district an extension to these deadlines.
- C. By August 30, 2025, the school district must employ or contract with a literacy lead, or be actively supporting a designated literacy specialist through the process of becoming a literacy lead. The school board may satisfy the requirements of this subdivision by contracting with another school board or cooperative unit under Minnesota Statutes, section 123A.24 for the services of a literacy lead by August 30, 2025. The school district literacy lead must collaborate with school district administrators and staff to support the school district's implementation of requirements under the Read Act.

IX. STAFF DEVELOPMENT

- A. The school district must provide training programs on evidence-based reading instruction to teachers and instructional staff in accordance with subdivision 1, paragraph (b). The training must include teaching in the areas of phonemic awareness, phonics, vocabulary development, reading fluency, reading comprehension, and culturally and linguistically responsive pedagogy.

- B. The school district shall use the data under Article V. above to identify the staff development needs so that:
1. elementary teachers are able to implement explicit, systematic, evidence-based instruction in the five reading areas of phonemic awareness, phonics, fluency, vocabulary, and comprehension with emphasis on mastery of foundational reading skills as defined in Minnesota Statutes, section 120B.119 and other literacy-related areas including writing until the student achieves grade-level reading and writing proficiency;
 2. elementary teachers have sufficient training to provide students with evidence-based reading and oral language instruction that meets students' developmental, linguistic, and literacy needs using the intervention methods or programs selected by the school district for the identified students;
 3. licensed teachers employed by the school district have regular opportunities to improve reading and writing instruction;
 4. licensed teachers recognize students' diverse needs in cross-cultural settings and are able to serve the oral language and linguistic needs of students who are multilingual learners by maximizing strengths in their native languages in order to cultivate students' English language development, including oral academic language development, and build academic literacy; and
 5. licensed teachers are well trained in culturally responsive pedagogy that enables students to master content, develop skills to access content, and build relationships.
- C. The school district must provide staff in early childhood programs sufficient training to provide children in early childhood programs with explicit, systematic instruction in phonological and phonemic awareness; oral language, including listening comprehension; vocabulary; and letter-sound correspondence.

X. LITERACY INCENTIVE AID USES

The school district must use its literacy incentive aid to support implementation of evidence-based reading instruction. The following are eligible uses of literacy incentive aid:

1. training for kindergarten through grade 3 teachers, early childhood educators, special education teachers, reading intervention teachers working with students in kindergarten through grade 12, curriculum directors, and instructional support staff that provide reading instruction, on using evidence-based screening and progress monitoring tools;
2. evidence-based training using a training program approved by MDE;
3. employing or contracting with a literacy lead, as defined in Minnesota Statutes, section 120B.119;
4. materials, training, and ongoing coaching to ensure reading interventions under Minnesota Statutes, section 125A.56, subdivision 1, are evidence-based; and costs of substitute teachers to allow teachers to complete required training during the teachers' contract day.

Legal References: Minn. Stat. § 120B.119 (Read Act Definitions)
Minn. Stat. § 120B.12 (Read Act Goal and Interventions)
Minn. Stat. § 120B.123 (Read Act Implementation)
Minn. Stat. § 123A.24 (Withdrawing from a Cooperative Unit; Appealing Denial of Membership)
Minn. Stat. § 124D.68 (Graduation Incentives Program)
Minn. Stat. § 124D.98 (Literacy Incentive Aid)
Minn. Stat. § 125A.56 (Alternate Instruction Required before Assessment Referral)

Cross References: None

Adopted: 7-22-2024

Revised: 4-28-2025

702 ACCOUNTING

[Note: The provisions of this policy reflect the applicable statutes and are not discretionary in nature.]

I. PURPOSE

The purpose of this policy is to adopt the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS) provided for in guidelines adopted by the Minnesota Department of Education.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to comply with the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts.

III. MAINTENANCE OF BOOKS AND ACCOUNTS

The school district shall maintain its books and records and do its accounting in compliance with the Uniform Accounting and Reporting Standards for Minnesota School Districts (UFARS) provided for in the guidelines adopted by the Minnesota Department of Education and in compliance with applicable state laws and rules relating to reporting of revenues and expenditures.

IV. PERMANENT FUND TRANSFERS

Unless otherwise authorized pursuant to Minnesota Statutes section 123B.80, as amended, or any other law, fund transfers shall be made in compliance with UFARS and permanent fund transfers shall only be made in compliance with Minnesota Statutes section 123B.79, as amended, or other applicable statute.

V. REPORTING

The school board shall provide for an annual audit of the books and records of the school district to assure compliance of its records with UFARS. Each year, the school district shall also provide for the publication of the financial information specified in Minnesota Statutes section 123B.10 in the manner specified therein.

Legal References: Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.10 (Publication of Financial Information)
Minn. Stat. § 123B.14, Subd. 7 (Officers of Independent School Districts)
Minn. Stat. § 123B.75 (Revenue; Reporting)
Minn. Stat. § 123B.76 (Expenditures; Reporting)
Minn. Stat. § 123B.77 (Accounting, Budgeting and Reporting Requirements)
Minn. Stat. § 123B.78 (Cash Flow; School District Revenues; Borrowing for Current Operating Costs; Capital Expenditure Deficits)
Minn. Stat. § 123B.79 (Permanent Fund Transfers)
Minn. Stat. § 123B.80 (Exceptions for Permanent Fund Transfers)

Cross References: MSBA/MASA Model Policy 703 (Annual Audit)
Adopted: 5-21-1996
Revised: 6-24-2019, 8-22-2022, 4-28-2025

703 ANNUAL AUDIT

I. PURPOSE

The purpose of this policy is to provide for an annual audit of the books and records of the school district in order to comply with law, to provide a permanent record of the financial position of the school district, and to provide guidance to the school district to correct any errors and discrepancies in its practices.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with all laws relating to the annual audit of the books and records of the school district.

III. REQUIREMENT

- A. The school board shall appoint independent certified public accountants to audit, examine, and report upon the books and records of the school district. The school board may enter into a contract with a person or firm to provide the agreed upon services.
- B. After the close of each fiscal year, the books, records, and accounts of the school district shall be audited by said independent certified public accountants in accordance with applicable standards and legal requirements. The superintendent and members of the administration shall cooperate with the auditors.
- C. The school district shall, prior to September 15 of each year, submit unaudited financial data for the preceding year to the Minnesota Commissioner of Education (Commissioner) on forms prescribed by the Commissioner. The report shall also include those items required by Minnesota Statutes section 123B.14, subdivision 7.
- D. The school district shall, prior to November 30 of each year, provide to the Commissioner audited financial data for the preceding fiscal year. The school district shall, prior to December 31 of each year, provide to the Commissioner and the State Auditor an audited financial statement in a form that will allow comparison with and correction of material differences in the unaudited data. The audited financial statement must also provide a statement of assurance pertaining to compliance with uniform financial accounting and reporting standards and a copy of the management letter submitted to the school district by its auditor.
- E. The audit must be conducted in compliance with generally accepted governmental auditing standards, the Federal Single Audit Act, and the Minnesota Legal Compliance Audit Guide for School Districts issued by the Office of the State Auditor.
- F. The school board must approve the audit report by resolution or require a further or amended report.
- G. The administration shall report to the school board regarding any actions necessary to correct any deficiencies or exceptions noted in the audit.

- H. The accounts and records of the school district shall also be subject to audit and inspection by the State Auditor to the extent provided in Minnesota Statutes chapter 6.

Legal References: Minn. Stat. Ch. 6 (State Auditor)
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.14, Subd. 7 (Officers of Independent School Districts)
Minn. Stat. § 123B.77, Subds. 2 and 3 (Accounting, Budgeting, and Reporting Requirement)

Cross References: MSBA/MASA Model Policy 702 (Accounting)

Adopted: 3-18-1996

Revised: 2-27-2006, 6-24-2019, 11-23-2020, 8-22-2022, 4-28-2025

706 ACCEPTANCE OF GIFTS

I. PURPOSE

The purpose of this policy is to provide guidelines for the acceptance of gifts by the school board.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to accept gifts only in compliance with state law.

III. ACCEPTANCE OF GIFTS GENERALLY

The school board may receive, for the benefit of the school district, bequests, donations or gifts for any proper purpose. The school board shall have the sole authority to determine whether any gift or any precondition, condition, or limitation on use included in a proposed gift furthers the interests of or benefits the school district and whether it should be accepted or rejected.

IV. GIFTS OF REAL OR PERSONAL PROPERTY

The school board may accept a gift, grant or devise of real or personal property only by the adoption of a resolution approved by two-thirds of its members. The resolution must fully describe any conditions placed on the gift. The real or personal property so accepted may not be used for religious or sectarian purposes.

V. ADMINISTRATION IN ACCORDANCE WITH TERMS

If the school board agrees to accept a bequest, donation, gift, grant or devise which contains preconditions, conditions or limitations on use, the school board shall administer it in accordance with those terms. Once accepted, a gift shall be the property of the school district unless otherwise provided in the agreed upon terms.

Legal References: Minn. Stat. § 123B.02, Subd. 6 (General Powers of Independent School Boards)
Minn. Stat. § 465.03 (Gifts to Municipalities)

Cross References: None

Adopted: 7-15-1996

Revised: 2-27-2006, 6-24-2019, 8-22-2022, 4-28-2025

801 EQUAL ACCESS TO SCHOOL FACILITIES

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

- A. "Limited open forum" means that the school grants an offering to or opportunity for one or more noncurriculum related student groups to meet on school premises during noninstructional time.
- B. "Meeting" includes activities of student groups which are permitted under a limited open

forum and are not directly related to the school curriculum. Distribution of literature does not constitute a meeting protected by the Equal Access Act.

- C. "Noninstructional time" means time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends, including such other periods that occur during the school day when no classroom instruction takes place.
- D. "Sponsorship" includes the act of promoting, leading, or participating in a meeting. The assignment of a school employee for custodial, observation, or maintenance of order and discipline purposes does not constitute sponsorship of the meeting.
- E. "Secondary school" means any school with enrollment of pupils ordinarily in grades 7 through 12 or any portion thereof.

IV. FAIR OPPORTUNITY CRITERIA

Schools in this school district shall uniformly provide that:

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

V. PROCEDURES

- A. Any student who wishes to initiate a meeting under this policy shall apply to the principal of the building at least 48 hours in advance of the time of the activity or meeting. The student must agree to the following:
 - 1. All activities or meetings must comply with existing policies, regulations, and procedures that govern operation of school-sponsored activities.
 - 2. The activities or meetings are voluntary and student-initiated. The principal may require assurances of this fact.
- B. Student groups meeting under this policy must comply with the following rules:
 - 1. Those attending must not engage in any activity that is illegal, dangerous, or which materially and substantially interferes with the orderly conduct of the educational activities of the school. Such activities shall be grounds for discipline of an individual student and grounds for a particular group to be denied access.
 - 2. The groups may not use the school name, school mascot name, school emblems, the school district name, or any name that might imply school or district sponsorship or affiliation in any activity, including fundraising and community involvement.

3. The groups must comply with school policies, regulations and procedures governing school-sponsored activities.
- C. Students applying for use of school facilities under this policy must provide the following information to the principal: time and date of meeting, estimated number of students in attendance, and special equipment needs.
 - D. The building principal has responsibility to:
 1. Keep a log of application information.
 2. Find and assign a suitable room for the meeting or activity. The number of students in attendance will be limited to the safe capacity of the meeting space.
 3. Note the condition of the facilities and equipment before and after use.
 4. Assure proper supervision. Assignment of staff to be present in a supervisory capacity does not constitute school district sponsorship of the meeting or activity.
 5. Assure that the meeting or activity does not interfere with the school's regular instructional activities.
 - E. The school district shall not expend public funds for the benefit of students meeting pursuant to this policy beyond the incidental cost of providing space. The school district will provide no additional or special transportation.
 - F. Nonschool persons may not direct, conduct, control, or regularly attend meetings and activities held pursuant to this policy.
 - G. School district employees or agents may not promote, lead, participate in, or otherwise sponsor meetings or activities held pursuant to this policy.
 - H. A copy of this policy and procedures shall be made available to each student who initiates a request to use school facilities.

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

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

Adopted: 4-15-1996

Revised: 6-24-2019, 8-22-2022, 4-28-2025

The Purpose, General Statement of Policy, Definitions, and Fair Opportunity Criteria sections reflect the language and requirements of the Equal Access Act and so should be adopted as written. School Boards have discretion to adopt reasonable procedures to implement the Act, however. We have provided a section on Procedures as a model.

School Nutrition Programs Renewal of Food Service Management Contract School Year 2025–26

Food service management contracts that started in 2021–2022 or later may be renewed for the 2025–26 contract year if both parties have mutually agreed to renew.

Federal regulations for the National School Lunch Program (NSLP), at 7 Code of Federal Regulations section 210.16 and Minnesota Statutes 2023, section 123B.52, allow a food service management contract to be renewed for a term not to exceed one year for up to four renewals (a total of five years including the original contract).

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This renewal document must be used to meet NSLP requirements and for contract payments to be allowable costs to the nonprofit school food service. No changes may be made to this renewal document without preapproval by the Minnesota Department of Education (MDE), except for the information required to be inserted by the school food authority.

1. Definitions

“SFA” is the school food authority (school district, nonpublic school or residential childcare organization) contracting for food service management.

SFA: Pipestone Area Schools

Cyber-Linked Interactive Child Nutrition Systems (CLiCS) Identification Number: 1000004109

“Vendor” is the Vendor providing food service management to School.

Vendor: Taher, Inc.

“Original contract” is the first year of the food service management contract, which was competitively procured and specified the terms for contract renewals.

The original contract was for school year 2024-2025.

2. Renewal of Contract

SFA and Vendor mutually agree to renew the original contract for the term indicated below, not to exceed one year. **(Use 2, 3, 4, or 5 to specify year of contract).**

This is the 2 year of the contract, counting the original year of the contract and renewals.

Start Date for Renewed Contract: 7/1/25 End Date for Renewed Contract: 6/30/26

3. Adjusted Meal Prices

SFA and Vendor have mutually agreed to 2025–26 prices or fees as shown below. The maximum amount 2025–26 prices or fees may be increased is **3.1** percent (Consumer Price Index (CPI-U), Food Away from Home, Midwest Region, for the twelve months ending December 2024).

Check one:

- Fixed Meal Price Contract – Prices are adjusted as shown below.
- Cost-Reimbursable Contract – Fees are adjusted as shown below.

The meal price is for one full reimbursable meal and cannot separate out any one component of the reimbursable meal (i.e., price of milk *must* be included in total fixed meal price). The fixed price(s), or fixed administrative fee(s), and the calculation of the revised price(s) or fee(s) are shown below:

Meal Service	2024–25 Price or Fee	Percent Increase (Maximum 3.1%)	2025–26 Price or Fee
Management Fee	\$0.195	3.1 %	\$0.2010
	\$	%	\$
	\$	%	\$
	\$	%	\$
	\$	%	\$
	\$	%	\$
	\$	%	\$
	\$	%	\$

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Charges outside the scope of this contract must be procured and invoiced separately.

4. Chargeback

SFA has chargeback rights as described here. If a charge is an unallowable charge not listed in the agreed upon terms and conditions in the contract, SFA may deny the charge. SFA may chargeback by withholding the unallowable amount from payment of the invoice with unallowable charges, recouping from, or offsetting against payments to the Vendor’s account. SFA will notify Vendor of the short payment to the invoice with unallowable charges or obligation to pay which Vendor must do promptly and fully; or reverse the charge(s). Failure to demand payment does not waive SFA’s chargeback rights.

5. Meal Equivalency Factor

The meal equivalency factor for school year 2025–2026, used to determine the number of lunches that the a la carte food service revenue is equivalent to for billing purposes, is \$5.00.

6. Value of U.S. Department of Agriculture (USDA) Foods

Contract prices do not consider the value of USDA Foods that Vendor will receive during the contract year. The Vendor will continue to credit SFA for USDA Foods received for the renewed contract year.

At the time that this contract renewal is sent to MDE, the SFA must include a completed Reconciliation of Credits for USDA Foods form to show the USDA Foods have been fully credited during the 2023–24 contract year. Contract may not be approved without evidence of proper crediting.

7. Non-Financial Adjustments

No material changes have been made since the original contract.

Minor non-financial adjustments for renewal, if any, are described here:

8. Revised Program Requirements

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Vendor agrees to meet all SNP requirements including requirements that become effective during the renewed contract year.

9. Termination

Either party may terminate the contract for cause as allowed in the original contract. The contract may be terminated for (no cause) if the partners mutually agree to terminate for convenience.

Signatures

School Food Authority: Pipestone Area School

Address: 1401 7th Street Southwest

Authorized Representative: Dr. Klint Willert

Title: Superintendent

Signature: _____

Date: _____

School Food Authority Contact: Jacque Kennedy

Title: Business Manager

Phone: (507) 562-6072

Email: jacque.kennedy@pas.k12.mn.us

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Vendor: Taher, Inc.

Address: 5570 Smetana Drive, Minnetonka MN 55343

Authorized Representative: Bruce Taher

Title: CEO & President

Signature:  _____

Date: 3/6/2025

Vendor Contact: Jeri Crater

Title: Vice President of Operations

Phone: (952) 945-0505

Email: j.crater@taher.com

Independent Price Determination Certificate

Both the SFA and the Food Service Management Company (FSMC) shall execute this Independent Price Determination Certificate.

Taher, Inc.

Pipestone Area School

Name of FSMC

Name of SFA

By submission of this offer, the FSMC certifies, and—in the case of a joint offer—each party thereto certifies as to its own organization, that in connection with this procurement:

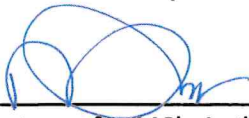
1. The prices in this offer have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other FSMC or with any competitor.
2. Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed to the FSMC and will not knowingly be disclosed by the FSMC prior to opening in the case of an advertised procurement or prior to award in the case of a negotiated procurement, directly or indirectly to any other FSMC for the purpose of restricting competition.
3. No attempt has been made or will be made by the FSMC to induce any person or firm to submit or not submit an offer for the purpose of restricting competition.

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Each person signing this offer on behalf of the FSMC certifies that:

1. He or she is the person in FSMC's organization responsible within the organization for the decision as to the prices being offered herein and has not participated, and will not participate, in any action contrary to one through three above; or
2. He or she is not the person in FSMC's organization responsible within the organization for the decision as to the prices being offered herein, but that he or she has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated and will not participate in any action contrary to one through three above, and as their agent does hereby certify; and he or she has not participated, and will not participate, in any action contrary to one through three above.

To the best of my knowledge, this FSMC, its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any government agency and have not in the last three years been convicted of or found liable for any act prohibited by state or federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:



Bruce Taher

CEO & President

3/6/2025

Signature of FSMC's Authorized Representative

Title

Date

In accepting this offer, the SFA certifies that no representative of the school food authority has taken any action that may have jeopardized the independence of the offer referred above.

Superintendent

Signature of SFA Authorized Representative

Title

Date

Instructions for Debarment Certification Form

1. By signing and submitting this form, the prospective lower-tier participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower-tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower-tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower-tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower-tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal" and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted to obtain a copy of those regulations. 208
5. The prospective lower-tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower-tier covered transaction with a person who is debarred, suspended, declared ineligible or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower-tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion — Lower Tier Covered Transactions," without modification, in all lower-tier covered transactions and in all solicitations for lower-tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower-tier covered transaction that it is not debarred, suspended, ineligible or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, search the records on the System for Award Management (SAM). [View the SAM website.](#)
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph five of these instructions, if a participant in a covered transaction knowingly enters into a lower-tier covered transaction with a person who is suspended, debarred, ineligible or voluntarily excluded from participation in this transaction—in addition to other remedies available to the federal government—the department or agency with which this transaction originated may pursue available remedies as appropriate, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

Lower-Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Executive Order 12689, and 31 U.S.C. 6101; Debarment and Suspension, 2 CFR Part 417, Subpart C, Responsibilities of Participants Regarding Transactions Doing Business with Other Persons.

(Please read instructions on next page before completing Certification).

1. The prospective lower-tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency.
2. Where the prospective lower-tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Vendor Name: Taher, Inc.

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Project Name: National School Lunch Program

Name/Title of Authorized Representative: Bruce Taher, CEO & President

Signature:  _____

Date: 3/6/2025

Certification Regarding Lobbying

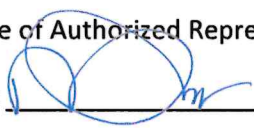
The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a federal contract, the making of any federal grant, the making of a federal loan, the entering into a cooperative agreement and the extension, continuation, renewal, amendment or modification of a federal contract, grant, loan or cooperative agreement;
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. 210
4. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Vendor Name: Taher, Inc.

Project Name: National School Lunch Program

Name/Title of Authorized Representative: Bruce Taher, CEO & President

Signature:  _____

Date: 3/6/2025

Assurance of Civil Rights Compliance Certification

The vendor hereby agrees that it will comply with:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.);
- Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.);
- Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794);
- Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.);
- Title II and Title III of the Americans with Disabilities Act (ADA) of 1990 as amended by the ADA Amendment Act of 2008 (42 U.S.C. 12131-12189);
- Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency." (August 11, 2000);
- All provisions required by the implementing regulations of the Department of Agriculture (USDA) (7 CFR Part 15 et seq.);
- Department of Justice Enforcement Guidelines (28 CFR Parts 35, 42 and 50.3);
- Food and Nutrition Service (FNS) directives and guidelines to the effect that, no person shall, on the grounds of race, color, national origin, sex (including gender identity and sexual orientation), age or disability, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity for which the Program applicant receives Federal financial assistance from USDA; and hereby gives assurance that it will immediately take measures necessary to effectuate this Agreement. 211
- The USDA non-discrimination statement that in accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices and employees, and Institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs).

This assurance is given in consideration of and for the purpose of obtaining any and all Federal financial assistance, grants and loans of Federal funds, reimbursable expenditures, grant or donation of Federal property and interest in property, the detail of Federal personnel, the sale and lease of, and the permission to use Federal property or interest in such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration that is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the recipient, or any improvements made with Federal financial assistance extended to the Program applicant by USDA. This includes any Federal agreement, arrangement or other contract that has as one of its purposes the provision of cash assistance for the purchase of food and cash assistance for purchase or rental of food service equipment or any other financial assistance extended in reliance on the representations and agreements made in this assurance.

By accepting this assurance, the vendor agrees to compile data, maintain records and submit records and reports as required, to permit effective enforcement of nondiscrimination laws and permit authorized USDA personnel during hours of program operation to review and copy such records, books and accounts, access such facilities and interview such personnel as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the Department of Agriculture, FNS, shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the vendor, its successors, transferees and assignees as long as it receives assistance or retains possession of any assistance from USDA. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the vendor.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and teletypewriter (TTY)) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

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1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
Program.Intake@usda.gov

This institution is an equal opportunity provider.

Vendor Name: Taher, Inc.

Award Number or Project Name: School Nutrition Program (NSLP, SBP)

Name and Title of Authorized Representative: Bruce Taher, CEO & President

Signature: 

Date: 3/6/2025

Pipestone School District
Fieldtrip/Contest Request Form

Date 4-9-25

Name Paul Young

School Pipestone

Teaching Area Wrestling

Fieldtrip Request (Attached) _____

Where Pequot Lakes

When 12/19 - 12/20

Reason for Attending Great tournament for our varsity
wrestlers and to see different competition that they
might see in the post season.

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COST:

Registration Fee \$ 350⁰⁰

Substitute Cost \$ 160⁰⁰ x 3 (#480)

Miles # 410 round trip \$ _____ Activity Bus
and
One Suburban

Meals # _____ \$ ∅

Other Costs \$ ∅

Total \$ 830⁰⁰ + gas

R Zellmer
Administrative Signature

Approved

Denied

PL/PRB Roadcrew Jackhammer Wrestling Invitational



Dates: December 19th & 20th, 2025

Participating Teams: 39

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Aitkin	Crookston	Nashwauk-Keewatin/Greenway
Albany	Crosby-Ironton	Paynesville
Alexandria	Deer River	Pelican Rapids
Barnesville	Detroit Lakes	Pequot Lakes/Pine River-Backus
BCLB	Eagan	Perham
Becker	Foley	Pillager
Belgrade-Brooten-Elrosa	Fosston/Bagley	Rock Ridge
Bemidji	Hutchinson	Rogers
Big Lake	Irondale	Roseville
LPGE-Browerville	Lake Crystal Wellcome Memorial	Sauk Centre-Melrose
Centennial	Lakeville North	Staples-Motley
Champlin Park	Mille Lacs (Isle & Onamia)	Totino Grace
Cloquet/Esko	Minnewaska Area	Walker-HAN

Site: Pequot Lakes High School (Athletic Complex)

Site Manager(s):

Bill Magnuson, Pequot Lakes A.D.
 Office: 218-568-9213, Cell: 320-224-4494
 Email: bmagnuson@isd186.org

Tim Tungseth, Pine River-Backus AD
 Office: 218-587-8029, Cell: 701-306-2552
 Email: ttungseth@prbschools.org

Tournament Information:

- Awards:
 - Top 8 Individuals
 - Top 3 Teams
 - Most Outstanding Wrestler
 - Fastest Fall

- Entry Fee: \$350.00 Payable to Pine River-Backus send to Tim Tungseth
- Medical: A certified Athletic Trainer will be onsite for the tournament
- Bring your own towels and locks for security.
- Full concessions will be available throughout the tournament

Roster Information

- Official Squad: 13 Wrestlers
- If we have any weights that are not full, an email will be sent out to teams to see if they have extras at that weight. If more teams are interested than the spots available we will draw school names out of a hat and they will get extras into the tournament. Remember this is only weights where we do not have full brackets.
- E-mail rosters by Wednesday, December 17th at 8 pm
 - Fax: 218-587-3108
 - Email: ttungseth@prbschools.org

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Admission/Spectator Information:

- Tickets prices: \$20 wristband for both days or \$12 a day
- Doors will open for spectators at 12:15 PM on Friday, December 19th
- Fans, please don't arrive until 12:15 PM
- Competition Time Schedule:
 - 1:00 PM start time on Friday, December 19th
 - 9:30 AM start time on Saturday, December 20th
 - Enter in Door #4 for entry

Schedule for Friday, December 19th

10:00	Teams start arriving (Drop by Door 5 at the SW corner of the building by the Football Field)
11:00	Skin Checks & Weigh-ins (Main Gym) 1 lb allowance due to some teams competing Thursday
12:30	Coaches Meeting (Coaches Rm K120)
1:00	Round 1-Championship-First Rd Round 2-Championship Quarter-Finals Round 3-Wrestle backs-First Rd Round 4-Wrestle backs- Second Rd

Schedule for Saturday, December 20th

- 7:30 Teams may start arriving
- 8:30 Weigh-ins (Main Gym) 2 lb allowance due to some teams competing both on Thursday and Friday.
- 9:30 Wrestling starts: These will be 0-2 matches to start, and then the next rounds will follow

Mat assignments

- Athletic Center mats 1-4: 139, 145, 152, 160, 172, 189, 215, Hwt
- Aux gym mats 5-6: 107, 114, 121, 127, 133 weight classes
- We may be moving matches as needed to keep the tournament moving along.

Bus information

- Friday please don't arrive until 10:00 for teams
- Drop off on the south side of the school by the football field and enter Door #5 (map)
- Buses please don't park at school until (map)
- Feel free to park at TrailSide Center 30050 Rasmussen Rd, Pequot Lakes, MN 56472
- Buses can park on the north side of the school (map)

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Hotel Information

- AmerInn Pequot Lakes/Jenkins: (218) 568-8400
- Nisswa Motel: (218) 963-7611
- Breezy Point Resort: (218) 562-7970
- Grandview Lodge: (218) 963-2234
- Nisswa Inn and Suites: (218) 963-3500
- Holiday Inn Express & Suites Brainerd-Baxter: (218) 824-3232
- Arrowwood Lodge at Brainerd Lakes: (218) 822-5634
- Country Inn & Suites by Radisson, Baxter, MN: (218) 297-4816
- Days Inn & Suites by Wyndham Baxter/Brainerd Area: (218) 829-3080
- Rapid River Lodge: (218) 825-7234
- Super 8 by Wyndham Baxter/Brainerd Area: (218) 828-4288
- Baymont by Wyndham Baxter/Brainerd Area: (218) 822-1133
- AmericInn by Wyndham Baxter Brainerd: (218) 833-2062
- Quarterdeck Resort in Nisswa: (218) 963-2482
- Cragun's Resort on Gull Lake: (218) 316-7005
- Maddens Resort on Gull Lake: (218) 829-2811

To whom it may concern,

I am writing to request for an overnight stay at the Jackhammer Wrestling Tournament, which will take place in Pequot Lakes, MN, on December 19th and 20th, 2025.

The Jackhammer tournament is a two-day event, and Pequot Lakes is about four and a half hour drive from Pipestone. I scheduled this tournament for the upcoming wrestling season because it offers a high level of competition that will benefit our wrestlers' development throughout the season and better prepare them for the postseason.

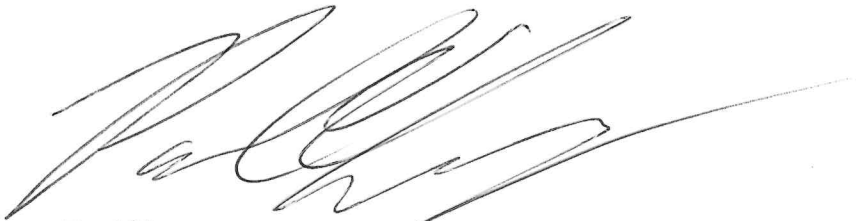
On Friday, December 19th, we plan to depart from the athletic doors of the school at 6:00 a.m. The wrestling team would plan to take the activity bus and one school vehicle to the tournament. The team will consist of 10 to 12 wrestlers, 3 to 4 managers and 4 to 6 coaches. Please note that we will not take any female managers or wrestlers to the tournament.

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We will stay the night on Friday at a hotel near Pequot Lakes, which is still yet to be determined. There will be roughly around 4 wrestlers or managers per room. Cost for the hotel room and meals will come from our wrestling account as well as the athletic booster club. We will check out Saturday morning and leave from Pequot Lakes after the tournament has ended.

Please let me know if you have any additional questions or concerns.

Thank You,

A large, stylized handwritten signature in black ink, appearing to read 'Paul Young', written over a horizontal line.

Paul Young
Head Wrestling Coach