



Independent School District #146
Regular School Board Meeting
7:00 PM on November 17, 2025
Barnesville High School
302 3rd Street South
Barnesville, MN 56514

1. Call to Order
 2. Roll Call
- Jeremy Cossette: Present
Marla Field: Present
Crystal Henderson: Present
Sara Hough: Present
Andrew Maier: Present
Josh Schroeder: Present
Jacob Thompson: Present

Present: 7, Absent 0

Dr. Jon Ellerbusch - Superintendent: Present
Mr. Bryan Strand - HS Principal: Present
Mr. Todd Henrickson - Elementary Principal: Present
Mr. Aaron Schindler - Director of Student Activities and Community Education Coordinator: Present
Ms. Jodi Samuelson - Finance Officer: Present

Guests Present: Chandra Buck, Tori Olson, Sarah Poepping, Lynn Thorkildson, Chris Messer, Matt Askegaard, Carrie Jenkins, Sandy Meyer, Ryan Bomstad, Kailee Strand, Lisa Gilbertson, Michelle Tonsfeldt, Michelle Field, Megan Hoyer, Kraig Archambeau, Laura Jorud, Joe Westhrock, Cody Schepp, Dusty Hough, George Haj, Tracy Hinsz, Scott Amundson

3. Pledge of Allegiance
4. Approval of Agenda
5. Approval of Minutes

1. Call to Order

The meeting was called to order at 7:00 PM.

2. Roll Call

Jeremy Cossette: Present
Marla Field: Present
Crystal Henderson: Present
Sara Hough: Present
Andrew Maier: Absent
Josh Schroeder: Present
Jacob Thompson: Present

Present: 6, Absent 1

Dr. Jon Ellerbusch - Superintendent: Present
Mr. Bryan Strand - HS Principal: Present
Mr. Todd Henrikson - Elementary Principal: Present
Mr. Aaron Schindler - Director of Student Activities and Community Education Coordinator:
Present
Ms. Jodi Samuelson - Finance Officer: Present

Guests Present: Chandra Buck, Tori Olson, Lisa Forsgren, Isaac Frauendienst, Sarah Poepping, Megan Martin, McKinzie solum, Lynn Thorkildson, Chris Messer, Matt Askegaard, Carrie Jenkins, Britta Teeples, Sandy Meyer, Ryan Bomstad, Kailee Strand, Lisa Gilbertson

3. Pledge of Allegiance

4. Approval of Agenda

Vote to approve the agenda as presented/amended. This motion, made by Marla Field and seconded by Sara Hough, Passed.

Andrew Maier: Absent, Jeremy Cossette: Yea, Marla Field: Yea, Crystal Henderson: Yea, Sara Hough: Yea, Josh Schroeder: Yea, Jacob Thompson: Yea
Yea: 6, Nay: 0, Absent: 1

5. Approval of Minutes

Vote to approve the minutes of the regular school board meeting on September 15, 2015 as presented/amended. This motion, made by Marla Field and seconded by Josh Schroeder, Passed.

Andrew Maier: Absent, Jeremy Cossette: Yea, Marla Field: Yea, Crystal Henderson: Yea, Sara Hough: Yea, Josh Schroeder: Yea, Jacob Thompson: Yea
Yea: 6, Nay: 0, Absent: 1

6. Claims, Accounts and Financial

Vote to approve claims, wires and all other financial reports as presented. This motion, made by Jeremy Cossette and seconded by Sara Hough, Passed.

Andrew Maier: Absent, Jeremy Cossette: Yea, Marla Field: Yea, Crystal Henderson: Yea, Sara Hough: Yea, Josh Schroeder: Yea, Jacob Thompson: Yea
Yea: 6, Nay: 0, Absent: 1

7. Appreciation, Recognition and Presentations

7.A. Executive Summary of FY25 Audit

7.B. Music & Theater Department Fundraising Concert Proposal

8. Recognition of Citizens for Input Purposes

9. Reports/News

9.A. High School Principal's Report

9.B. Elementary Principal's Report

9.C. Director of Student Activities and Community Education Coordinator's Report

9.D. Superintendent's Report

9.E. Board Committee Reports

10. Removal of Consent Items for Discussion

11. Approval of Consent Items

Vote to approve the consent agenda items as presented/amended. This motion, made by Josh Schroeder and seconded by Jeremy Cossette, Passed.

Andrew Maier: Absent, Jeremy Cossette: Yea, Marla Field: Yea, Crystal Henderson: Yea, Sara Hough: Yea, Josh Schroeder: Yea, Jacob Thompson: Yea
Yea: 6, Nay: 0, Absent: 1

11.A. Personnel

11.A.1) Lauryn Braton as Co-Prom Advisor

11.A.2) Kelsey Haspel as Co-Prom Advisor

11.A.3) Tori Pahl as 7th Grade Girls Basketball Coach

11.A.4) Zoey Kinsman as Kids Club Student Assistant

11.A.5) Riley Norris as Kids Club Student Assistant

11.A.6) Molly Rotz as Kids Club Student Assistant

11.B. Donations

11.B.1) Noah Backboard Shooting System (\$2,799) from Anonymous Donor for Girls Basketball

11.B.2) \$200 Donation from Barnesville Chiropractic for Cross Country

11.B.3) \$55 Donation from Bell Bank for General Fund (Custom Debit Cards)

12. New Business

12.A. FY 2025 Audit by Eide Bailly LLP
Vote to approve FY 2025 audit by Eide Bailly LLP. This motion, made by Jacob Thompson and seconded by Marla Field, Passed.
Andrew Maier: Absent, Jeremy Cossette: Yea, Marla Field: Yea, Crystal Henderson: Yea, Sara Hough: Yea, Josh Schroeder: Yea, Jacob Thompson: Yea
Yea: 6, Nay: 0, Absent: 1

12.B. Fundraisers for SY2025-26
Vote to approve the fundraisers for the 2025-2026 school year. This motion, made by Jeremy Cossette and seconded by Crystal Henderson, Passed.
Andrew Maier: Absent, Jeremy Cossette: Yea, Marla Field: Yea, Crystal Henderson: Yea, Sara Hough: Yea, Josh Schroeder: Yea, Jacob Thompson: Yea
Yea: 6, Nay: 0, Absent: 1

12.C. Items for Remaining Voter Approved Authority
Vote to approve presented list of items using dollars made available by remaining voter approved authority. This motion, made by Sara Hough and seconded by Josh Schroeder, Passed.
Andrew Maier: Absent, Jeremy Cossette: Yea, Marla Field: Yea, Crystal Henderson: Yea, Sara Hough: Yea, Josh Schroeder: Yea, Jacob Thompson: Yea
Yea: 6, Nay: 0, Absent: 1

12.D. Kraig Archambeau as C-Team Girls Basketball Coach
Vote to approve the hiring of Kraig Archambeau as C-team girls basketball coach, as recommended by administration. This motion, made by Josh Schroeder and seconded by Sara Hough, Passed.
Andrew Maier: Absent, Jeremy Cossette: Yea, Marla Field: Yea, Crystal Henderson: Yea, Sara Hough: Yea, Josh Schroeder: Yea, Jacob Thompson: Yea
Yea: 6, Nay: 0, Absent: 1

12.E. GoFan Electronic Ticketing System
Vote to approve the implementation of GoFan, an electronic ticketing system, for the sale and purchase of tickets to Barnesville Public Schools' activities and athletic events. This motion, made by Jacob Thompson and seconded by Josh Schroeder, Passed.
Andrew Maier: Absent, Jeremy Cossette: Yea, Marla Field: Yea, Crystal Henderson: Yea, Sara Hough: Yea, Josh Schroeder: Yea, Jacob Thompson: Yea
Yea: 6, Nay: 0, Absent: 1

13. First Reading of Policies

14. Discussion/Information

14.A. 2026 MSBA Leadership Conference (January 15–16)

15. Enrollment Update

16. Dates to Remember

16.A. Regular School Board Meeting

16.A.1) Monday, November 17, 2025, 7:00 PM, Barnesville High School

17. Adjournment

Vote to adjourn the meeting at 8:10 PM. This motion, made by Jeremy Cossette and seconded by Sara Hough, Passed.

Andrew Maier: Absent, Jeremy Cossette: Yea, Marla Field: Yea, Crystal Henderson: Yea, Sara Hough: Yea, Josh Schroeder: Yea, Jacob Thompson: Yea

Yea: 6, Nay: 0, Absent: 1

TREASURER'S REPORT

		<u>2025-26</u>	<u>2024-25</u>
Book Balance 10/1/25		\$749,749.56	\$376,943.57
Receipts			
10/1/2025	827.21		
10/2/2025	764.70		
10/3/2025	3,724.09		
10/6/2025	4,513.47		
10/7/2025	13,173.18		
10/8/2025	795.93		
10/9/2025	1,278.21		
10/10/2025	1,578.44		
10/14/2025	13,964.11		
10/15/2025	4,103.10		
10/16/2025	504,243.95		
10/17/2025	2,299.40		
10/20/2025	1,138.61		
10/21/2025	\$27,591.02		
10/22/2025	380.19		
10/23/2025	5,029.97		
10/24/2025	288.71		
10/27/2025	8,705.33		
10/28/2025	225,393.09		
10/29/2025	228.01		
10/30/2025	107,473.95		
10/31/2025	936.91		
Net In Transit	636.55	<u>\$929,068.13</u>	<u>\$1,279,565.88</u>
		\$1,678,817.69	\$1,656,509.45
Disbursements		<u>\$1,264,583.92</u>	<u>\$1,198,610.27</u>
Book Balance	10/31/2025	\$414,233.77	\$457,899.18
Student Activities		\$196,706.76	\$161,372.98
MSDLAF Investment		\$6,213,150.88	\$6,253,611.63
Midwest Money Market		<u>\$697,547.67</u>	<u>\$673,688.18</u>
Actual Balance		<u><u>\$7,521,639.08</u></u>	<u><u>\$7,546,571.97</u></u>

FUND	BEGINNING BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE	BALANCE
General	\$5,165,939.50	\$1,314,269.73	\$1,751,810.43	\$4,728,398.80 *	\$4,490,134.68 ^
Student Activities	\$187,785.96	\$60,135.42	\$51,214.62	\$196,706.76	\$161,372.98
Food Service	\$148,728.80	\$89,933.60	\$92,658.98	\$146,003.42	\$171,464.01
Community Service	(\$145,014.05)	\$30,232.07	\$27,171.08	(\$141,953.06)	(\$136,411.11)
Building Construction	\$1,094,248.47	\$3,772.45	\$24,800.50	\$1,073,220.42	\$1,418,660.93
Debt Service	\$1,157,882.64	\$361,380.10	\$0.00	\$1,519,262.74	\$1,441,350.48
Total	<u>\$7,609,571.32</u>	<u>\$1,859,723.37</u>	<u>\$1,947,655.61</u>	<u>\$7,521,639.08</u>	<u>\$7,546,571.97</u>

* General Fund balance includes \$1,984,607 of restricted/committed funds.

^ General Fund balance includes \$1,865,585 of restricted/committed funds.

Minnesota School District Liquid Asset Fund Plus
October 2025

Max Account	\$3,876,241.69
Liquid Account	\$67,688.77
2023 Bond Proceeds	\$1,073,220.42
Certificate of Deposit	\$1,196,000.00

Investment Date	Institution	Maturity Date	Rate	Investment Amount	Value at Maturity
4/7/2025	Bank of China, NY	4/7/2026	4.40%	\$239,000.00	\$249,516.00
6/11/2025	Mission National Bank, CA	6/11/2026	4.40%	\$239,000.00	\$249,516.00
8/1/2025	Solera National Bank, CO	8/3/2026	4.48%	\$239,000.00	\$249,765.87
10/27/2025	Gbank, Las Vegas, NV	10/27/2026	3.95%	\$240,000.00	\$249,840.00
11/5/2024	Cornerstone Bank, NE	11/5/2025	4.50%	\$239,000.00	\$249,755.00

Total Minnesota School District Liquid Asset Fund Plus	\$6,213,150.88
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**Barnesville Public Schools #146
Revenue Guideline by Source
Period Ending October 31, 2025**

Sequence: Fd, O/S

		B26					% YTD	Remaining
Description		Annual Budget	Period 202604	Year To Date	% YTD	Encumbrances	+ Enc	Balance
01	General Fund							
001	Levies	(1,382,550.00)	(117,675.07)	(420,963.78)	30%	0.00	30%	(961,586.22)
004	Tax Increment Finance Revenue	(2,000.00)	0.00	(813.39)	41%	0.00	41%	(1,186.61)
010	County Apport	(22,490.00)	(1,545.28)	(8,414.62)	37%	0.00	37%	(14,075.38)
019	Misc Local	(20,810.00)	0.00	(300.00)	1%	0.00	1%	(20,510.00)
021	Revenue from MN Dist	(60,000.00)	0.00	0.00	0%	0.00	0%	(60,000.00)
050	Fees from Patrons	(78,150.00)	(2,385.00)	(52,605.00)	67%	0.00	67%	(25,545.00)
060	Student Activity	(121,700.00)	(9,963.25)	(37,579.15)	31%	0.00	31%	(84,120.85)
061	Entry Fee	(9,500.00)	(2,025.00)	(3,000.00)	32%	0.00	32%	(6,500.00)
071	Med Assist Fr Dept of HS	(75,000.00)	0.00	0.00	0%	0.00	0%	(75,000.00)
092	Interest	(102,000.00)	(15,573.41)	(54,192.64)	53%	0.00	53%	(47,807.36)
093	Rent Facilities	(13,000.00)	0.00	(165.00)	1%	0.00	1%	(12,835.00)
096	Gifts/Bequests	(29,000.00)	(55.00)	(1,100.00)	4%	0.00	4%	(27,900.00)
099	Misc Revene	(45,230.00)	(2,356.11)	(79,998.35)	177%	0.00	177%	34,768.35
201	Endowment Fund Appr	(60,450.00)	0.00	(32,052.27)	53%	0.00	53%	(28,397.73)
211	Foundation Aid	(8,031,640.00)	(474,958.74)	(1,975,836.78)	25%	0.00	25%	(6,055,803.22)
227	Abatement	(1,430.00)	0.00	0.00	0%	0.00	0%	(1,430.00)
229	Disparity Reduction	(50.00)	0.00	0.00	0%	0.00	0%	(50.00)
234	Hmstd/Ag Market Value Credit	(4,110.00)	0.00	581.00	(14%)	0.00	(14%)	(4,691.00)
300	State & Grants	(179,650.00)	(184.46)	9,009.85	(5%)	0.00	(5%)	(188,659.85)
317	LTFM State Aid	(73,680.00)	0.00	4,329.42	(6%)	0.00	(6%)	(78,009.42)
360	Spec Ed General	(1,122,180.00)	(13,526.05)	(114,475.22)	10%	0.00	10%	(1,007,704.78)
369	Rev-Other State Agen	(75,000.00)	0.00	6,432.51	(9%)	0.00	(9%)	(81,432.51)
370	Misc Rev fm MDE	(6,430.00)	(9,195.29)	(22.29)	0%	0.00	0%	(6,407.71)
401	Federal Funds & Grants	(45,890.00)	0.00	0.00	0%	0.00	0%	(45,890.00)
619	COM Rev Producing Act (Contra)	45,000.00	8,230.32	13,743.12	31%	0.00	31%	31,256.88
620	Sale Mat-Rev Producing Act	(90,000.00)	(14,968.79)	(23,502.99)	26%	0.00	26%	(66,497.01)
621	Sale Mat-Resale Mat	(10,100.00)	(2,496.68)	(2,496.68)	25%	0.00	25%	(7,603.32)
624	Sale of Equipment	(5,000.00)	0.00	(251.10)	5%	0.00	5%	(4,748.90)

Barnesville Public Schools #146
Revenue Guideline by Source
Period Ending October 31, 2025

Sequence: Fd, O/S

Description		B26 Annual Budget	Period 202604	Year To Date	% YTD	Encumbrances	% YTD + Enc	Remaining Balance
01	General Fund							
625	Insurance Recovery	(5,000.00)	0.00	0.00	0%	FY25	0.00 0%	(5,000.00)
01	General Fund	(11,627,040.00)	(658,677.81)	(2,773,673.36)	24%	22%	0.00 24%	(8,853,366.64)
02	Food Service							
092	Interest	(5,000.00)	0.00	0.00	0%		0.00 0%	(5,000.00)
099	Misc Revene	(1,300.00)	0.00	0.00	0%		0.00 0%	(1,300.00)
300	State & Grants	(450,090.00)	(58,557.60)	(58,557.60)	13%		0.00 13%	(391,532.40)
369	Rev-Other State Agen	0.00	(1,453.94)	(1,453.94)	0%		0.00 0%	1,453.94
400	Federal Funds and Grants	(3,100.00)	0.00	(1,539.25)	50%		0.00 50%	(1,560.75)
471	School Lunch Fed	(60,000.00)	(7,562.57)	(7,562.57)	13%		0.00 13%	(52,437.43)
472	Free & Reduced Meals	(97,500.00)	(12,165.52)	(12,165.52)	12%		0.00 12%	(85,334.48)
473	Commodity Cash Program	(400.00)	0.00	0.00	0%		0.00 0%	(400.00)
474	Commodities	(35,000.00)	0.00	0.00	0%		0.00 0%	(35,000.00)
476	Breakfast Revenue	(36,590.00)	(4,755.62)	(4,755.62)	13%		0.00 13%	(31,834.38)
477	Cash In Lieu Commod	(210.00)	0.00	(409.82)	195%		0.00 195%	199.82
601	Type A Pupil	(45,430.00)	(4,557.95)	(35,504.81)	78%		0.00 78%	(9,925.19)
606	Type A Adult	(5,740.00)	(880.40)	(1,541.55)	27%		0.00 27%	(4,198.45)
02	Food Service	(740,360.00)	(89,933.60)	(123,490.68)	17%	16%	0.00 17%	(616,869.32)
04	Community Service							
001	Levies	(66,330.00)	(8,172.22)	(21,011.92)	32%		0.00 32%	(45,318.08)
019	Misc Local	(50.00)	0.00	0.00	0%		0.00 0%	(50.00)
021	Revenue from MN Dist	(52,900.00)	0.00	0.00	0%		0.00 0%	(52,900.00)
050	Fees from Patrons	(322,480.00)	(22,160.00)	(118,307.91)	37%		0.00 37%	(204,172.09)
092	Interest	(180.00)	0.00	0.00	0%		0.00 0%	(180.00)
096	Gifts/Bequests	(43,500.00)	0.00	(300.00)	1%		0.00 1%	(43,200.00)
229	Disparity Reduction	(130.00)	0.00	0.00	0%		0.00 0%	(130.00)
234	Hmstd/Ag Market Value Credit	(1,570.00)	0.00	0.00	0%		0.00 0%	(1,570.00)
258	Wetland & Native	(20.00)	0.00	0.00	0%		0.00 0%	(20.00)
300	State & Grants	(69,190.00)	0.00	(22,477.17)	32%		0.00 32%	(46,712.83)

**Barnesville Public Schools #146
Revenue Guideline by Source
Period Ending October 31, 2025**

Sequence: Fd, O/S

Description		B26				Encumbrances	% YTD + Enc	Remaining Balance	
		Annual Budget	Period 202604	Year To Date	% YTD				
04	Community Service								
301	Non-Public Aid	(1,020.00)	0.00	30.48	(3%)	0.00	(3%)	(1,050.48)	
04	Community Service	(557,370.00)	(30,332.22)	(162,066.52)	29%	23%	0.00	29%	(395,303.48)
06	Building Construction								
092	Interest	(25,000.00)	(3,772.45)	(12,959.77)	52%		0.00	52%	(12,040.23)
06	Building Construction	(25,000.00)	(3,772.45)	(12,959.77)	52%		0.00	52%	(12,040.23)
07	Debt Redemption								
001	Levies	(1,335,920.00)	(198,915.49)	(191,257.10)	14%		0.00	14%	(1,144,662.90)
019	Misc Local	(1,500.00)	0.00	0.00	0%		0.00	0%	(1,500.00)
092	Interest	(500.00)	0.00	0.00	0%		0.00	0%	(500.00)
229	Disparity Reduction	(1,200.00)	(179.16)	(716.62)	60%		0.00	60%	(483.38)
234	Hmstd/Ag Market Value Credit	(24,300.00)	(3,538.91)	(14,155.63)	58%		0.00	58%	(10,144.37)
258	Wetland & Native	(958,480.00)	(147,140.08)	(588,560.33)	61%		0.00	61%	(369,919.67)
317	LTFM State Aid	(72,100.00)	(11,606.46)	(41,648.75)	58%		0.00	58%	(30,451.25)
07	Debt Redemption	(2,394,000.00)	(361,380.10)	(836,338.43)	35%		0.00	35%	(1,557,661.57)
21	Student Activities Fund								
099	Misc Revene	(200,000.00)	0.00	0.00	0%		0.00	0%	(200,000.00)
21	Student Activities Fund	(200,000.00)	0.00	0.00	0%		0.00	0%	(200,000.00)
Report Totals:		(15,543,770.00)	(1,144,096.18)	(3,908,528.76)	25%		0.00	25%	(11,635,241.24)

Barnesville Public Schools #146
Exp Summary - Fd, Pro
Period Ending October 31, 2025

Sequence: Fd, Pro

		B26						% YTD	Remaining
Description		Annual Budget	Period 202604	Year To Date	% YTD	Encumbrances	+ Enc	Balance	
01	General Fund								
010	Board-Education	49,790.00	727.20	16,652.58	33%	0.00	33%	33,137.42	
020	Office/Supt	243,450.00	18,552.75	75,665.89	31%	0.00	31%	167,784.11	
050	School Admin	537,370.00	44,208.03	161,878.97	30%	0.00	30%	375,491.03	
105	General Adm. Support	12,440.00	2,981.24	8,402.32	68%	0.00	68%	4,037.68	
108	Administrative Tech Services	10,000.00	4,172.60	4,172.60	42%	0.00	42%	5,827.40	
110	Business Services	295,930.00	24,728.88	117,581.31	40%	5,352.00	42%	172,996.69	
201	Kindergarten	409,470.00	32,761.23	69,005.78	17%	63.98	17%	340,400.24	
203	Elem Ed	333,730.00	16,931.09	199,714.95	60%	1,020.00	60%	132,995.05	
204	First Grade	432,030.00	26,079.88	55,430.71	13%	0.00	13%	376,599.29	
205	Second Grade	303,170.00	33,836.73	68,969.79	23%	540.00	23%	233,660.21	
206	Third Grade	316,980.00	24,804.45	52,229.32	16%	0.00	16%	264,750.68	
207	Fourth Grade	307,500.00	23,599.81	48,848.75	16%	18.83	16%	258,632.42	
208	Fifth Grade	320,300.00	27,156.86	55,731.31	17%	0.00	17%	264,568.69	
209	Sixth Grade	297,560.00	23,091.05	49,811.29	17%	51.70	17%	247,697.01	
211	Secondary Ed-Gen	142,590.00	5,460.61	50,269.10	35%	819.99	36%	91,500.91	
212	Art	167,840.00	14,045.35	31,499.02	19%	101.99	19%	136,238.99	
213	Agriculture - Non Vocational	15,400.00	1,775.12	2,720.71	18%	0.00	18%	12,679.29	
215	Business	800.00	149.47	149.47	19%	0.00	19%	650.53	
216	Educ. Disadvantaged	45,340.00	2,413.10	4,337.09	10%	0.00	10%	41,002.91	
218	Gifted And Talented	8,930.00	0.00	0.00	0%	0.00	0%	8,930.00	
220	English	267,530.00	21,056.31	42,112.63	16%	0.00	16%	225,417.37	
230	Foreign Language	73,920.00	4,854.32	9,708.64	13%	0.00	13%	64,211.36	
240	Health/Phys Ed	295,770.00	23,346.32	45,818.68	15%	0.00	15%	249,951.32	
249	Dr Trg/behind Wheel	1,180.00	0.00	0.00	0%	0.00	0%	1,180.00	
254	Barnesville Branderz	3,000.00	0.00	0.00	0%	0.00	0%	3,000.00	
255	Industrial Educ	119,270.00	14,592.96	26,171.47	22%	216.67	22%	92,881.86	
256	Mathematics	275,480.00	21,305.92	42,705.03	16%	0.00	16%	232,774.97	
258	Inst Music	76,110.00	6,099.71	11,611.22	15%	550.19	16%	63,948.59	
259	Vocal Music	143,500.00	10,319.18	20,612.28	14%	200.00	15%	122,687.72	

Barnesville Public Schools #146
Exp Summary - Fd, Pro
Period Ending October 31, 2025

Sequence: Fd, Pro

		B26					%	%	%
Description		Annual Budget	Period 202604	Year To Date	% YTD	Encumbrances	+ Enc	Remaining Balance	
01	General Fund								
260	Science	285,660.00	22,394.88	45,568.96	16%	686.58	16%	239,404.46	
270	Social-Scienc/Study	310,900.00	25,195.24	50,270.49	16%	0.00	16%	260,629.51	
271	Remedial Reading/Lang Arts	100,470.00	10,881.23	21,943.25	22%	0.00	22%	78,526.75	
272	Remedial Math	0.00	1,488.54	2,977.08	0%	0.00	0%	(2,977.08)	
274	Study Skills Improvement	0.00	971.09	1,942.17	0%	0.00	0%	(1,942.17)	
288	Flow Thru/Sales	19,500.00	434.49	2,000.62	10%	0.00	10%	17,499.38	
289	Flo Thru/Sales	23,800.00	1,475.65	3,418.15	14%	0.00	14%	20,381.85	
292	Boys/Girls Athletic	79,410.00	14,593.82	30,834.84	39%	177.39	39%	48,397.77	
294	Boys Athletics	202,010.00	51,651.71	71,699.81	35%	968.45	36%	129,341.74	
295	One Act Play	2,470.00	225.00	316.25	13%	0.00	13%	2,153.75	
296	Girls Athletics	151,040.00	40,456.59	46,543.23	31%	0.00	31%	104,496.77	
298	Extra-Curricular	157,940.00	11,522.99	34,874.67	22%	0.00	22%	123,065.33	
299	Concessions	47,680.00	8,256.93	10,004.22	21%	0.00	21%	37,675.78	
301	Agriculture	83,970.00	6,192.97	20,391.69	24%	0.00	24%	63,578.31	
341	Business and Office Education	111,300.00	8,924.50	17,849.01	16%	0.00	16%	93,450.99	
400	General Special Education	300.00	0.00	107.00	36%	0.00	36%	193.00	
401	Speech/Lang.impaired	156,830.00	15,252.92	25,142.03	16%	0.00	16%	131,687.97	
402	M.I.-Mild-Moderate	138,200.00	11,894.06	21,689.31	16%	259.99	16%	116,250.70	
403	M.I.-Moderate-Severe	58,260.00	1,151.69	4,756.68	8%	0.00	8%	53,503.32	
404	Physically Impaired	22,660.00	316.35	827.93	4%	0.00	4%	21,832.07	
405	Deaf-Hard of Hearing	700.00	0.00	2,125.82	304%	0.00	304%	(1,425.82)	
406	Visually Impaired	13,610.00	656.67	875.90	6%	0.00	6%	12,734.10	
407	Spec Learning Disabl	266,320.00	16,886.29	39,953.65	15%	0.00	15%	226,366.35	
408	Emot/Behavior Disord	150,380.00	9,736.48	21,885.18	15%	0.00	15%	128,494.82	
410	Other Health Impair	208,410.00	24,347.98	41,594.83	20%	0.00	20%	166,815.17	
411	Autistic	204,860.00	18,273.89	35,737.47	17%	0.00	17%	169,122.53	
412	Develop Delayed	38,680.00	2,426.31	5,905.10	15%	0.00	15%	32,774.90	
416	Multiple Handicap	300.00	0.00	0.00	0%	0.00	0%	300.00	
420	Special Ed General	93,530.00	15,183.22	15,183.22	16%	0.00	16%	78,346.78	

Barnesville Public Schools #146
Exp Summary - Fd, Pro
Period Ending October 31, 2025

Sequence: Fd, Pro

Description		B26 Annual Budget	Period 202604	Year To Date	% YTD	Encumbrances	% YTD + Enc	Remaining Balance	
01	General Fund					FY25			
422	Early Intervening Services	99,030.00	8,427.03	17,399.76	18%	0.00	18%	81,630.24	
430	Homebound	1,260.00	0.00	0.00	0%	0.00	0%	1,260.00	
610	Curric. Consult/Development	51,140.00	4,434.06	8,868.12	17%	0.00	17%	42,271.88	
612	Technology	93,100.00	3,784.96	37,336.14	40%	1,239.51	41%	54,524.35	
620	Educ.media/Library	87,230.00	6,777.23	16,869.26	19%	433.98	20%	69,926.76	
625	Audio/Visual Dept.	280.00	15.18	15.18	5%	0.00	5%	264.82	
630	Instruc-Related Technology	75,590.00	16,067.52	49,725.51	66%	0.00	66%	25,864.49	
640	Staff Development	118,240.00	8,506.76	34,439.55	29%	0.00	29%	83,800.45	
690	Other Inst Support	66,700.00	24,863.29	24,863.29	37%	0.00	37%	41,836.71	
710	Counseling/Guidance	102,910.00	6,321.92	14,224.31	14%	0.00	14%	88,685.69	
715	School Security	49,600.00	2,757.00	24,212.29	49%	878.00	51%	24,509.71	
716	Drug Abuse Prevention	2,000.00	0.00	0.00	0%	0.00	0%	2,000.00	
718	Other School Safety	2,000.00	0.00	0.00	0%	0.00	0%	2,000.00	
720	Health Services	96,000.00	10,031.97	18,681.86	19%	0.00	19%	77,318.14	
740	Social Work Services	68,850.00	8,134.77	8,134.77	12%	0.00	12%	60,715.23	
760	Pupil Transport	791,450.00	82,432.51	224,656.51	28%	0.00	28%	566,793.49	
790	Other Pupil Services	179,500.00	51,193.02	71,179.82	40%	0.00	40%	108,320.18	
810	Oper/Maintenance	1,131,140.00	83,849.80	300,511.05	27%	180.83	27%	830,448.12	
811	Grounds Maint	26,000.00	788.94	12,458.28	48%	0.00	48%	13,541.72	
812	Buildings Maint	73,400.00	5,699.88	51,439.62	70%	90.50	70%	21,869.88	
813	Equip Maint	22,000.00	877.49	2,269.78	10%	0.00	10%	19,730.22	
850	Facilities	96,920.00	2,800.00	13,149.34	14%	0.00	14%	83,770.66	
865	LTFM Excl'd Costs -Pro 866,867	88,390.00	16,874.72	37,055.46	42%	0.00	42%	51,334.54	
940	Prop/Other Ins	112,090.00	0.00	113,467.49	101%	0.00	101%	(1,377.49)	
960	Other Non-Recurring Items	2,500.00	0.00	0.00	0%	0.00	0%	2,500.00	
01	General Fund	11,872,890.00	1,094,479.71	2,929,186.86	25%	23%	13,850.58	25%	8,929,852.56
02	Food Service								
770	Food Service	813,510.00	92,658.98	184,731.43	23%	25,382.85	26%	603,395.72	
02	Food Service	813,510.00	92,658.98	184,731.43	23%	17%	25,382.85	26%	603,395.72

Barnesville Public Schools #146
Exp Summary - Fd, Pro
Period Ending October 31, 2025

Sequence: Fd, Pro

Description		B26 Annual Budget	Period 202604	Year To Date	% YTD	Encumbrances	% YTD + Enc	Remaining Balance
04	Community Service							
505	Community Ed	114,340.00	6,823.11	30,429.26	27%	0.00	27%	83,910.74
506	Summer Recreation	84,070.00	2,799.71	51,244.90	61%	0.00	61%	32,825.10
509	Kids Club	133,320.00	7,947.23	54,901.28	41%	0.00	41%	78,418.72
580	Early Childhood	46,990.00	26.41	25,141.16	54%	0.00	54%	21,848.84
582	School Readiness	216,570.00	9,674.77	67,477.42	31%	67.98	31%	149,024.60
583	Preschool Screening	3,540.00	0.00	0.00	0%	0.00	0%	3,540.00
585	Youth Dev/Youth Serv	11,320.00	0.00	0.00	0%	0.00	0%	11,320.00
590	Other Community Programs	1,020.00	0.00	0.00	0%	0.00	0%	1,020.00
04	Community Service	611,170.00	27,271.23	229,194.02	38%	38% 67.98	38%	381,908.00
06	Building Construction							
870	Bldg/Capital Improv.	1,468,270.00	24,800.50	340,865.34	23%	19,220.00	25%	1,108,184.66
06	Building Construction	1,468,270.00	24,800.50	340,865.34	23%	19,220.00	25%	1,108,184.66
07	Debt Redemption							
910	Debt Redemption	2,401,700.00	0.00	420,850.00	18%	0.00	18%	1,980,850.00
07	Debt Redemption	2,401,700.00	0.00	420,850.00	18%	0.00	18%	1,980,850.00
21	Student Activities Fund							
298	Extra-Curricular	200,000.00	0.00	0.00	0%	0.00	0%	200,000.00
21	Student Activities Fund	200,000.00	0.00	0.00	0%	0.00	0%	200,000.00
Report Totals:		17,367,540.00	1,239,210.42	4,104,827.65	24%	58,521.41	24%	13,204,190.94

FOOD SERVICE REPORT 2025-26

2025-26	September	October	November	December	January	February	March	April	May	2024-25 Average
Beginning Balance	186,218.33	148,728.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	196,165
Receipts	12,068.41	89,933.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	69,115
Disbursements	49,557.94	92,658.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	66,931
Subtotal	148,728.80	146,003.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	198,349
Est. Federal/State Funding Due	69,447.12	84,208.47	0.00	0.00	0.00	0.00	0.00	0.00	0.00	69,690
Ending Balance	218,175.92	230,211.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00	268,039
Average Daily Participation										
Breakfast										
Elementary	163	175	0	0	0	0	0	0	0	161
High School	103	117	0	0	0	0	0	0	0	108
Total	266	292	0	0	0	0	0	0	0	269
Lunch										
Elementary	396	412	0	0	0	0	0	0	0	413
High School	277	286	0	0	0	0	0	0	0	263
Total	673	697	0	0	0	0	0	0	0	676

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 10/18/2025-11/14/2025 Period: 202601-202605 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
MB	17576			WEX HEALTH INC		Wire			
			B 01 215 024	Flex Plan Medical & Dependent Care			\$1,020.00		
PO#:	Voucher #:	111054	Invoice	Invoice No: 102225	10/23/2025	Paid Amt:	\$1,020.00	Check Amount:	\$1,020.00
MB	17591			NELNET PAYMENT SERVICES		Wire			
			E 01 005 110 000 305 000	ACH Fee			\$11.74		
PO#:	Voucher #:	111055	Invoice	Invoice No: CI-000507023	10/23/2025	Paid Amt:	\$11.74	Check Amount:	\$11.74
MB	17576			WEX HEALTH INC		Wire			
			E 01 005 110 000 305 000	Benefits Fees			\$112.75		
PO#:	Voucher #:	111065	Invoice	Invoice No: 2243053	10/24/2025	Paid Amt:	\$112.75	Check Amount:	\$112.75
MB	17576			WEX HEALTH INC		Wire			
			B 01 215 024	Flex Plan Medical & Dependent Care			\$470.00		
PO#:	Voucher #:	111066	Invoice	Invoice No: 102425	10/27/2025	Paid Amt:	\$470.00	Check Amount:	\$470.00
MB	17576			WEX HEALTH INC		Wire			
			B 01 215 024	Flex Plan Medical & Dependent Care			\$740.20		
PO#:	Voucher #:	111067	Invoice	Invoice No: 102725	10/28/2025	Paid Amt:	\$740.20	Check Amount:	\$740.20
MB	17576			WEX HEALTH INC		Wire			
			B 01 215 024	Flex Plan Medical & Dependent Care			\$89.30		
PO#:	Voucher #:	111093	Invoice	Invoice No: 102925	10/30/2025	Paid Amt:	\$89.30	Check Amount:	\$89.30
MB	17576			WEX HEALTH INC		Wire			
			B 01 215 033	Health Savings Account			\$1,453.45		
PO#:	Voucher #:	111082	Invoice	Invoice No: S2026080	10/31/2025	Paid Amt:	\$1,453.45	Check Amount:	\$1,453.45
MB	12851	REMIT		EDUCATORS BENEFIT CONSULTANTS		Wire			
			B 01 215 005	Tax Sheltered Annuities			\$1,504.24		
PO#:	Voucher #:	111081	Invoice	Invoice No: S2026080	10/31/2025	Paid Amt:	\$1,504.24	Check Amount:	\$1,504.24
MB	12860			MINNESOTA TEACHERS RETIREMENT		Wire			
			B 01 215 018	TRA			\$35,141.96		
PO#:	Voucher #:	111080	Invoice	Invoice No: S2026080	10/31/2025	Paid Amt:	\$35,141.96	Check Amount:	\$35,141.96

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 10/18/2025-11/14/2025 Period: 202601-202605 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
MB	12861			PUBLIC EMPLOYEES RETIREMENT		Wire			
			B 01 215 017	PERA			\$10,970.50		
PO#:	Voucher #:	111079	Invoice	Invoice No: S2026080	10/31/2025		Paid Amt:	\$10,970.50	
							Check Amount:	\$10,970.50	
MB	12862	REMIT		EDUCATORS BENEFIT CONSULTANTS		Wire			
			B 01 215 005	Tax Sheltered Annuities			\$1,972.62		
PO#:	Voucher #:	111075	Invoice	Invoice No: S2026080	10/31/2025		Paid Amt:	\$1,972.62	
							Check Amount:	\$1,972.62	
MB	14128			INTERNAL REVENUE SERVICE		Wire			
			B 01 215 010	FICA Payable			\$40,654.32		
			B 01 215 011	Federal Tax			\$17,361.40		
PO#:	Voucher #:	111073	Invoice	Invoice No: S2026080	10/31/2025		Paid Amt:	\$58,015.72	
							Check Amount:	\$58,015.72	
MB	14129			MINN DEPT OF REVENUE		Wire			
			B 01 215 013	State Tax			\$9,511.95		
PO#:	Voucher #:	111076	Invoice	Invoice No: S2026080	10/31/2025		Paid Amt:	\$9,511.95	
							Check Amount:	\$9,511.95	
MB	14968	REMIT		EDUCATORS BENEFIT CONSULTANTS		Wire			
			B 01 215 005	Tax Sheltered Annuities			\$2,367.82		
PO#:	Voucher #:	111078	Invoice	Invoice No: S2026080	10/31/2025		Paid Amt:	\$2,367.82	
							Check Amount:	\$2,367.82	
MB	16537	REMIT		EDUCATORS BENEFIT CONSULTANTS		Wire			
			B 01 215 005	Tax Sheltered Annuities			\$1,408.36		
PO#:	Voucher #:	111071	Invoice	Invoice No: S2026080	10/31/2025		Paid Amt:	\$1,408.36	
							Check Amount:	\$1,408.36	
MB	16936	REMIT		EDUCATORS BENEFITS CONSULTANTS		Wire			
			B 01 215 005	Tax Sheltered Annuities			\$5,163.42		
PO#:	Voucher #:	111074	Invoice	Invoice No: S2026080	10/31/2025		Paid Amt:	\$5,163.42	
							Check Amount:	\$5,163.42	
MB	12860			MINNESOTA TEACHERS RETIREMENT		Wire			
			B 01 215 018	TRA			\$7,971.95		
PO#:	Voucher #:	111101	Invoice	Invoice No: S202608C0	10/31/2025		Paid Amt:	\$7,971.95	
							Check Amount:	\$7,971.95	

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 10/18/2025-11/14/2025 Period: 202601-202605 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
MB	12861			PUBLIC EMPLOYEES RETIREMENT		Wire			
			B 01 215 017	PERA			\$1,209.75		
PO#:	Voucher #:	111100	Invoice	Invoice No: S202608C0	10/31/2025		Paid Amt:	\$1,209.75	
							Check Amount:	\$1,209.75	
MB	14128			INTERNAL REVENUE SERVICE		Wire			
			B 01 215 010	FICA Payable			\$9,934.74		
			B 01 215 011	Federal Tax			\$601.62		
PO#:	Voucher #:	111098	Invoice	Invoice No: S202608C0	10/31/2025		Paid Amt:	\$10,536.36	
							Check Amount:	\$10,536.36	
MB	14129			MINN DEPT OF REVENUE		Wire			
			B 01 215 013	State Tax			\$794.91		
PO#:	Voucher #:	111099	Invoice	Invoice No: S202608C0	10/31/2025		Paid Amt:	\$794.91	
							Check Amount:	\$794.91	
MB	11760			LAKES COUNTRY SERVICE COOP.		Wire			
			B 01 215 026	Health Ins Premium			\$81,411.94		
PO#:	Voucher #:	111109	Invoice	Invoice No: 110125	11/5/2025		Paid Amt:	\$81,411.94	
							Check Amount:	\$81,411.94	
MB	17576			WEX HEALTH INC		Wire			
			B 01 215 024	Flex Plan Medical & Dependent Care			\$2,939.59		
PO#:	Voucher #:	111107	Invoice	Invoice No: 10312025	11/5/2025		Paid Amt:	\$2,939.59	
							Check Amount:	\$2,939.59	
MB	17576			WEX HEALTH INC		Wire			
			B 01 215 024	Flex Plan Medical & Dependent Care			\$360.41		
PO#:	Voucher #:	111106	Invoice	Invoice No: 110125	11/5/2025		Paid Amt:	\$360.41	
							Check Amount:	\$360.41	
MB	17576			WEX HEALTH INC		Wire			
			B 01 215 024	Flex Plan Medical & Dependent Care			\$243.30		
PO#:	Voucher #:	111108	Invoice	Invoice No: 110325	11/5/2025		Paid Amt:	\$243.30	
							Check Amount:	\$243.30	
MB	17576			WEX HEALTH INC		Wire			
			B 01 215 024	Flex Plan Medical & Dependent Care			\$60.00		
PO#:	Voucher #:	111110	Invoice	Invoice No: 100825	10/31/2025		Paid Amt:	\$60.00	
							Check Amount:	\$60.00	

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 10/18/2025-11/14/2025 Period: 202601-202605 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
MB	17576			WEX HEALTH INC		Wire			
			B 01 215 024	Flex Plan Medical & Dependent Care			\$120.00		
PO#:	Voucher #:	111113	Invoice	Invoice No: 110825	11/10/2025	Paid Amt:	\$120.00	Check Amount:	\$120.00
MB	17576			WEX HEALTH INC		Wire			
			B 01 215 024	Flex Plan Medical & Dependent Care			\$60.00		
PO#:	Voucher #:	111111	Invoice	Invoice No: 110525	11/10/2025	Paid Amt:	\$60.00	Check Amount:	\$60.00
MB	17576			WEX HEALTH INC		Wire			
			B 01 215 024	Flex Plan Medical & Dependent Care			\$136.39		
PO#:	Voucher #:	111112	Invoice	Invoice No: 110725	11/10/2025	Paid Amt:	\$136.39	Check Amount:	\$136.39
MB	13040			JMC COMPUTER SERVICE INC.		Wire			
			E 01 005 110 000 305 000	JMC Fees			\$89.59		
PO#:	Voucher #:	111322	Invoice	Invoice No: JMC Fees Oct 25	11/13/2025	Paid Amt:	\$89.59	Check Amount:	\$89.59
MB	17576			WEX HEALTH INC		Wire			
			B 01 215 024	Flex Plan Medical & Dependent Care			\$12.60		
PO#:	Voucher #:	111323	Invoice	Invoice No: 111225	11/13/2025	Paid Amt:	\$12.60	Check Amount:	\$12.60
MB	17576			WEX HEALTH INC		Wire			
			B 01 215 033	Health Savings Account			\$1,453.45		
PO#:	Voucher #:	111346	Invoice	Invoice No: S2026090	11/14/2025	Paid Amt:	\$1,453.45	Check Amount:	\$1,453.45
MB	17576			WEX HEALTH INC		Wire			
			B 01 215 024	Flex Plan Medical & Dependent Care			\$49.78		
PO#:	Voucher #:	111347	Invoice	Invoice No: 111325	11/14/2025	Paid Amt:	\$49.78	Check Amount:	\$49.78
MB	12851	REMIT		EDUCATORS BENEFIT CONSULTANTS		Wire			
			B 01 215 005	Tax Sheltered Annuities			\$1,504.24		
PO#:	Voucher #:	111345	Invoice	Invoice No: S2026090	11/14/2025	Paid Amt:	\$1,504.24	Check Amount:	\$1,504.24
MB	12860			MINNESOTA TEACHERS RETIREMENT		Wire			
			B 01 215 018	TRA			\$35,169.97		
PO#:	Voucher #:	111344	Invoice	Invoice No: S2026090	2014/2025	Paid Amt:	\$35,169.97	Check Amount:	\$35,169.97

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 10/18/2025-11/14/2025 Period: 202601-202605 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
MB	12861			PUBLIC EMPLOYEES RETIREMENT		Wire			
			B 01 215 017	PERA			\$11,243.83		
PO#:	Voucher #:	111343	Invoice	Invoice No: S2026090	11/14/2025			Paid Amt: \$11,243.83	
								Check Amount: \$11,243.83	
MB	12862	REMIT		EDUCATORS BENEFIT CONSULTANTS		Wire			
			B 01 215 005	Tax Sheltered Annuities			\$1,972.62		
PO#:	Voucher #:	111339	Invoice	Invoice No: S2026090	11/14/2025			Paid Amt: \$1,972.62	
								Check Amount: \$1,972.62	
MB	14128			INTERNAL REVENUE SERVICE		Wire			
			B 01 215 010	FICA Payable			\$40,916.92		
			B 01 215 011	Federal Tax			\$17,497.68		
PO#:	Voucher #:	111337	Invoice	Invoice No: S2026090	11/14/2025			Paid Amt: \$58,414.60	
								Check Amount: \$58,414.60	
MB	14129			MINN DEPT OF REVENUE		Wire			
			B 01 215 013	State Tax			\$9,491.97		
PO#:	Voucher #:	111340	Invoice	Invoice No: S2026090	11/14/2025			Paid Amt: \$9,491.97	
								Check Amount: \$9,491.97	
MB	14968	REMIT		EDUCATORS BENEFIT CONSULTANTS		Wire			
			B 01 215 005	Tax Sheltered Annuities			\$2,367.82		
PO#:	Voucher #:	111342	Invoice	Invoice No: S2026090	11/14/2025			Paid Amt: \$2,367.82	
								Check Amount: \$2,367.82	
MB	16537	REMIT		EDUCATORS BENEFIT CONSULTANTS		Wire			
			B 01 215 005	Tax Sheltered Annuities			\$1,408.36		
PO#:	Voucher #:	111335	Invoice	Invoice No: S2026090	11/14/2025			Paid Amt: \$1,408.36	
								Check Amount: \$1,408.36	
MB	16936	REMIT		EDUCATORS BENEFITS CONSULTANTS		Wire			
			B 01 215 005	Tax Sheltered Annuities			\$5,163.42		
PO#:	Voucher #:	111338	Invoice	Invoice No: S2026090	11/14/2025			Paid Amt: \$5,163.42	
								Check Amount: \$5,163.42	
MB	89058	13087		MBCA CLINIC		Check			
			E 01 300 294 000 366 503	Gen.trv,Meals, Rooms			\$140.00		
			E 01 300 640 316 366 000	Gen.trv,Meals, Rooms			\$140.00		
PO#:	Voucher #:	111047	Invoice	Invoice No: 2025	10/21/2025			Paid Amt: \$280.00	
								Check Amount: \$280.00	

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 10/18/2025-11/14/2025 Period: 202601-202605 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
MB	89059	12451		REGION 8A		Check			
			E 01	300 292 000 369 516	Entry Fees/Student Travel		\$420.00		
PO#:	Voucher #:	111048	Invoice	Invoice No: 102125	10/21/2025	Paid Amt:	\$420.00		
						Check Amount:	\$420.00		
MB	89060	15411		DELTA DENTAL OF MINNESOTA		Check			
			B 01	215 032	premiums		\$2,661.38		
PO#:	Voucher #:	111049	Invoice	Invoice No: CNS0001953985	10/23/2025	Paid Amt:	\$2,661.38		
			B 01	215 032	premiums		\$2,729.70		
PO#:	Voucher #:	111050	Invoice	Invoice No: CNS0001978127	10/23/2025	Paid Amt:	\$2,729.70		
						Check Amount:	\$5,391.08		
MB	89061	13666		GERRELLS SPORTS		Check			
			E 01	300 294 000 401 502	453185 Sports cool filtered drink station		\$399.00		
			E 01	300 294 000 401 502	Freight		\$55.00		
PO#: 51171	Voucher #:	111051	Invoice	Invoice No: 220000128690	10/23/2025	Paid Amt:	\$454.00		
						Check Amount:	\$454.00		
MB	89062	12141		REGION 6A, MSHSL		Check			
			R 01	300 289 000 060 000	Section FB		\$2,125.00		
PO#:	Voucher #:	111053	Invoice	Invoice No: 102125	10/23/2025	Paid Amt:	\$2,125.00		
						Check Amount:	\$2,125.00		
MB	89063	13919		SPANISH		Check			
			E 01	300 299 000 305 000	Concessions		\$1,368.44		
PO#:	Voucher #:	111052	Invoice	Invoice No: 100325	10/23/2025	Paid Amt:	\$1,368.44		
						Check Amount:	\$1,368.44		
MB	89064	15900		ANDERSON ELECTRIC LLC		Check			
			E 01	005 865 370 350 000	Worked on lights at football field		\$330.00		
PO#: 51230	Voucher #:	111064	Invoice	Invoice No: 8470	10/24/2025	Paid Amt:	\$330.00		
						Check Amount:	\$330.00		
MB	89065	16086	remit	COLONIAL LIFE INSURANCE COMPANY		Check			
			B 01	215 029	Supplemental Insurance-Voluntary		\$214.16		
PO#:	Voucher #:	111056	Invoice	Invoice No: 41790570913991	10/24/2025	Paid Amt:	\$214.16		
			B 01	215 029	Supplemental Insurance-Voluntary		\$215.42		
PO#:	Voucher #:	111057	Invoice	Invoice No: 41790571013987	10/24/2025	Paid Amt:	\$215.42		
						Check Amount:	\$429.58		
MB	89066	10405		JK SPORTS		Check			
			E 01	300 294 000 401 503	Spalding TF 1000 Legacy 29.5" Boy's NFHS S		\$168.00		
			E 01	300 294 000 401 503	Spalding TF 1000 Legacy 29.5" Boy's Basketb		\$592.00		

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 10/18/2025-11/14/2025 Period: 202601-202605 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
MB	89066	10405		JK SPORTS		Check
			E 01	300 294 000 401 503	Slipp-Nott Replacement Pad	\$62.00
			E 01	300 294 000 401 503	Shipping	\$82.20
PO#: 51215	Voucher #:	111059	Invoice	Invoice No: 97830	10/24/2025	Paid Amt: \$904.20
						Check Amount: \$904.20
MB	89067	10904		JOHNSON CONTROLS, INC		Check
			E 01	005 865 380 350 000	Repairs to pump 5 and 6	\$1,898.75
PO#: 51233	Voucher #:	111060	Invoice	Invoice No: 1-136580083166	10/24/2025	Paid Amt: \$1,898.75
						Check Amount: \$1,898.75
MB	89068	17892	REMIT	KELLY SERVICES INC		Check
			E 01	100 203 000 305 000	Elementary Substitute Teachers	\$390.00
			E 01	300 211 000 305 000	HS Substitute Teachers	\$682.50
PO#:	Voucher #:	111061	Invoice	Invoice No: 561182662	10/24/2025	Paid Amt: \$1,072.50
						Check Amount: \$1,072.50
MB	89069	15395		MADISON NATIONAL LIFE		Check
			B 01	215 027	Life & LTD	\$1,932.43
PO#:	Voucher #:	111058	Invoice	Invoice No: November 2025	10/24/2025	Paid Amt: \$1,932.43
						Check Amount: \$1,932.43
MB	89070	10140		STEIN'S INC		Check
			E 01	005 810 000 410 000	20' strip pads	\$114.36
PO#: 51236	Voucher #:	111062	Invoice	Invoice No: 961299	10/24/2025	Paid Amt: \$114.36
			E 01	005 810 000 410 000	can liner 20-30 gal	\$95.88
			E 01	005 810 000 410 000	can liner	\$67.66
			E 01	005 810 000 410 000	hand sanitizer	\$115.47
			E 01	005 810 000 410 000	TP	\$191.28
			E 01	005 810 000 410 000	hand towles	\$111.48
			E 01	005 810 000 410 000	red buffing pads	\$112.80
			E 01	005 810 000 410 000	freight	\$5.00
PO#: 51235	Voucher #:	111063	Invoice	Invoice No: 961295	10/24/2025	Paid Amt: \$699.57
						Check Amount: \$813.93
MB	89071	17251	REMIT	OTIS ELEVATOR COMPANY		Check
			E 01	005 812 000 350 000	Elevator routine maintenance	\$735.00
PO#: 51234	Voucher #:	111068	Invoice	Invoice No: CLF16595001	10/28/2025	Paid Amt: \$735.00
						Check Amount: \$735.00

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 10/18/2025-11/14/2025 Period: 202601-202605 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
MB	89072	12141		REGION 6A, MSHSL		Check
			R 01	300 289 000 060 000	Section FB	\$4,495.00
PO#:	Voucher #:	111069	Invoice	Invoice No: 102525	10/28/2025	Paid Amt: \$4,495.00
						Check Amount: \$4,495.00
MB	89073	12942		MIDWEST BANK		Check
			E 01	300 292 000 369 505	Meal Money for State CC	\$270.00
			E 01	300 292 000 366 505	Meal Money for Coaches for State CC	\$90.00
PO#:	Voucher #:	111070	Invoice	Invoice No: 102925	10/29/2025	Paid Amt: \$360.00
						Check Amount: \$360.00
MB	89074	11239	REMIT	ACME TOOLS		Check
			E 01	300 255 000 530 000	#DW4802 6" Blade pack	\$12.20
PO#: 51187	Voucher #:	111084	Invoice	Invoice No: 15131724	10/30/2025	Paid Amt: \$12.20
						Check Amount: \$12.20
MB	89075	14911	REMIT2	AMAZON CAPITAL SERVICES		Check
			R 01	300 299 000 619 000	Concessions Cost of Sales	\$349.89
PO#:	Voucher #:	111085	Invoice	Invoice No: 14FC-JW7P-67KR	10/30/2025	Paid Amt: \$349.89
			E 01	100 620 000 470 000	book	\$17.99
			E 01	100 620 000 470 000	book	\$15.42
PO#: 51119	Voucher #:	111086	Invoice	Invoice No: 1C1K-769C-YQWP	10/30/2025	Paid Amt: \$33.41
			E 01	005 812 000 420 000	switch	\$55.98
PO#: 51223	Voucher #:	111087	Invoice	Invoice No: 1ML9-6WLN-TKMW	10/30/2025	Paid Amt: \$55.98
			E 01	100 204 000 430 000	Construction paper dark brown	\$9.66
			E 01	100 204 000 430 000	Construction paper light brown	\$7.59
			E 01	100 204 000 430 000	Construction paper brown	\$9.99
			E 01	100 204 000 430 000	Construction paper black	\$25.62
			E 01	100 204 000 430 000	gift bags	\$20.89
PO#: 51227	Voucher #:	111088	Invoice	Invoice No: 1LNH-MKGY-G4Q3	10/30/2025	Paid Amt: \$73.75
						Check Amount: \$513.03
MB	89076	15512		ANDERSON COACH OF FRAZEE INC		Check
			E 01	300 294 733 360 502	Contract-Public Carr	\$1,613.75
			E 01	300 289 733 360 000	Auxiliary portion	\$836.25
PO#:	Voucher #:	111089	Invoice	Invoice No: 25092	10/30/2025	Paid Amt: \$2,450.00
						Check Amount: \$2,450.00
MB	89077	17759		BERNATH CONSTRUCTION INC		Check
			E 01	005 810 000 330 000	Steel dumpsters	\$881.56

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 10/18/2025-11/14/2025 Period: 202601-202605 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
MB	89077	17759		BERNATH CONSTRUCTION INC		Check		
			E 01	005 810 000 330 000	credit from steel		(\$240.00)	
PO#: 51239	Voucher #:	111090	Invoice	Invoice No: 20858	10/30/2025	Paid Amt:	\$641.56	
						Check Amount:	\$641.56	
MB	89078	14047		CLAY COUNTY EXTENSION		Check		
			E 04	005 506 321 305 000	4H Summer Camp	\$360.00		
PO#:	Voucher #:	111091	Invoice	Invoice No: 102425	10/30/2025	Paid Amt:	\$360.00	
						Check Amount:	\$360.00	
MB	89079	15977	REMIT	ELAN FINANCIAL SERVICES		Check		
			E 01	300 298 000 401 000	ChatGPT Subscriptions	\$20.00		
			E 01	005 110 000 401 000	ChatGPT Subscriptions	\$20.00		
			E 01	100 050 000 401 000	ChatGPT Subscriptions	\$20.00		
			E 01	005 020 000 401 000	ChatGPT Subscriptions	\$20.00		
			E 04	005 509 321 401 000	Brightwheel subscription	\$150.00		
			E 01	100 209 000 460 000	6th Grade Instructional Subscription	\$59.88		
			E 01	300 292 000 369 516	Cross Country Entry Fee	\$216.00		
			E 01	100 640 316 366 000	Staff Development	\$210.12		
			E 01	300 255 000 430 000	HS Ind Tech Supplies	\$146.52		
			E 01	005 640 316 366 000	Staff Development	\$768.84		
			E 01	005 110 000 401 000	Forum Subscription	\$160.00		
			R 01	300 299 000 619 000	Concessions Cost of Sales	\$88.27		
			E 01	005 720 000 401 000	Wellness Supplies	\$220.99		
			E 01	005 110 000 401 000	MN Paid Leave private plan application Fee	\$510.75		
PO#:	Voucher #:	111083	Invoice	Invoice No: October 2025	10/30/2025	Paid Amt:	\$2,611.37	
						Check Amount:	\$2,611.37	
MB	89080	17895	REMIT	US MATH RECOVERY COUNCIL		Check		
			E 01	100 216 401 430 000	Early Numeracy Module: Words, Symbols and	\$125.00		
			E 01	100 216 401 430 000	Ready Set Math Add/Subt. Counting Based St	\$125.00		
PO#: 51229	Voucher #:	111092	Invoice	Invoice No: #INV7786	10/30/2025	Paid Amt:	\$250.00	
						Check Amount:	\$250.00	
MB	89081	15344	remit	AVIBEN LLC		Check		
			E 01	005 110 000 305 000	Fees For Services	\$70.84		
PO#:	Voucher #:	111094	Invoice	Invoice No: 39601	11/5/2025	Paid Amt:	\$70.84	
						Check Amount:	\$70.84	

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 10/18/2025-11/14/2025 Period: 202601-202605 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
MB	89082	12853		EA - BARNESVILLE		Check			
			B 01 215 025	Nea-Mea-Bea Dues Payable			\$2,681.46		
PO#:	Voucher #:	110898	Invoice	Invoice No: S2026070	11/5/2025	Paid Amt:		\$2,681.46	
			B 01 215 025	Nea-Mea-Bea Dues Payable			\$2,681.46		
PO#:	Voucher #:	111072	Invoice	Invoice No: S2026080	11/5/2025	Paid Amt:		\$2,681.46	
						Check Amount:		\$5,362.92	
MB	89083	15730		ESSENTIA HEALTH		Check			
			E 01 300 790 000 305 000	monthly sports medicine agreement			\$125.00		
PO#:	Voucher #:	111104	Invoice	Invoice No: CINV-00001922	11/5/2025	Paid Amt:		\$125.00	
						Check Amount:		\$125.00	
MB	89084	15680		GRUCHOW, BRANDON		Check			
			E 01 300 294 000 401 506	Wrestling Scale Calibration			\$150.00		
PO#:	Voucher #:	111095	Invoice	Invoice No: 102725	11/5/2025	Paid Amt:		\$150.00	
						Check Amount:		\$150.00	
MB	89085	17892	REMIT	KELLY SERVICES INC		Check			
			E 01 100 203 000 305 000	Elementary Substitute Teachers			\$975.00		
			E 01 300 211 000 305 000	HS Substitute Teachers			\$1,170.00		
PO#:	Voucher #:	111096	Invoice	Invoice No: 5612006701	11/5/2025	Paid Amt:		\$2,145.00	
						Check Amount:		\$2,145.00	
MB	89086	10217		MINN. STATE HIGH SCHOOL LEAGUE		Check			
			E 01 300 294 000 401 502	Section Medals			\$60.00		
PO#:	Voucher #:	111097	Invoice	Invoice No: 2025-26	11/5/2025	Paid Amt:		\$60.00	
						Check Amount:		\$60.00	
MB	89087	16818		MN SCHOOL EMPLOYEES ASSOCIATION		Check			
			B 01 215 025	Nea-Mea-Bea Dues Payable			\$442.36		
PO#:	Voucher #:	111077	Invoice	Invoice No: S2026080	11/5/2025	Paid Amt:		\$442.36	
						Check Amount:		\$442.36	
MB	89088	17611		VALLEY BUS COACHES LLC		Check			
			E 01 300 296 733 360 512	Contract-Public Carr			\$1,008.00		
			E 01 300 289 733 360 000	Contract-Public Carr			\$557.60		
PO#:	Voucher #:	111105	Invoice	Invoice No: 9200	11/5/2025	Paid Amt:		\$1,565.60	
						Check Amount:		\$1,565.60	
MB	89089	16653	remit	VERIFIED FIRST		Check			
			E 01 005 105 000 305 000	Background Chckcs			\$41.58		
PO#:	Voucher #:	111102	Invoice	Invoice No: INV-000578172	11/5/2025	Paid Amt:		\$41.58	
						Check Amount:		\$41.58	

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 10/18/2025-11/14/2025 Period: 202601-202605 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
MB	89090	16972		XCEL ENERGY		Check
			E 01	005 810 000 333 000	Natural Gas	\$4,221.69
PO#:	Voucher #:	111103	Invoice	Invoice No: 950195928	11/5/2025	Paid Amt: \$4,221.69
						Check Amount: \$4,221.69
MB	89091	11239		REMIT ACME TOOLS		Check
			E 01	300 255 000 350 000	Saw Blade Sharpening	\$216.67
PO#: 51259	Voucher #:	111309	Invoice	Invoice No: 15256481	11/13/2025	Paid Amt: \$216.67
						Check Amount: \$216.67
MB	89092	15412		AFLAC TRADITIONAL AND DIRECT		Check
			B 01	215 029	Supplemental Insurance-Voluntary	\$397.99
PO#:	Voucher #:	111283	Invoice	Invoice No: 003808	11/13/2025	Paid Amt: \$397.99
						Check Amount: \$397.99
MB	89093	17915		ALEXANDRIA TECHNICAL & COMMUNITY COLLEGE		Check
			E 01	300 690 000 390 000	PSEO	\$745.11
PO#:	Voucher #:	111114	Invoice	Invoice No: Fall 2025	11/13/2025	Paid Amt: \$745.11
						Check Amount: \$745.11
MB	89094	14911		REMIT2 AMAZON CAPITAL SERVICES		Check
			E 01	100 620 000 470 000	SBYURE 100 pcs Clear Bookmark Sleeves	\$14.49
			E 01	100 620 000 470 000	Plants vs Zombies, Vol 13	\$10.99
			E 01	100 620 000 470 000	Billie B Brown Collection	\$39.99
			E 01	100 620 000 470 000	The Other Teacher	\$4.99
			E 01	100 620 000 470 000	The Extra-special Group	\$4.99
PO#: 51247	Voucher #:	111115	Invoice	Invoice No: 1WXJ-MF9K-XQNJ	11/13/2025	Paid Amt: \$75.45
			E 01	100 620 000 470 000	The Last Kids on Earth	\$11.99
PO#: 51159	Voucher #:	111122	Invoice	Invoice No: 1XHD-D36G-DGPG	11/13/2025	Paid Amt: \$11.99
			E 01	100 206 000 401 000	ARTISTRO 24 Acrylic Paint Markers Dual-Tip	\$9.98
			E 01	100 206 000 401 000	Amazon Basics Fine Tip Point Permanent Mar	\$20.78
			E 01	100 206 000 401 000	Fixsmith stretched canvas 12 pack	\$43.68
			E 01	100 206 000 401 000	shipping and handling for order	\$0.00
PO#: 51258	Voucher #:	111116	Invoice	Invoice No: 1DXD-RFDD-C74Y	11/13/2025	Paid Amt: \$74.44
			E 01	100 410 740 433 000	STAEDTLER Yellow School Pencils (144-Pack	\$13.70
			E 01	100 410 740 401 000	Jumbo Square Refills Disposal Bags Refill 81C	\$46.89
			E 01	100 410 740 401 000	AMMEX Clear Vinyl Disposable Exam/Medical	\$56.00
			E 01	100 410 740 433 000	[500 Pack] White Flexible Plastic Drinking Str	\$12.89
			E 01	100 410 740 433 000	Amazon Basics Small Disposable Clear Plasti	\$4.55
			E 01	100 410 740 433 000	Blue Summit Supplies 30 Pack Two Pocket Pl	\$26.65
			E 01	100 410 740 401 000	Amazon Basics Heavy Duty Non-Glare Sheet	\$10.47

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 10/18/2025-11/14/2025 Period: 202601-202605 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
MB	89094	14911		REMIT2 AMAZON CAPITAL SERVICES		Check
			E 01	100 410 740 401 000	MAQIHAN Mini Dry Erasers - 8 Pack Magnetic	\$4.59
			E 01	100 410 740 433 000	Evekea Gooseneck Tablet Holder, iPad Holder	\$17.98
PO#:	51263	Voucher #:	111282	Invoice	Invoice No: 1KYD-PQCX-DD1W	11/13/2025
					Paid Amt:	\$193.72
					Check Amount:	\$355.60
MB	89095	15900		ANDERSON ELECTRIC LLC		Check
			E 01	005 865 370 350 000	repairs to parking lot lights	\$2,455.50
PO#:	51238	Voucher #:	111117	Invoice	Invoice No: 8508	11/13/2025
					Paid Amt:	\$2,455.50
					Check Amount:	\$3,089.50
			E 01	005 812 000 350 000	Install outlets in HS and elementary	\$634.00
PO#:	51286	Voucher #:	111301	Invoice	Invoice No: 8531	11/13/2025
					Paid Amt:	\$634.00
					Check Amount:	\$3,089.50
MB	89096	10685		BARNESVILLE BUS COMPANY, INC.		Check
			E 01	005 760 713 360 000	Open Enrollment Transportation	\$8,568.00
PO#:		Voucher #:	111123	Invoice	Invoice No: Oct 25 OE	11/13/2025
					Paid Amt:	\$8,568.00
			E 01	005 105 000 305 000	Drug/Alcohol Tests	\$126.00
PO#:		Voucher #:	111126	Invoice	Invoice No: Oct 25 Screening	11/13/2025
					Paid Amt:	\$126.00
			E 01	005 760 720 442 000	Gasoline	\$2,021.17
			E 01	005 760 720 442 000	Gasoline	\$1,702.24
PO#:		Voucher #:	111125	Invoice	Invoice No: Oct 25 Fuel	11/13/2025
					Paid Amt:	\$3,723.41
			E 04	005 582 344 360 000	Preschool Busing	\$3,000.00
PO#:		Voucher #:	111124	Invoice	Invoice No: October 25 PS	11/13/2025
					Paid Amt:	\$3,000.00
			E 01	005 760 720 360 000	Camera Charge (50%)	\$100.00
PO#:		Voucher #:	111127	Invoice	Invoice No: Oct 25 camera	11/13/2025
					Paid Amt:	\$100.00
			E 01	300 294 733 360 502	FB	\$1,648.25
			E 01	300 296 733 360 512	VB	\$2,987.25
			E 01	100 288 733 360 000	Field trip	\$813.50
			E 01	300 298 733 360 000	PaY	\$426.75
			E 01	300 292 733 360 516	Cross Country	\$1,225.25
PO#:		Voucher #:	111128	Invoice	Invoice No: October 25 Extra	11/13/2025
					Paid Amt:	\$7,101.00
					Check Amount:	\$22,618.41
MB	89097	10685		BARNESVILLE BUS COMPANY, INC.		Check
			E 01	005 760 720 360 000	Monthly Fee	\$59,250.00
PO#:		Voucher #:	111129	Invoice	Invoice No: November 2025	11/13/2025
					Paid Amt:	\$59,250.00
					Check Amount:	\$59,250.00
MB	89098	12156		BARNESVILLE C-STORE		Check
			E 01	005 811 000 442 000	Gasoline	\$25.22
PO#:		Voucher #:	111121	Invoice	Invoice No: 6762-2	11/13/2025
					Paid Amt:	\$25.22

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 10/18/2025-11/14/2025 Period: 202601-202605 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
MB	89098	12156		BARNESVILLE C-STORE		Check		
			E 01	005 760 733 401 000	Car Wash	\$11.00		
PO#:	Voucher #:	111119	Invoice	Invoice No: 5200-1	11/13/2025	Paid Amt:	\$11.00	
			E 01	005 810 000 442 000	Gasoline	\$56.49		
PO#:	Voucher #:	111120	Invoice	Invoice No: 5656-1	11/13/2025	Paid Amt:	\$56.49	
						Check Amount:	\$92.71	
MB	89099	16618		BARNESVILLE DRUG & HARDWARE		Check		
			E 01	005 810 000 410 000	Custodial Supplies	\$64.16		
PO#:	Voucher #:	111118	Invoice	Invoice No: 247281	11/13/2025	Paid Amt:	\$64.16	
						Check Amount:	\$64.16	
MB	89100	10013		BARNESVILLE GROCERY		Check		
			E 01	300 406 740 433 000	Indiv Instruct Mat'l	\$6.35		
PO#:	Voucher #:	111315	Invoice	Invoice No: 8271	11/13/2025	Paid Amt:	\$6.35	
			E 02	005 770 701 490 000	Food	\$96.98		
PO#:	Voucher #:	111312	Invoice	Invoice No: 1880	11/13/2025	Paid Amt:	\$96.98	
			E 01	300 406 740 433 000	Indiv Instruct Mat'l	\$4.35		
PO#:	Voucher #:	111314	Invoice	Invoice No: 9428	11/13/2025	Paid Amt:	\$4.35	
			E 04	005 580 325 401 000	ECFE Supplies	\$51.37		
PO#:	Voucher #:	111311	Invoice	Invoice No: 5685	11/13/2025	Paid Amt:	\$51.37	
			E 01	300 301 830 433 000	Ag Supplies	\$99.53		
PO#:	Voucher #:	111313	Invoice	Invoice No: 3380	11/13/2025	Paid Amt:	\$99.53	
						Check Amount:	\$258.58	
MB	89101	10025		BARNESVILLE RECORD-REVIEW		Check		
			E 01	005 010 000 380 000	Budget Publication	\$240.00		
PO#:	Voucher #:	111130	Invoice	Invoice No: 12847	11/13/2025	Paid Amt:	\$240.00	
						Check Amount:	\$240.00	
MB	89102	17854		REMIT CINTAS CORP		Check		
			E 02	005 770 701 382 000	Laundry/Dry Cleaning	\$38.00		
PO#:	Voucher #:	111131	Invoice	Invoice No: 4246280496	11/13/2025	Paid Amt:	\$38.00	
			E 02	005 770 701 382 000	Laundry/Dry Cleaning	\$38.00		
PO#:	Voucher #:	111132	Invoice	Invoice No: 4245554612	11/13/2025	Paid Amt:	\$38.00	
			E 02	005 770 701 382 000	Laundry/Dry Cleaning	\$58.58		
PO#:	Voucher #:	111133	Invoice	Invoice No: 4247763263	11/13/2025	Paid Amt:	\$58.58	
			E 02	005 770 701 382 000	Laundry/Dry Cleaning	\$51.95		
PO#:	Voucher #:	111134	Invoice	Invoice No: 4247763362	11/13/2025	Paid Amt:	\$51.95	
			E 02	005 770 701 382 000	Laundry/Dry Cleaning	\$43.22		
PO#:	Voucher #:	111135	Invoice	Invoice No: 4246280514	11/13/2025	Paid Amt:	\$43.22	

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 10/18/2025-11/14/2025 Period: 202601-202605 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
MB	89102	17854	REMIT	CINTAS CORP		Check			
			E 02	005 770 701 382 000	Laundry/Dry Cleaning	\$43.22			
PO#:	Voucher #:	111136	Invoice	Invoice No: 4245554480	11/13/2025	Paid Amt:	\$43.22		
						Check Amount:	\$272.97		
MB	89103	10001		CITY OF BARNESVILLE		Check			
			E 01	005 810 000 332 000	Electricity	\$14,667.48			
			E 01	005 810 000 331 000	Water-Sewage	\$1,365.09			
			E 01	005 810 000 330 000	Garbage	\$20.61			
			E 04	005 505 321 320 000	Communication	\$33.84			
			E 01	005 810 000 320 000	Communication	\$827.66			
PO#:	Voucher #:	111137	Invoice	Invoice No: 10141597	11/13/2025	Paid Amt:	\$16,914.68		
						Check Amount:	\$16,914.68		
MB	89104	13428	remit	CLAY-WILKIN-OTTER TAIL ENVIRONMENTAL HEALTH		Check			
			E 02	005 770 701 820 000	Dues and Membership	\$760.00			
PO#:	Voucher #:	111138	Invoice	Invoice No: 2026 License Renewal	11/13/2025	Paid Amt:	\$760.00		
						Check Amount:	\$760.00		
MB	89105	13428	REMIT	CLAY-WILKIN-OTTER TAIL ENVIRONMENTAL HEALTH		Check			
			E 02	005 770 701 820 000	Dues and Membership	\$820.00			
PO#:	Voucher #:	111139	Invoice	Invoice No: 2026 Renewal	11/13/2025	Paid Amt:	\$820.00		
						Check Amount:	\$820.00		
MB	89106	16568		COCA-COLA BOTTLING COMPANY HIGH COUNTRY		Check			
			E 02	005 770 707 490 000	Food	\$151.00			
PO#:	Voucher #:	111140	Invoice	Invoice No: 5271127	11/13/2025	Paid Amt:	\$151.00		
						Check Amount:	\$151.00		
MB	89107	16568	CONC	COCA-COLA BOTTLING COMPANY HIGH COUNTRY		Check			
			R 01	300 299 000 619 000	Concessions Cost of Sales	\$385.00			
PO#:	Voucher #:	111141	Invoice	Invoice No: 5271133	11/13/2025	Paid Amt:	\$385.00		
			E 02	005 770 707 490 000	Credit	\$346.50			
PO#:	Voucher #:	111142	Credit	Invoice No: 5271132	11/13/2025	Paid Amt:	(\$346.50)		
			R 01	300 299 000 619 000	Concessions Cost of Sales	\$2,735.50			
PO#:	Voucher #:	111143	Invoice	Invoice No: 5271128	11/13/2025	Paid Amt:	\$2,735.50		
						Check Amount:	\$2,774.00		
MB	89108	16937		COLE PAPERS INC		Check			
			E 02	005 770 701 401 000	General Supplies	\$180.86			
PO#:	Voucher #:	111145	Invoice	Invoice No: 10640706	11/13/2025	Paid Amt:	\$180.86		

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 10/18/2025-11/14/2025 Period: 202601-202605 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
MB	89108	16937		COLE PAPERS INC		Check		
			E 02 005 770 701 401 000	General Supplies			\$167.51	
PO#:	Voucher #:	111146	Invoice	Invoice No: 10642363	11/13/2025	Paid Amt:		\$167.51
			E 02 005 770 701 401 000	General Supplies			\$57.90	
PO#:	Voucher #:	111147	Invoice	Invoice No: 10644150	11/13/2025	Paid Amt:		\$57.90
			E 02 005 770 707 401 000	General Supplies			\$173.82	
			E 02 005 770 701 401 000	General Supplies			\$92.02	
PO#:	Voucher #:	111280	Invoice	Invoice No: 10648846	11/13/2025	Paid Amt:		\$265.84
			E 02 005 770 701 401 000	General Supplies			\$295.48	
PO#:	Voucher #:	111144	Invoice	Invoice No: 10640493	11/13/2025	Paid Amt:		\$295.48
						Check Amount:		\$967.59
MB	89109	17810		CYBER ADVISORS LLC		Check		
			E 01 005 715 000 530 000	Analog Card Repair Intercom System			\$2,144.74	
PO#: 51250	Voucher #:	111148	Invoice	Invoice No: 145223	11/13/2025	Paid Amt:		\$2,144.74
			E 01 005 715 000 530 000	Paging System Hardware and Labor			\$6,546.34	
PO#: 51205	Voucher #:	111149	Invoice	Invoice No: 145223-1	11/13/2025	Paid Amt:		\$6,546.34
			E 01 005 612 000 315 000	Cyber Advisors Services - Paging System			\$1,350.00	
PO#: 51278	Voucher #:	111234	Invoice	Invoice No: 148173	11/13/2025	Paid Amt:		\$1,350.00
						Check Amount:		\$10,041.08
MB	89110	13625		DEAN'S AUTO REPAIR		Check		
			E 01 005 760 733 350 000	Oil change and tire sensors			\$242.33	
PO#: 51273	Voucher #:	111150	Invoice	Invoice No: B5640	11/13/2025	Paid Amt:		\$242.33
						Check Amount:		\$242.33
MB	89111	15411		DELTA DENTAL OF MINNESOTA		Check		
			B 01 215 032	premiums			\$2,891.58	
PO#:	Voucher #:	111294	Invoice	Invoice No: CNS0002000408	11/13/2025	Paid Amt:		\$2,891.58
						Check Amount:		\$2,891.58
MB	89112	12394		EIDE BAILLY		Check		
			E 01 005 110 000 305 000	Audit			\$3,188.00	
			E 01 005 110 000 305 000	GASB 101 Assistance			\$2,000.00	
			E 01 005 110 000 305 000	Technology Fee			\$250.38	
PO#:	Voucher #:	111151	Invoice	Invoice No: EI01947129	11/13/2025	Paid Amt:		\$5,438.38
						Check Amount:		\$5,438.38



Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 10/18/2025-11/14/2025 Period: 202601-202605 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
MB	89113	15730		ESSENTIA HEALTH		Check	
			E 01 005 720 000 401 000	AED pads and batteries		\$606.63	
PO#:	51279	Voucher #:	111235	Invoice	Invoice No: CINV-00002127	11/13/2025	Paid Amt: \$606.63
						Check Amount: \$606.63	
MB	89114	10052		FARMERS COOPERATIVE OIL CO		Check	
			E 01 005 811 000 442 000	Gasoline		\$26.40	
PO#:	Voucher #:	111153	Invoice	Invoice No: 279-1	11/13/2025	Paid Amt: \$26.40	
			E 01 005 760 733 442 000	Gasoline		\$47.75	
PO#:	Voucher #:	111170	Invoice	Invoice No: 6324-1	11/13/2025	Paid Amt: \$47.75	
			E 01 005 760 733 442 000	Gasoline		\$56.67	
PO#:	Voucher #:	111171	Invoice	Invoice No: 3677-2	11/13/2025	Paid Amt: \$56.67	
			E 01 005 760 733 442 000	Gasoline		\$45.87	
PO#:	Voucher #:	111157	Invoice	Invoice No: 9767-1	11/13/2025	Paid Amt: \$45.87	
			E 01 005 760 733 442 000	Gasoline		\$44.79	
PO#:	Voucher #:	111174	Invoice	Invoice No: 7741-1	11/13/2025	Paid Amt: \$44.79	
			E 01 005 760 733 442 000	Gasoline		\$58.19	
PO#:	Voucher #:	111178	Invoice	Invoice No: 9774-1	11/13/2025	Paid Amt: \$58.19	
			E 01 005 760 733 442 000	Gasoline		\$48.81	
PO#:	Voucher #:	111156	Invoice	Invoice No: 6822-2	11/13/2025	Paid Amt: \$48.81	
			E 01 005 760 733 442 000	Gasoline		\$56.64	
PO#:	Voucher #:	111177	Invoice	Invoice No: 9182-1	11/13/2025	Paid Amt: \$56.64	
			E 01 005 760 733 442 000	Gasoline		\$39.09	
PO#:	Voucher #:	111162	Invoice	Invoice No: 2017-1	11/13/2025	Paid Amt: \$39.09	
			E 01 005 760 733 442 000	Gasoline		\$62.03	
PO#:	Voucher #:	111158	Invoice	Invoice No: 1190-1	11/13/2025	Paid Amt: \$62.03	
			E 01 005 760 733 442 000	Gasoline		\$28.94	
PO#:	Voucher #:	111169	Invoice	Invoice No: 1161-2	11/13/2025	Paid Amt: \$28.94	
			E 01 005 760 733 442 000	Gasoline		\$22.74	
PO#:	Voucher #:	111180	Invoice	Invoice No: 6539-2	11/13/2025	Paid Amt: \$22.74	
			E 01 005 760 733 442 000	Gasoline		\$45.86	
PO#:	Voucher #:	111167	Invoice	Invoice No: 1533-2	11/13/2025	Paid Amt: \$45.86	
			E 01 005 760 733 442 000	Gasoline		\$64.40	
PO#:	Voucher #:	111173	Invoice	Invoice No: 4527-2	11/13/2025	Paid Amt: \$64.40	
			E 01 005 760 733 442 000	Gasoline		\$50.71	
PO#:	Voucher #:	111179	Invoice	Invoice No: 144-1	11/13/2025	Paid Amt: \$50.71	
			E 01 005 760 733 442 000	Gasoline	32	\$41.41	
PO#:	Voucher #:	111172	Invoice	Invoice No: 3851-2	11/13/2025	Paid Amt: \$41.41	

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 10/18/2025-11/14/2025 Period: 202601-202605 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
MB	89114	10052		FARMERS COOPERATIVE OIL CO		Check
			E 01 005 811 000 442 000	Gasoline		\$13.75
PO#:	Voucher #:	111155	Invoice	Invoice No: 3748-1	11/13/2025	Paid Amt: \$13.75
			E 01 005 760 733 442 000	Gasoline		\$40.88
PO#:	Voucher #:	111176	Invoice	Invoice No: 5604-2	11/13/2025	Paid Amt: \$40.88
			E 01 005 760 733 442 000	Gasoline		\$41.60
PO#:	Voucher #:	111181	Invoice	Invoice No: 9997-1	11/13/2025	Paid Amt: \$41.60
			E 01 005 760 733 442 000	Gasoline		\$24.71
PO#:	Voucher #:	111160	Invoice	Invoice No: 8622-2	11/13/2025	Paid Amt: \$24.71
			E 01 005 760 733 442 000	Gasoline		\$46.87
PO#:	Voucher #:	111159	Invoice	Invoice No: 8568-2	11/13/2025	Paid Amt: \$46.87
			E 01 005 760 733 442 000	Gasoline		\$35.25
PO#:	Voucher #:	111168	Invoice	Invoice No: 3186-2	11/13/2025	Paid Amt: \$35.25
			E 01 005 760 733 442 000	Gasoline		\$52.01
PO#:	Voucher #:	111163	Invoice	Invoice No: 2648-1	11/13/2025	Paid Amt: \$52.01
			E 01 005 760 733 442 000	Gasoline		\$44.82
PO#:	Voucher #:	111164	Invoice	Invoice No: 2727-1	11/13/2025	Paid Amt: \$44.82
			E 01 005 760 733 442 000	Gasoline		\$58.59
PO#:	Voucher #:	111166	Invoice	Invoice No: 3939-1	11/13/2025	Paid Amt: \$58.59
			E 01 005 760 733 442 000	Gasoline		\$61.20
PO#:	Voucher #:	111165	Invoice	Invoice No: 9776-2	11/13/2025	Paid Amt: \$61.20
			E 01 005 760 733 442 000	Gasoline		\$34.07
PO#:	Voucher #:	111175	Invoice	Invoice No: 7720-1	11/13/2025	Paid Amt: \$34.07
			E 01 005 760 733 442 000	Gasoline		\$58.95
PO#:	Voucher #:	111161	Invoice	Invoice No: 1839-1	11/13/2025	Paid Amt: \$58.95
			E 01 005 811 000 442 000	Gasoline		\$28.86
PO#:	Voucher #:	111154	Invoice	Invoice No: 8938-2	11/13/2025	Paid Amt: \$28.86
			E 01 005 811 000 442 000	Gasoline		\$39.57
PO#:	Voucher #:	111152	Invoice	Invoice No: 6597-2	11/13/2025	Paid Amt: \$39.57
						Check Amount: \$1,321.43
MB	89115	16836		FFA		Check
			E 01 300 299 000 305 000	Concessions		\$420.13
PO#:	Voucher #:	111183	Invoice	Invoice No: 10212025	11/13/2025	Paid Amt: \$420.13
						Check Amount: \$420.13

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 10/18/2025-11/14/2025 Period: 202601-202605 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
MB	89116	10060		FUCHS SANITATION, INC		Check			
			E 01	005 810 000 330 000	Garbage		\$1,385.19		
PO#:	Voucher #:	111182	Invoice	Invoice No: 251031115956	11/13/2025	Paid Amt:	\$1,385.19	Check Amount:	\$1,385.19
MB	89117	16539		GENERAL PARTS LLC		Check			
			E 02	005 770 701 305 000	Repairs to HS diswahser		\$4,298.00		
PO#: 51232	Voucher #:	111184	Invoice	Invoice No: 6650407	11/13/2025	Paid Amt:	\$4,298.00	Check Amount:	\$4,298.00
MB	89118	13906		GRADE 11		Check			
			E 01	300 299 000 305 000	Concessions		\$362.85		
PO#:	Voucher #:	111284	Invoice	Invoice No: 09.15.25	11/13/2025	Paid Amt:	\$362.85	Check Amount:	\$362.85
MB	89119	13916		GRADE 8		Check			
			E 01	300 299 000 305 000	Concessions		\$719.43		
PO#:	Voucher #:	111185	Invoice	Invoice No: 102525	11/13/2025	Paid Amt:	\$719.43	Check Amount:	\$719.43
MB	89120	17629		HOBART SALES & SERVICE		Check			
			E 02	005 770 701 350 000	repairs to dishwasher		\$3,163.20		
PO#: 51240	Voucher #:	111186	Invoice	Invoice No: MB972549	11/13/2025	Paid Amt:	\$3,163.20	Check Amount:	\$3,163.20
MB	89121	15388	remit	INNOVATIVE OFFICE SOLUTIONS LLC		Check			
			E 01	100 259 000 401 000	VER32150 ACCESSORIES,MULTIPOINT,GY		\$32.69		
PO#: 51252	Voucher #:	111187	Invoice	Invoice No: IN4976919	11/13/2025	Paid Amt:	\$32.69		
			E 01	100 259 000 401 000	EPI1818X SHARPENER,PENCIL,ELEC,BK		\$23.30		
			E 01	100 259 000 430 000	AVT40311 BOX,CRAYN,SPR STCKR,CLR,S		\$55.50		
			E 01	100 259 000 401 000	BICWOFQD324 FLUID,CORRCT,QD,3/PK,WI		\$2.86		
PO#: 51252	Voucher #:	111188	Invoice	Invoice No: IN4970509	11/13/2025	Paid Amt:	\$81.66		
			E 01	300 211 000 401 000	FEL52326 BINDING,PLAS,1/2,100PK,BK		\$13.35		
PO#: 51276	Voucher #:	111286	Invoice	Invoice No: IN4981752	11/13/2025	Paid Amt:	\$13.35		
			E 01	300 211 000 401 000	VER95102 DISC,DVD-R,4.7GB,100PK,SR		\$25.83		
			E 01	300 211 000 401 000	BICWOTAPP11 TAPE,CORR,1/6X400"WITEC		\$5.49		
			E 01	300 211 000 401 000	PAP660415K DISPENSER,DRYLINE,CORR,v		\$6.93		
			E 01	300 211 000 401 000	BSN53366 CLIP,NON-SKID,JUMBO		\$19.68		
			E 01	300 211 000 401 000	BSN42255 ENV,INTR-DEPT,10X13,2SIDED		\$32.97		

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 10/18/2025-11/14/2025 Period: 202601-202605 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
MB	89121	15388	remit	INNOVATIVE OFFICE SOLUTIONS LLC		Check			
			E 01	300 211 000 401 000	KCC54303 TISSUE,ORG,FACIAL,12PK/CT		\$134.63		
PO#:	51290	Voucher #:	111310	Invoice	Invoice No: IN4983270	11/13/2025		Paid Amt:	\$225.53
								Check Amount:	\$353.23
MB	89122	13427		INTERMEDIATE DISTRICT 287		Check			
			E 01	998 790 000 390 000	Final ALC Billing FY25		\$3,323.04		
PO#:		Voucher #:	111189	Invoice	Invoice No: 0002500805	11/13/2025		Paid Amt:	\$3,323.04
								Check Amount:	\$3,323.04
MB	89123	16615		JIFFY JONS INC		Check			
			E 01	005 811 000 350 000	Jiffy Jon Rent (FB fields)		\$660.00		
PO#:		Voucher #:	111190	Invoice	Invoice No: 78405	11/13/2025		Paid Amt:	\$660.00
								Check Amount:	\$660.00
MB	89124	10904		JOHNSON CONTROLS, INC		Check			
			E 01	005 865 380 350 000	Replace leaking steam coil, old gym		\$8,291.00		
PO#:	51233	Voucher #:	111194	Invoice	Invoice No: 1-136588534150	11/13/2025		Paid Amt:	\$8,291.00
								Check Amount:	\$8,291.00
MB	89125	12685	REMIT	JW PEPPER & SON INC.		Check			
			E 01	300 258 000 430 000	Ocean Blue		\$70.00		
			E 01	300 258 000 430 000	Snowdrifts		\$75.00		
PO#:	51144	Voucher #:	111191	Invoice	Invoice No: 367850524	11/13/2025		Paid Amt:	\$145.00
			E 01	300 259 000 430 000	Sheet Music (To Sit and Dream)		\$50.00		
			E 01	300 259 000 430 000	Sheet Music (Take Me to the Water)		\$53.00		
			E 01	300 259 000 430 000	Sheet Music (The Music of Living)		\$70.00		
			E 01	300 259 000 430 000	Shipping (2 Day)		\$29.99		
PO#:	51248	Voucher #:	111192	Invoice	Invoice No: 367953296	11/13/2025		Paid Amt:	\$202.99
			E 01	300 259 000 430 000	Sheet Music (Shine Like Stars)		\$106.00		
			E 01	300 259 000 430 000	Sheet Music (This Endris Night)		\$98.75		
			E 01	300 259 000 430 000	Sheet Music (Carry the Light)		\$82.00		
			E 01	300 259 000 430 000	Shipping		\$24.99		
PO#:	51228	Voucher #:	111193	Invoice	Invoice No: 367929020	11/13/2025		Paid Amt:	\$311.74
								Check Amount:	\$659.73
MB	89126	17892	REMIT	KELLY SERVICES INC		Check			
			E 01	100 203 000 305 000	Elementary Substitute Teachers		\$877.50		
			E 01	300 211 000 305 000	HS Substitute Teachers		\$2,047.50		
PO#:		Voucher #:	111195	Invoice	Invoice No: 5612214502	11/13/2025		Paid Amt:	\$2,925.00
								Check Amount:	\$2,925.00

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 10/18/2025-11/14/2025 Period: 202601-202605 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
MB	89127	16348	remit	KEMPS LLC		Check
			E	02 005 770 701 495 000 Milk		\$332.35
			E	02 005 770 701 490 000 Food		\$22.34
PO#:	Voucher #:	111197	Invoice	Invoice No: 5995897	11/13/2025	Paid Amt: \$354.69
			E	02 005 770 701 495 000 Milk		\$1,195.05
			E	02 005 770 701 490 000 Food		\$22.34
PO#:	Voucher #:	111198	Invoice	Invoice No: 5984127	11/13/2025	Paid Amt: \$1,217.39
			E	02 005 770 701 495 000 Milk		\$248.70
			R	01 300 299 000 619 000 Concessions Cost of Sales		\$138.29
PO#:	Voucher #:	111199	Invoice	Invoice No: 6003796	11/13/2025	Paid Amt: \$386.99
			E	02 005 770 701 495 000 Milk		\$363.75
PO#:	Voucher #:	111201	Invoice	Invoice No: 6013577	11/13/2025	Paid Amt: \$363.75
			E	02 005 770 701 495 000 Milk		\$198.35
PO#:	Voucher #:	111202	Invoice	Invoice No: 6018494	11/13/2025	Paid Amt: \$198.35
			E	02 005 770 701 495 000 Milk		\$247.06
PO#:	Voucher #:	111203	Invoice	Invoice No: 6003267	11/13/2025	Paid Amt: \$247.06
			E	02 005 770 701 495 000 Milk		\$746.80
			E	02 005 770 701 490 000 Food		\$22.34
PO#:	Voucher #:	111204	Invoice	Invoice No: 6006763	11/13/2025	Paid Amt: \$769.14
			E	02 005 770 701 495 000 Milk		\$647.05
PO#:	Voucher #:	111205	Invoice	Invoice No: 6015096	11/13/2025	Paid Amt: \$647.05
			E	02 005 770 701 495 000 Milk		\$515.05
			E	02 005 770 701 490 000 Food		\$44.68
PO#:	Voucher #:	111206	Invoice	Invoice No: 6018005	11/13/2025	Paid Amt: \$559.73
			E	02 005 770 701 495 000 Milk		\$647.60
			E	02 005 770 701 490 000 Food		\$22.34
PO#:	Voucher #:	111207	Invoice	Invoice No: 5972929	11/13/2025	Paid Amt: \$669.94
			E	02 005 770 701 495 000 Milk		\$215.20
PO#:	Voucher #:	111200	Invoice	Invoice No: 6007102	11/13/2025	Paid Amt: \$215.20
			E	02 005 770 701 495 000 Milk		\$446.16
PO#:	Voucher #:	111208	Invoice	Invoice No: 5978962	11/13/2025	Paid Amt: \$446.16
			E	02 005 770 701 495 000 Milk		\$347.90
PO#:	Voucher #:	111209	Invoice	Invoice No: 5984562	11/13/2025	Paid Amt: \$347.90
			E	02 005 770 701 495 000 Milk		\$281.40
PO#:	Voucher #:	111210	Invoice	Invoice No: 5978872	11/13/2025	Paid Amt: \$281.40
			E	02 005 770 701 495 000 Milk	36	\$215.20
PO#:	Voucher #:	111196	Invoice	Invoice No: 5997541	11/13/2025	Paid Amt: \$215.20

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 10/18/2025-11/14/2025 Period: 202601-202605 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
MB	89127	16348	remit	KEMPS LLC		Check			
			E	02 005 770 701 495 000	Milk		\$165.80		
PO#:	Voucher #:	111211	Invoice	Invoice No: 5973571	11/13/2025	Paid Amt:	\$165.80		
						Check Amount:	\$7,085.75		
MB	89128	14269		LAKES COUNTRY SERVICE COOP		Check			
			E	01 100 411 372 394 000	Payments/Other Agcy		\$3,273.75		
PO#:	Voucher #:	111295	Invoice	Invoice No: 102205	11/13/2025	Paid Amt:	\$3,273.75		
						Check Amount:	\$3,273.75		
MB	89129	17278		MENARDS		Check			
			E	01 005 810 000 410 000	Misc Custodial Supplies		\$97.13		
PO#: 51280	Voucher #:	111285	Invoice	Invoice No: 25000	11/13/2025	Paid Amt:	\$97.13		
						Check Amount:	\$97.13		
MB	89130	11039		MN ST COMMUNITY/TECH COLLEGE		Check			
			E	01 300 211 000 460 000	Discovering Sociology		\$31.88		
PO#: 51028	Voucher #:	111214	Invoice	Invoice No: 00880417	11/13/2025	Paid Amt:	\$31.88		
			E	01 998 790 000 390 000	e campus college		\$29,880.00		
PO#:	Voucher #:	111212	Invoice	Invoice No: CI0000015356	11/13/2025	Paid Amt:	\$29,880.00		
			E	01 998 790 000 390 000	Fall Concurrent CHEM 1100 Chemisty		\$3,000.00		
			E	01 998 790 000 390 000	Fall Concurrent College Algebra		\$3,000.00		
			E	01 998 790 000 390 000	Fall Concurrent MATH 1134 Calculus 1		\$3,000.00		
PO#:	Voucher #:	111213	Invoice	Invoice No: CI0000015044	11/13/2025	Paid Amt:	\$9,000.00		
						Check Amount:	\$38,911.88		
MB	89131	16402		MNIAAA		Check			
			E	01 005 640 316 366 000	MNIAAA Annual Conference Registration		\$420.00		
PO#:	Voucher #:	111296	Invoice	Invoice No: 9b9297593dd79c4db060	11/13/2025	Paid Amt:	\$420.00		
						Check Amount:	\$420.00		
MB	89132	13173	do	MOORHEAD PUBLIC SCHOOL		Check			
			E	01 998 790 000 390 000	Payment Ed MN Dist		\$2,467.53		
PO#:	Voucher #:	111215	Invoice	Invoice No: 005119	11/13/2025	Paid Amt:	\$2,467.53		
						Check Amount:	\$2,467.53		
MB	89133	10452	remit	NAPA CENTRAL		Check			
			E	01 300 301 830 433 000	Indiv Instruct Mat'l		\$62.77		
PO#:	Voucher #:	111216	Invoice	Invoice No: 417305	11/13/2025	Paid Amt:	\$62.77		
			E	01 300 301 830 433 000	Indiv Instruct Mat'l		\$20.57		
PO#:	Voucher #:	111217	Invoice	Invoice No: 417466	11/13/2025	Paid Amt:	\$20.57		
						Check Amount:	\$83.34		

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 10/18/2025-11/14/2025 Period: 202601-202605 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
MB	89134	17869		NELSON WINDOW COMPANY		Check			
			E 01	005 715 000 401 000	Door closer	\$214.45			
			E 01	005 715 000 401 000	labor	\$220.00			
PO#:	51251	Voucher #:	111218	Invoice	Invoice No: 59376	11/13/2025	Paid Amt:	\$434.45	
			E 01	005 715 000 530 000	Repairs to door 21, panic bar and center post	\$3,650.00			
PO#:	51274	Voucher #:	111219	Invoice	Invoice No: 59188	11/13/2025	Paid Amt:	\$3,650.00	
			E 01	005 865 369 350 000	Repair closer arm, inside door 22	\$460.00			
PO#:	51274	Voucher #:	111220	Invoice	Invoice No: 59369	11/13/2025	Paid Amt:	\$460.00	
							Check Amount:	\$4,544.45	
MB	89135	17917	REMIT	OTTERTAIL COACHES LLC		Check			
			E 01	300 292 733 360 516	Contract Transportation - CC	\$1,003.75			
			E 01	300 289 733 360 000	Aux Account	\$372.89			
PO#:		Voucher #:	111308	Invoice	Invoice No: 125429	11/13/2025	Paid Amt:	\$1,376.64	
							Check Amount:	\$1,376.64	
MB	89136	17916	REMIT	PUREWATER TECHNOLOGY OF THE NORTH LLC		Check			
			E 01	005 850 000 335 000	Filtered water rental	\$495.00			
PO#:	51287	Voucher #:	111300	Invoice	Invoice No: 119894	11/13/2025	Paid Amt:	\$495.00	
							Check Amount:	\$495.00	
MB	89137	14314	remit	RICK'S TIRE & TOWING		Check			
			E 01	005 760 733 350 000	Repairs and annual service to all school vehicl	\$2,130.00			
PO#:	51241	Voucher #:	111230	Invoice	Invoice No: 9768	11/13/2025	Paid Amt:	\$2,130.00	
			E 01	005 760 733 350 000	Grey van oil change and tire sensor	\$166.00			
PO#:	51241	Voucher #:	111231	Invoice	Invoice No: 9903	11/13/2025	Paid Amt:	\$166.00	
			E 01	005 811 000 350 000	Oil change, breaks and new tires, pickup	\$2,470.00			
PO#:	51241	Voucher #:	111232	Invoice	Invoice No: 9795	11/13/2025	Paid Amt:	\$2,470.00	
			E 01	005 810 000 350 000	Repairs to suburban	\$355.00			
PO#:	51241	Voucher #:	111233	Invoice	Invoice No: 9796	11/13/2025	Paid Amt:	\$355.00	
							Check Amount:	\$5,121.00	
MB	89138	17333	REMIT	SAAFE LLC		Check			
			E 01	005 812 000 350 000	Bleacher repairs	\$1,200.00			
PO#:	51277	Voucher #:	111236	Invoice	Invoice No: 601700	11/13/2025	Paid Amt:	\$1,200.00	
							Check Amount:	\$1,200.00	
MB	89139	17823		SAUK CENTRE SCHOOLS		Check			
			E 01	300 296 000 369 513	Entry Fees/Student Travel	\$75.00			
PO#:		Voucher #:	111237	Invoice	Invoice No: 111525	11/13/2025	Paid Amt:	\$75.00	
							Check Amount:	\$75.00	



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Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
MB	89140	13532	remit	SCHMITT MUSIC CREDIT DEPT		Check		
				E 01 300 258 000 350 000	French Horn Valve Repair	\$171.00		
PO#: 51166	Voucher #:	111306	Invoice	Invoice No: 6727462	11/13/2025	Paid Amt:	\$171.00	
				E 01 300 258 000 430 000	Trophy Pep Band Windows	\$45.00		
				E 01 300 258 000 430 000	Protec Saxophone Harness	\$26.99		
PO#: 51226	Voucher #:	111304	Invoice	Invoice No: 6767490	11/13/2025	Paid Amt:	\$71.99	
				E 01 300 258 000 450 000	Alto Sax Reeds - 2.5	\$34.20		
				E 01 300 258 000 450 000	Tenor Sax Reeds - 2.5	\$27.00		
				E 01 300 258 000 450 000	Clarinet Reeds - 3	\$54.00		
				E 01 300 258 000 450 000	Clarinet Reeds - 2.5	\$27.00		
PO#: 51243	Voucher #:	111305	Invoice	Invoice No: 6801710	11/13/2025	Paid Amt:	\$142.20	
							Check Amount:	\$385.19
MB	89141	12974	remit	SCHOLASTIC INC.		Check		
				E 01 100 207 000 460 000	Shipping	\$19.36		
				E 01 100 207 000 460 000	Scholastic News 4 and Science Spin Grades 3	\$193.50		
PO#: 51108	Voucher #:	111238	Invoice	Invoice No: M7657333	11/13/2025	Paid Amt:	\$212.86	
							Check Amount:	\$212.86
MB	89142	11878		SCHRITZ PLUMBING & HEATING		Check		
				E 02 005 770 701 350 000	Repairs to elementary kitchen water softener	\$960.17		
PO#: 51244	Voucher #:	111239	Invoice	Invoice No: 066231	11/13/2025	Paid Amt:	\$960.17	
				E 01 005 812 000 350 000	Cap gas lines	\$79.40		
PO#: 51244	Voucher #:	111240	Invoice	Invoice No: 151516	11/13/2025	Paid Amt:	\$79.40	
				E 01 005 812 000 350 000	hand wash sink in ag shop	\$438.20		
PO#: 51288	Voucher #:	111298	Invoice	Invoice No: 151515	11/13/2025	Paid Amt:	\$438.20	
				E 01 005 812 000 350 000	Sink in ag shop	\$298.77		
PO#: 51288	Voucher #:	111299	Invoice	Invoice No: 151517	11/13/2025	Paid Amt:	\$298.77	
				E 01 005 812 000 350 000	Repairs to drinking fountain	\$110.00		
PO#: 51244	Voucher #:	111241	Invoice	Invoice No: 151514	11/13/2025	Paid Amt:	\$110.00	
				E 01 005 810 302 530 000	Install new drinking fountain with bottle filler	\$5,145.55		
PO#: 51244	Voucher #:	111242	Invoice	Invoice No: 251463	11/13/2025	Paid Amt:	\$5,145.55	
				E 01 005 812 000 350 000	Worked on sink in Ag. shop	\$150.00		
PO#: 51281	Voucher #:	111243	Invoice	Invoice No: 690009	11/13/2025	Paid Amt:	\$150.00	
							Check Amount:	\$7,182.09
MB	89143	16892		SOLID TECHNOLOGY SYSTEMS, INC.		Check		
				E 01 005 865 369 350 000	repairs to door 5	\$749.99		
PO#: 51265	Voucher #:	111244	Invoice	Invoice No: 5012507	11/13/2025	Paid Amt:	\$749.99	

Detail Payment Register By Check

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Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
MB	89143	16892		SOLID TECHNOLOGY SYSTEMS, INC.		Check
			E 01 005 110 000 401 000	PDK Key FOB 100 Pack Box		\$499.99
PO#: 51260	Voucher #:	111245	Invoice	Invoice No: 5012506	11/13/2025	Paid Amt: \$499.99
						Check Amount: \$1,249.98
MB	89144	10140		STEIN'S INC		Check
			E 01 005 810 000 410 000	Hand towels		\$111.48
			E 01 005 810 000 410 000	TP		\$95.64
			E 01 005 810 000 410 000	can liner 60 gal		\$33.83
			E 01 005 810 000 410 000	can liner		\$102.75
			E 01 005 810 000 410 000	can liner 29x44		\$36.32
			E 01 005 810 000 410 000	can liner 12-16 gallon		\$72.24
			E 01 005 810 000 410 000	E33 floor cleaner		\$147.65
			E 01 005 720 302 401 000	Tampons		\$88.95
			E 01 005 810 000 410 000	freight		\$5.00
PO#: 51237	Voucher #:	111248	Invoice	Invoice No: 964809	11/13/2025	Paid Amt: \$693.86
			E 01 005 810 000 410 000	Can liner		\$144.48
			E 01 005 810 000 410 000	freight		\$5.00
PO#: 51282	Voucher #:	111247	Invoice	Invoice No: 965944	11/13/2025	Paid Amt: \$149.48
			E 01 005 810 000 410 000	Hand Towles		\$111.48
			E 01 005 810 000 410 000	TP		\$191.28
			E 01 005 810 000 410 000	can liner 60 gal		\$67.66
			E 01 005 810 000 410 000	can liner 29x44		\$36.32
			E 01 005 810 000 410 000	can liner 33 gal		\$68.50
			E 01 005 810 000 410 000	freight		\$5.00
PO#: 51246	Voucher #:	111250	Invoice	Invoice No: 965084	11/13/2025	Paid Amt: \$480.24
			E 01 005 810 000 410 000	can liner 29x44		\$18.16
			E 01 005 810 000 410 000	can liner		\$34.25
			E 01 005 810 000 410 000	E15		\$258.56
			E 01 005 810 000 410 000	TP		\$239.10
			E 01 005 810 000 410 000	paper towels		\$334.44
			E 01 005 810 000 410 000	freight		\$5.00
PO#: 51267	Voucher #:	111252	Invoice	Invoice No: 965439	11/13/2025	Paid Amt: \$889.51
			E 01 005 810 000 410 000	E15 cleaner		\$129.28
			E 01 005 810 000 410 000	can liner 33 gal		\$34.25
			E 01 005 810 000 410 000	can liner 29x44		\$36.32
			E 01 005 810 000 410 000	hand wash	40	\$69.68
			E 01 005 810 000 410 000	hand sanitizer		\$121.25

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Bank	Check No	Code	Rcd	Vendor		Pmt/Void Date		Pmt Type
MB	89144	10140		STEIN'S INC				Check
			E 01	005 810 000 410 000	hand towel		\$111.48	
			E 01	005 810 000 410 000	freight		\$5.00	
PO#: 51283	Voucher #:	111246	Invoice	Invoice No: 965795		11/13/2025		Paid Amt: \$507.26
			E 01	005 810 000 410 000	TP		\$286.92	
			E 01	005 810 000 410 000	Hand Towels		\$222.96	
			E 01	005 810 000 410 000	can liner 12-16 gallon		\$96.32	
			E 01	005 810 000 410 000	can liner 29x44		\$54.48	
			E 01	005 810 000 410 000	can liner 33 gal		\$68.50	
			E 01	005 810 000 410 000	can liner 60 gal		\$33.83	
			E 01	005 810 000 410 000	freight		\$5.00	
PO#: 51246	Voucher #:	111249	Invoice	Invoice No: 963037		11/13/2025		Paid Amt: \$768.01
			E 01	005 813 000 350 000	Vacuum repairs		\$142.42	
PO#: 51245	Voucher #:	111251	Invoice	Invoice No: 962865		11/13/2025		Paid Amt: \$142.42
								Check Amount: \$3,630.78
MB	89145	17905		STRAND ACE HARDWARE				Check
			E 01	005 810 000 410 000	Custodial Supplies		\$62.97	
PO#:	Voucher #:	111253	Invoice	Invoice No: 7820		11/13/2025		Paid Amt: \$62.97
			E 01	005 810 000 410 000	Custodial Supplies		\$29.94	
PO#:	Voucher #:	111254	Invoice	Invoice No: 8833		11/13/2025		Paid Amt: \$29.94
			E 01	005 810 000 410 000	Custodial Supplies		\$88.97	
PO#:	Voucher #:	111255	Invoice	Invoice No: 9469		11/13/2025		Paid Amt: \$88.97
			E 01	005 810 000 410 000	Custodial Supplies		\$29.92	
PO#:	Voucher #:	111302	Invoice	Invoice No: 9551		11/13/2025		Paid Amt: \$29.92
			E 01	300 295 000 401 515	Musical Supplies		\$142.49	
PO#:	Voucher #:	111303	Invoice	Invoice No: 8834		11/13/2025		Paid Amt: \$142.49
								Check Amount: \$354.29
MB	89146	17901		SYSCO NORTH DAKOTA INC				Check
			E 02	005 770 705 490 000	Breakfast Food		\$198.37	
			E 02	005 770 701 490 000	Food		\$942.64	
			E 02	005 770 707 490 000	Food		\$122.35	
PO#:	Voucher #:	111256	Invoice	Invoice No: 395029376		11/13/2025		Paid Amt: \$1,263.36
			E 02	005 770 705 490 000	Breakfast Food		\$102.61	
			E 02	005 770 701 490 000	Food		\$1,737.31	
PO#:	Voucher #:	111257	Invoice	Invoice No: 395034263		11/13/2025		Paid Amt: \$1,839.92
			E 02	005 770 701 490 000	Commodities	41	\$240.87	
PO#:	Voucher #:	111258	Invoice	Invoice No: 395034264		11/13/2025		Paid Amt: \$240.87

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Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
MB	89146	17901		SYSKO NORTH DAKOTA INC		Check
			E 02	005 770 705 490 000 Breakfast Food		\$192.82
			E 02	005 770 701 490 000 Food		\$766.70
			E 02	005 770 707 490 000 Food		\$136.98
			E 04	005 509 321 490 000 Food		\$95.18
PO#:	Voucher #:	111259	Invoice	Invoice No: 395031640	11/13/2025	Paid Amt: \$1,191.68
			E 02	005 770 705 490 000 Breakfast Food		\$78.57
PO#:	Voucher #:	111260	Invoice	Invoice No: 395034516	11/13/2025	Paid Amt: \$78.57
			E 02	005 770 705 490 000 Breakfast Food		\$125.34
			E 02	005 770 707 490 000 Food		\$95.18
PO#:	Voucher #:	111261	Invoice	Invoice No: 395034515	11/13/2025	Paid Amt: \$220.52
			E 02	005 770 705 490 000 Breakfast Food		\$134.10
			E 02	005 770 701 490 000 Food		\$1,784.59
PO#:	Voucher #:	111263	Invoice	Invoice No: 395040723	11/13/2025	Paid Amt: \$1,918.69
			E 02	005 770 705 490 000 Breakfast Food		\$48.95
			E 02	005 770 701 490 000 Food		\$1,603.05
			E 02	005 770 701 401 000 General Supplies		\$50.52
PO#:	Voucher #:	111264	Invoice	Invoice No: 395042873	11/13/2025	Paid Amt: \$1,702.52
			E 02	005 770 705 490 000 Breakfast Food		\$30.00
			E 02	005 770 701 490 000 Food		\$1,159.36
			E 02	005 770 701 401 000 General Supplies		\$62.94
PO#:	Voucher #:	111265	Invoice	Invoice No: 395024289	11/13/2025	Paid Amt: \$1,252.30
			E 02	005 770 705 490 000 Breakfast Food		\$127.87
			E 02	005 770 701 490 000 Food		\$581.12
			E 02	005 770 707 490 000 Food		\$48.68
			E 02	005 770 701 401 000 General Supplies		\$158.08
PO#:	Voucher #:	111266	Invoice	Invoice No: 395026478	11/13/2025	Paid Amt: \$915.75
			E 02	005 770 705 490 000 Breakfast Food		\$775.94
			E 02	005 770 701 490 000 Food		\$381.45
PO#:	Voucher #:	111267	Invoice	Invoice No: 395026480	11/13/2025	Paid Amt: \$1,157.39
			E 02	005 770 705 490 000 Breakfast Food		\$36.24
			E 02	005 770 701 490 000 Food		\$2,558.79
PO#:	Voucher #:	111268	Invoice	Invoice No: 395024291	11/13/2025	Paid Amt: \$2,595.03
			E 02	005 770 705 490 000 Breakfast Food		\$858.34
			E 02	005 770 701 490 000 Food		\$136.62
PO#:	Voucher #:	111269	Invoice	Invoice No: 395021699	11/13/2025	Paid Amt: \$994.96
			E 02	005 770 705 490 000 Breakfast Food		\$229.75

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 10/18/2025-11/14/2025 Period: 202601-202605 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
MB	89146	17901		SYSCO NORTH DAKOTA INC		Check		
			E 02	005 770 707 490 000	Food	\$59.16		
			E 02	005 770 701 490 000	Food	\$1,113.37		
PO#:	Voucher #:	111262	Invoice	Invoice No: 395036290	11/13/2025	Paid Amt:	\$1,402.28	
			E 02	005 770 705 490 000	Breakfast Food	\$57.40		
			E 02	005 770 701 490 000	Food	\$1,047.08		
PO#:	Voucher #:	111270	Invoice	Invoice No: 395029377	11/13/2025	Paid Amt:	\$1,104.48	
			E 02	005 770 705 490 000	Breakfast Food	\$508.01		
			E 02	005 770 701 490 000	Food	\$1,709.61		
PO#:	Voucher #:	111271	Invoice	Invoice No: 395031641	11/13/2025	Paid Amt:	\$2,217.62	
			E 02	005 770 705 490 000	Breakfast Food	\$40.35		
			E 02	005 770 701 490 000	Food	\$1,076.23		
PO#:	Voucher #:	111272	Invoice	Invoice No: 395034265	11/13/2025	Paid Amt:	\$1,116.58	
			E 02	005 770 705 490 000	Breakfast Food	\$155.48		
			E 02	005 770 701 490 000	Food	\$32.69		
PO#:	Voucher #:	111273	Invoice	Invoice No: 395034266	11/13/2025	Paid Amt:	\$188.17	
			E 02	005 770 705 490 000	Breakfast Food	\$499.28		
			E 02	005 770 701 490 000	Food	\$1,789.57		
PO#:	Voucher #:	111274	Invoice	Invoice No: 395036291	11/13/2025	Paid Amt:	\$2,288.85	
			E 02	005 770 701 490 000	Food	\$100.07		
PO#:	Voucher #:	111275	Invoice	Invoice No: 395024290	11/13/2025	Paid Amt:	\$100.07	
			E 02	005 770 701 490 000	Food	\$714.31		
PO#:	Voucher #:	111276	Invoice	Invoice No: 395026479	11/13/2025	Paid Amt:	\$714.31	
						Check Amount:	\$24,503.92	
MB	89147	17880		TAKEDOWN SPORTSWEAR INC		Check		
			E 01	300 298 302 530 000	Mens Singlets	\$1,335.00		
			E 01	300 298 302 530 000	Women's Singlets	\$360.00		
			E 01	300 298 302 530 000	Set-Up Fee	\$90.00		
			E 01	300 298 302 530 000	Shipping	\$45.00		
PO#: 50871	Voucher #:	111277	Invoice	Invoice No: 47305	11/13/2025	Paid Amt:	\$1,830.00	
						Check Amount:	\$1,830.00	
MB	89148	16215	remit	TEACHER SYNERGY LLC		Check		
			E 01	300 220 000 430 000	Teachers Pay Teachers items	\$41.70		
PO#: 51269	Voucher #:	111278	Invoice	Invoice No: 318462160	11/13/2025	Paid Amt:	\$41.70	
			E 01	100 216 401 430 000	Bundle Kindergarten Small Group Phonics Wc	\$24.75		
PO#: 51284	Voucher #:	111279	Invoice	Invoice No: 318650610	11/13/2025	Paid Amt:	\$24.75	
						Check Amount:	\$66.45	

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 10/18/2025-11/14/2025 Period: 202601-202605 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
MB	89149	17865	REMIT	TOSHIBA AMERICA BUSINESS SOLUTIONS INC		Check
			E 01	005 110 302 580 000		\$492.11
			E 01	300 211 302 580 000		\$984.22
			E 01	100 203 302 580 000		\$984.22
PO#:	Voucher #:	111281	Invoice	Invoice No: 5036477641	11/13/2025	Paid Amt: \$2,460.55
						Check Amount: \$2,460.55
MB	89150	17693		VALLEY GREEN & ASSOCIATES		Check
			E 01	005 811 000 350 000	blow out water lines, practice and football field	\$420.00
PO#: 51289	Voucher #:	111297	Invoice	Invoice No: 304573	11/13/2025	Paid Amt: \$420.00
						Check Amount: \$420.00
MB	89151	12478		WAHPETON PUBLIC SCHOOL		Check
			E 01	300 292 000 369 516	Entry Fees/Student Travel	\$300.00
PO#:	Voucher #:	111287	Invoice	Invoice No: 11102025	11/13/2025	Paid Amt: \$300.00
						Check Amount: \$300.00
MB	89152	13590		WE TRAVEL PC INC		Check
			E 01	005 612 000 319 000	District Staff DNS Filter Covers all Pc/Macs	\$99.00
PO#: 51285	Voucher #:	111290	Invoice	Invoice No: 14458	11/13/2025	Paid Amt: \$99.00
			E 01	005 612 000 401 000	Chat GPT Subscription	\$20.00
PO#: 51285	Voucher #:	111292	Invoice	Invoice No: 14460	11/13/2025	Paid Amt: \$20.00
			E 01	005 612 000 319 000	BHS PC and Mac Management	\$750.00
PO#: 51285	Voucher #:	111289	Invoice	Invoice No: 14456	11/13/2025	Paid Amt: \$750.00
			E 01	005 630 302 305 000	We Travel PC Contract Labor	\$7,083.33
PO#: 51285	Voucher #:	111291	Invoice	Invoice No: 14459	11/13/2025	Paid Amt: \$7,083.33
			E 01	100 612 000 456 000	Bluetooth Keyboard and Mouse for Mac	\$45.99
			E 01	100 612 000 455 000	BenQ TRY01 Remote Control	\$59.00
			E 01	005 612 000 401 000	Apple USB-C Digital AV Adapter	\$69.00
			E 01	100 612 000 401 000	Lightspeed Mic Battery Replacement (2 Batter	\$63.36
PO#: 51285	Voucher #:	111293	Invoice	Invoice No: 14450	11/13/2025	Paid Amt: \$237.35
			E 01	005 715 342 405 000	Checkpoint Email Security	\$540.00
			E 01	005 715 342 405 000	Google Workspace Backup SaaS	\$420.00
			E 01	005 715 342 405 000	Server Protection	\$250.00
			E 01	005 715 342 405 000	Advanced EDR/MDR/SOC pcs and macs	\$995.00
			E 01	005 715 342 405 000	Vulnerable Scanning and Compliance	\$250.00
			E 01	005 715 342 405 000	Awareness Training Staff	\$302.00
PO#: 51285	Voucher #:	111288	Invoice	Invoice No: 14457	11/13/2025	Paid Amt: \$2,757.00
					44	Check Amount: \$10,946.68

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 10/18/2025-11/14/2025 Period: 202601-202605 Void Status: N

Bank	Check No	Code	Rcd	Vendor		Pmt/Void Date		Pmt Type
MB	89153	16972		XCEL ENERGY				Check
				E 01 005 810 000 333 000	Natural Gas		\$1,546.52	
PO#:	Voucher #:	111307	Invoice	Invoice No:	950300281	11/13/2025		Paid Amt: \$1,546.52
								Check Amount: \$1,546.52
MB	89154	14911		REMIT2 AMAZON CAPITAL SERVICES				Check
				E 01 100 620 000 470 000	book		\$24.99	
PO#: 51119	Voucher #:	111332	Invoice	Invoice No:	11LX-W4YJ-97TJ	11/14/2025		Paid Amt: \$24.99
				E 01 100 206 000 430 000	canvas		\$30.99	
				E 01 100 206 000 430 000	construction paper		\$8.07	
				E 01 100 206 000 430 000	painting paper		\$25.12	
				E 01 100 206 000 430 000	markers		\$19.99	
				E 01 100 206 000 430 000	bulbs		\$33.96	
				E 01 100 206 000 430 000	led light		\$9.49	
				E 01 100 206 000 430 000	astruants		\$16.99	
				E 01 100 206 000 430 000	christmas		\$19.99	
				E 01 100 206 000 430 000	black constrction paper		\$14.98	
				E 01 100 206 000 430 000	green contruction paper		\$5.70	
				E 01 100 206 000 430 000	neon paint		\$45.22	
PO#: 51271	Voucher #:	111333	Invoice	Invoice No:	1YQ9-L6F7-DH9W	11/14/2025		Paid Amt: \$230.50
				E 01 100 216 401 430 000	1200 pieces wooden craft sticks		\$16.99	
				E 01 100 216 401 401 000	highlighters bulk 72 pack tank style		\$19.69	
PO#: 51270	Voucher #:	111331	Invoice	Invoice No:	1TVM-46RP-7K97	11/14/2025		Paid Amt: \$36.68
								Check Amount: \$292.17
MB	89155	15512		ANDERSON COACH OF FRAZEE INC				Check
				E 01 300 294 733 360 502	Contract-Public Carr		\$1,121.25	
				E 01 300 289 733 360 000	Aux. acct portion		\$653.75	
PO#:	Voucher #:	111321	Invoice	Invoice No:	25425	11/14/2025		Paid Amt: \$1,775.00
								Check Amount: \$1,775.00
MB	89156	17904		BARNINGHAM, ANGELICA A				Check
				E 04 005 505 321 305 000	TKD		\$716.25	
PO#:	Voucher #:	111327	Invoice	Invoice No:	111425	11/14/2025		Paid Amt: \$716.25
								Check Amount: \$716.25
MB	89157	17424		DGF SCHOOLS				Check
				E 04 005 506 321 369 000	Summer Rec Fees		\$351.58	
PO#:	Voucher #:	111328	Invoice	Invoice No:	111725	11/14/2025		Paid Amt: \$351.58
						45		Check Amount: \$351.58

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 10/18/2025-11/14/2025 Period: 202601-202605 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
MB	89158	17918		HOLMES, SAMMY		Check			
			E 01	300 296 000 305 513	Fees For Services		\$121.00		
PO#:	Voucher #:	111324	Invoice	Invoice No: 111325	11/14/2025	Paid Amt:	\$121.00	Check Amount:	\$121.00
MB	89159	17892	REMIT	KELLY SERVICES INC		Check			
			E 01	100 203 000 305 000	Elementary Substitute Teachers		\$1,560.00		
			E 01	300 211 000 305 000	HS Substitute Teachers		\$1,267.50		
PO#:	Voucher #:	111329	Invoice	Invoice No: 5612386379	11/14/2025	Paid Amt:	\$2,827.50	Check Amount:	\$2,827.50
MB	89160	14833		KUTTER, DANA		Check			
			E 01	300 296 000 305 513	Fees For Services		\$121.00		
PO#:	Voucher #:	111325	Invoice	Invoice No: 111325	11/14/2025	Paid Amt:	\$121.00	Check Amount:	\$121.00
MB	89161	16818		MN SCHOOL EMPLOYEES ASSOCIATION		Check			
			B 01	215 025	Nea-Mea-Bea Dues Payable		\$480.96		
PO#:	Voucher #:	111341	Invoice	Invoice No: S2026090	11/14/2025	Paid Amt:	\$480.96	Check Amount:	\$480.96
MB	89162	16151		MUSICAL		Check			
			E 01	300 295 000 401 515	Musical Royalties & Security Fee		\$1,985.00		
PO#:	Voucher #:	111326	Invoice	Invoice No: 111425	11/14/2025	Paid Amt:	\$1,985.00	Check Amount:	\$1,985.00
MB	89163	12076	remit	PREMIUM WATERS - FARGO		Check			
			E 01	005 720 000 401 000	General Supplies		\$196.78		
PO#:	Voucher #:	111319	Invoice	Invoice No: 502958-10-25	11/14/2025	Paid Amt:	\$196.78	Check Amount:	\$196.78
MB	89164	16017	REMIT	PURCHASE POWER		Check			
			E 01	005 110 000 329 000	postage		\$705.25		
PO#:	Voucher #:	111330	Invoice	Invoice No: November 9 2025	11/14/2025	Paid Amt:	\$705.25	Check Amount:	\$705.25
MB	89165	17905		STRAND ACE HARDWARE		Check			
			E 01	300 301 830 433 000	Indiv Instruct Mat'l		\$89.98		
PO#:	Voucher #:	111334	Invoice	Invoice No: 8864	11/14/2025	Paid Amt:	\$89.98	Check Amount:	\$89.98
MB	89166	17611		VALLEY BUS COACHES LLC		Check			
			E 01	300 292 733 360 516	Contract Transportation - 46		\$2,130.00		

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 10/18/2025-11/14/2025 Period: 202601-202605 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
MB	89166	17611		VALLEY BUS COACHES LLC		Check
			E 01 300 289 733 360 000	Aux acct portion		\$870.00
PO#:	Voucher #:	111320	Invoice	Invoice No: 9220	11/14/2025	Paid Amt: \$3,000.00
						Check Amount: \$3,000.00
						Report Total: \$698,168.39

Barnesville Public Schools #146
Detail Payment Register By Check
Fund Summary

Fund	Description	Total
01	General Fund	\$650,910.56
02	Food Service	\$42,499.61
04	Community Service	\$4,758.22
Report Total		\$698,168.39

Student Activity Account Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 10/17/2025-11/13/2025 Period: 202601-202605 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
MN	18801	1091		SCHERLING PHOTOGRAPHY		Check
			E 01 300 298 000 401 540	Banner		\$175.00
PO#:	Voucher #:	5774	Invoice	Invoice No: 08272025BHS	10/24/2025	Paid Amt: \$175.00
						Check Amount: \$175.00
MN	18802	1434		AMAZON CAPITAL SERVICES		Check
			E 01 300 298 000 401 360	PaY Supplies		\$34.95
PO#: 1533	Voucher #:	5776	Invoice	Invoice No: 1GN6-6Q4L-TMN3	10/28/2025	Paid Amt: \$34.95
						Check Amount: \$34.95
MN	18803	1859		BENSON, BRIAN		Check
			E 01 300 298 000 401 470	DJ Homecoming Dance		\$300.00
PO#:	Voucher #:	5778	Invoice	Invoice No: 001	10/28/2025	Paid Amt: \$300.00
						Check Amount: \$300.00
MN	18804	1862		BONTJES, LINDSAY		Check
			E 01 300 298 000 401 540	Pink Supplies		\$78.96
PO#:	Voucher #:	5779	Invoice	Invoice No: PinkNight	10/28/2025	Paid Amt: \$78.96
						Check Amount: \$78.96
MN	18805	1026		ISD #146		Check
			E 01 300 298 000 401 540	Bus To Staples		\$512.00
PO#:	Voucher #:	5777	Invoice	Invoice No: 9147	10/28/2025	Paid Amt: \$512.00
			E 01 300 298 000 401 580	Football Bus Roseau		\$836.25
PO#:	Voucher #:	5775	Invoice	Invoice No: BUs Roseau	10/28/2025	Paid Amt: \$836.25
						Check Amount: \$1,348.25
MN	18806	1065		MIDWEST BANK		Check
			E 01 300 298 000 401 515	State Cross Country		\$150.00
PO#:	Voucher #:	5781	Invoice	Invoice No: 10292025	10/29/2025	Paid Amt: \$150.00
						Check Amount: \$150.00
MN	18807	1863		SKARPHOL, GABRIEL		Check
			E 01 300 298 000 401 470	Homecoming Dance Fall 2025		\$300.00
PO#:	Voucher #:	5780	Invoice	Invoice No: DJ2025	10/29/2025	Paid Amt: \$300.00
						Check Amount: \$300.00
MN	18808	1864		FAST THREADS INC		Check
			E 01 300 298 000 401 580	Football Tshirts		\$1,116.00
PO#:	Voucher #:	5785	Invoice	Invoice No: 56374	11/4/2025	Paid Amt: \$1,116.00
						Check Amount: \$1,116.00

Student Activity Account Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 10/17/2025-11/13/2025 Period: 202601-202605 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
MN	18809	1043		GAME ONE		Check
			E 01	300 298 000 401 106 Ugly Trojan Sweatshirts		\$581.90
PO#:	1532	Voucher #:	5782	Invoice Invoice No: 1874166	11/4/2025	Paid Amt: \$581.90
						Check Amount: \$581.90
MN	18810	1026		ISD #146		Check
			E 01	300 298 000 401 515 State Cross Country Tickets		\$40.00
PO#:		Voucher #:	5784	Invoice Invoice No: Cross Country Ticket	11/4/2025	Paid Amt: \$40.00
			E 01	300 298 000 401 540 Bus to Thief River Falls		\$557.60
PO#:		Voucher #:	5783	Invoice Invoice No: BusVBTRF	11/4/2025	Paid Amt: \$557.60
			E 01	300 298 000 401 521 Section Golf Boys		\$662.19
PO#:		Voucher #:	5786	Invoice Invoice No: SectionGolf	11/4/2025	Paid Amt: \$662.19
						Check Amount: \$1,259.79
MN	18811	1065		MIDWEST BANK		Check
			E 01	100 298 000 401 107 Book Fair Start Up Cash		\$372.00
PO#:		Voucher #:	5787	Invoice Invoice No: 11072025	11/7/2025	Paid Amt: \$372.00
						Check Amount: \$372.00
MN	18812	1865		CAKE WALK		Check
			E 01	300 298 000 401 360 Cookies		\$117.00
PO#:		Voucher #:	5794	Invoice Invoice No: 0872	11/7/2025	Paid Amt: \$117.00
						Check Amount: \$117.00
MN	18813	1718		FOLLINGSTAD, MARGARET		Check
			E 01	300 298 000 401 227 Homecoming float		\$123.80
PO#:		Voucher #:	5788	Invoice Invoice No: 11072025	11/7/2025	Paid Amt: \$123.80
						Check Amount: \$123.80
MN	18814	1043		GAME ONE		Check
			E 01	300 298 000 401 550 Travel Gear & Practice Jerseys		\$8,430.77
PO#:	1535	Voucher #:	5795	Invoice Invoice No: 10515328 & 10513779	11/7/2025	Paid Amt: \$8,430.77
						Check Amount: \$8,430.77
MN	18815	1055		JK SPORTS		Check
			E 01	300 298 000 401 515 Section TShirts Cross Country		\$396.00
PO#:		Voucher #:	5793	Invoice Invoice No: 97870	11/7/2025	Paid Amt: \$396.00
						Check Amount: \$396.00
MN	18816	1127		NATIONAL FFA ORGANIZATION		Check
			E 01	300 298 000 401 410 Convention Supplies		\$176.39
PO#:		Voucher #:	5789	Invoice Invoice No: MDS367183	11/7/2025	Paid Amt: \$176.39

Student Activity Account Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 10/17/2025-11/13/2025 Period: 202601-202605 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
MN	18816	1127		NATIONAL FFA ORGANIZATION		Check
			E 01	300 298 000 401 410 Parade Banner		\$200.00
PO#:	Voucher #:	5790	Invoice	Invoice No: MDS369220	11/7/2025	Paid Amt: \$200.00
						Check Amount: \$376.39
MN	18817	1844		NOTHING BUNDT CAKES		Check
			E 01	300 298 000 401 300 Band Fundraiser		\$1,125.10
PO#:	Voucher #:	5791	Invoice	Invoice No: 1418	11/7/2025	Paid Amt: \$1,125.10
			E 01	300 298 000 401 315 Choir Fundraiser		\$2,029.20
PO#:	Voucher #:	5792	Invoice	Invoice No: 1418C	11/7/2025	Paid Amt: \$2,029.20
						Check Amount: \$3,154.30
MN	18818	1016		BARNESVILLE GROCERY		Check
			E 01	300 298 000 401 360 Service Project		\$59.70
PO#:	Voucher #:	5797	Invoice	Invoice No: 5985	11/12/2025	Paid Amt: \$59.70
						Check Amount: \$59.70
MN	18819	1026		ISD #146		Check
			E 01	300 298 000 401 580 State Football Bus		\$653.75
PO#:	Voucher #:	5803	Invoice	Invoice No: BusState	11/12/2025	Paid Amt: \$653.75
			E 01	300 298 000 401 515 Bagley Cross Country Bus		\$372.89
PO#:	Voucher #:	5800	Invoice	Invoice No: BagleyBus	11/12/2025	Paid Amt: \$372.89
			E 01	100 298 000 401 110 Bus for Kind Field Trip		\$813.50
PO#:	Voucher #:	5796	Invoice	Invoice No: KindBus	11/12/2025	Paid Amt: \$813.50
			E 01	300 298 000 401 515 Cross Country State Meet Hotel		\$161.49
PO#:	Voucher #:	5802	Invoice	Invoice No: Cross Country Hotel	11/12/2025	Paid Amt: \$161.49
						Check Amount: \$2,001.63
MN	18820	1854		OVR PERFORMANCE LLC		Check
			E 01	300 298 000 401 590 Quote 1413		\$507.00
PO#:	Voucher #:	5798	Invoice	Invoice No: 24874623	11/12/2025	Paid Amt: \$507.00
						Check Amount: \$507.00
MN	18821	1867		SCHINDLER, LIZ		Check
			E 01	300 298 000 401 515 Team Bonding		\$34.99
PO#:	Voucher #:	5799	Invoice	Invoice No: 11122024	11/12/2025	Paid Amt: \$34.99
						Check Amount: \$34.99

Student Activity Account Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 10/17/2025-11/13/2025 Period: 202601-202605 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
MN	18822	1688		SUTER, CHAD		Check
			E 01 300 298 000 401 515	Team Meal		\$124.96
PO#:	Voucher #:	5801	Invoice	Invoice No: 11122025	11/12/2025	Paid Amt: \$124.96
						Check Amount: \$124.96
						Report Total: \$21,043.39

CLAIMS PRESENTED TO THE BOARD OF EDUCATION

Monday, November 17, 2025

Aadland, Alexandra			\$551.00	
	Volleyball Official	\$471.00		
	Activity Worker	\$80.00		
Algaard, Lisa			\$34.44	
	Teacher Substitute	\$34.44		
Amundson, Scott			\$1,115.60	
	Staff Development	\$665.60		
	Activity Worker	\$450.00		
Anderson, Addison			\$60.00	
	Activity Worker	\$60.00		
Anderson, Laura			\$99.84	
	Summer School	\$99.84		
Anderson, Breanna			\$44.31	
	Staff Development	\$44.31		
Andres, Liam			\$546.17	
	Custodial Expense	\$546.17		
Archambeau, Kraig			\$910.53	
	Staff Development	\$49.34		
	Transportation	\$323.47		
	Paraprofessional	\$87.72		
	Activity Worker	\$450.00		
Askegaard, Matthew			\$200.00	
	Activity Worker	\$200.00		
Askegaard, Megan			\$815.76	
	Activity Worker	\$250.00		
	Staff Development	\$565.76		
Bang, Michaela			\$50.47	
	Staff Development	\$50.47		
Bielejeski, Lisa			\$1,363.43	
	Paraprofessional Substitute	\$144.00		
	Paraprofessional	\$1,219.43		
Biewer, Coleman			\$50.00	
	Activity Worker	\$50.00		
Blanco, Amira			\$290.21	
	Kids Club	\$290.21		
Blilie, Amber			\$334.44	
	Teacher Substitute	\$34.44		
	Activity Worker	\$300.00		
Blilie, Macie			\$203.14	
	Kids Club	\$203.14		
Blomberg, Cassandra			\$3,036.24	
	Kids Club	\$1,367.35		
	Preschool	\$1,668.89		
Bolgrean, Alexis			\$243.00	
	Volleyball Official	\$243.00		
Bolgrean, Shirley			\$1,459.14	
	Paraprofessional	\$1,412.26		
	Staff Development	\$46.88		
Bomstad, Ryan			\$190.00	
	Activity Worker	\$190.00		
Bontjes, Alexis			\$10.00	
	Activity Worker	\$10.00		
Bontjes, Jaida			\$399.00	
	Volleyball Official	\$399.00		

Bowen, Susan			\$282.76	
		Food Service Expense	\$282.76	
Braton, Carrie			\$730.11	
		Paraprofessional	\$71.56	
		Staff Development	\$58.55	
		Activity Worker	\$600.00	
Braton, Lydia			\$190.00	
		Volleyball Official	\$190.00	
Brekhus, Korina			\$220.40	
		Kids Club	\$210.40	
		Activity Worker	\$10.00	
Caruso, Amy			\$1,450.51	
		Preschool	\$1,169.94	
		Community Ed	\$123.75	
		Paraprofessional Substitute	\$88.00	
		Staff Development	\$45.88	
		ECFE	\$22.94	
Christensen, Sierra			\$103.32	
		Teacher Substitute	\$103.32	
Connelly, Lesley			\$49.28	
		Staff Development	\$49.28	
Davis, McKenzie			\$43.86	
		Staff Development	\$43.86	
Del Greco, Benjamin			\$34.44	
		Teacher Substitute	\$34.44	
Deppa, Katlin			\$966.84	
		Concessions	\$966.84	
Durensky, Brooks			\$70.00	
		Activity Worker	\$70.00	
Duval, Duane			\$297.28	
		Custodial Expense	\$297.28	
Duval, Susan			\$450.00	
		Activity Worker	\$450.00	
Eberhardt, Laura			\$34.44	
		Teacher Substitute	\$34.44	
Ellerbusch, Jon			\$229.60	
		Staff Development	\$229.60	
Ernst, Laurie			\$32.00	
		Custodial Expense	\$32.00	
Fenner, Juanita			\$1,250.48	
		Food Service Expense	\$1,250.48	
Fischer, Melissa			\$80.00	
		Activity Worker	\$80.00	
Fradet, Annika			\$694.94	
		Kids Club	\$694.94	
Fradet, Brynna			\$60.00	
		Activity Worker	\$60.00	
Frauendienst, Isaac			\$1,234.44	
		Teacher Substitute	\$34.44	
		Summer Rec	\$1,200.00	
Gerdes, Madelyn			\$50.47	
		Staff Development	\$50.47	
Gilbertson, Carl			\$136.00	
		Custodial Expence	\$136.00	
Grant, Stoney			\$40.00	
		Activity Worker	\$40.00	

Gross, Anna			\$160.00		
	Activity Worker		\$160.00		
Gross, Finley			\$70.00		
	Activity Worker		\$70.00		
Gross, Kennedy			\$10.00		
	Activity Worker		\$10.00		
Grosz, Jacob			\$154.98		
	Teacher Substitute		\$154.98		
Haj, George			\$648.96		
	Staff Development		\$648.96		
Halverson, Steven			\$40.00		
	Activity Worker		\$40.00		
Halverson-Wolters, Chrissa			\$348.95		
	Breakfast Monitor		\$185.30		
	Transportation		\$113.65		
	Activity Worker		\$50.00		
Hamman, Angela			\$876.96		
	Food Service Expense		\$876.96		
Haspel, Kelsey			\$507.35		
	Staff Development		\$57.35		
	Activity Worker		\$450.00		
Haugen, Samantha			\$2,456.96		
	Paraprofessional Substitute		\$2,456.96		
Haus, Elli			\$130.00		
	Activity Worker		\$130.00		
Haus, Jessica			\$192.80		
	Staff Development		\$192.80		
Heikes, Jessica			\$46.88		
	Staff Development		\$46.88		
Henrickson, Todd			\$150.00		
	Activity Worker		\$150.00		
Herbranson, Joanne			\$146.94		
	Staff Development		\$133.70		
	Breakfast Monitor		\$13.24		
Hermes, Anthony			\$34.44		
	Teacher Substitute		\$34.44		
Hinsz, Tracy			\$1,032.16		
	Staff Development		\$732.16		
	Activity Worker		\$300.00		
Honrud, Alissa			\$689.04		
	Volleyball Official		\$90.00		
	Staff Development		\$599.04		
Hock, Gabriel			\$37.79		
	Custodial Expense		\$37.79		
Hoyer, Megan			\$330.40		
	Teacher Substitute		\$172.20		
	Staff Development		\$158.20		
Ishaug, Thomas			\$200.00		
	Activity Worker		\$200.00		
Jenkins, Carrie			\$344.40		
	Teacher Substitute		\$344.40		
Johnson, Jedidiah			\$234.44		
	Teacher Substitute		\$34.44		
	Activity Worker		\$200.00		
Jordahl, Lowell			\$128.00		
	Custodial Expense		\$128.00		

Julsrud, Wanda			\$2,162.06	
		Transportation	\$2,162.06	
Kara, Roxanne			\$56.00	
		Custodial Expence	\$56.00	
Kluck, Melissa			\$2,546.54	
		Transportation	\$2,546.54	
Kuik, Julie			\$48.58	
		Clerical	\$48.58	
Lien, Sara			\$100.00	
		Activity Worker	\$100.00	
Loewen, Sydney			\$92.00	
		Paraprofessional Substitute	\$92.00	
Lyon, Elley			\$200.00	
		Activity Worker	\$200.00	
Maneval, Ashley			\$90.00	
		Activity Worker	\$90.00	
Manning, Lynn			\$293.63	
		Food Service Expense	\$293.63	
Markey, Abigail			\$14.51	
		Kids Club	\$14.51	
Messer, Savannah			\$651.55	
		Paraprofessional	\$287.55	
		Paraprofessional Substitute	\$364.00	
Moen, Allie			\$10.00	
		Activity Worker	\$10.00	
Nelson, Nichole			\$206.64	
		Teacher Substitute	\$206.64	
Nord, Madison			\$60.00	
		Activity Worker	\$60.00	
Odden, Scott			\$203.54	
		Custodial Expense	\$203.54	
Owen, Grace			\$34.44	
		Teacher Substitute	\$34.44	
Palya, Samantha			\$2,859.53	
		Preschool	\$1,043.70	
		Paraprofessional	\$1,054.35	
		Transportation	\$708.23	
		Staff Development	\$53.25	
Pauna, Jonathan			\$200.00	
		Activity Worker	\$200.00	
Paur, Nicholas			\$68.88	
		Teacher Substitute	\$68.88	
Peloubet-Messer, Christine			\$243.75	
		Community Ed	\$243.75	
Pender, Cassie			\$51.62	
		Staff Development	\$51.62	
Peterson, Henry			\$504.95	
		Custodial Expense	\$504.95	
Peterson, Kennedy			\$190.00	
		Activity Worker	\$190.00	
Rasmussen, Janet			\$59.52	
		Staff Development	\$19.52	
		Activity Worker	\$40.00	
Redding, LaVonne			\$771.21	
		Food Service Expense	\$771.21	

Reep, Richard			\$210.10	
		Custodial Expense	\$210.10	
Roemmich, Adelyn			\$60.00	
		Activity Worker	\$60.00	
Rollie, Dale			\$240.00	
		Activity Worker	\$240.00	
Ronsberg, Betsy			\$386.76	
		Breakfast Monitor	\$210.96	
		Staff Development	\$175.80	
Rotz, Stacey			\$1,494.30	
		Preschool	\$1,494.30	
Samuelson, Craig			\$120.00	
		Activity Worker	\$120.00	
Samuelson, Jodi			\$195.00	
		School Board Expense	\$195.00	
Schaub, Michael			\$591.94	
		Teacher Substitute	\$34.44	
		Staff Development	\$517.50	
		Activity Worker	\$40.00	
Schindler, Aaron			\$150.00	
		Activity Worker	\$150.00	
Schmitt, Hadley			\$60.00	
		Activity Worker	\$60.00	
Schmitt Jr, Thomas			\$34.44	
		Teacher Substitute	\$34.44	
Schwartz, Ashley			\$52.74	
		Staff Development	\$52.74	
Seifert, Nicole			\$34.44	
		Teacher Substitute	\$34.44	
Shirek, Leslie			\$410.00	
		Volleyball Official	\$210.00	
		Activity Worker	\$200.00	
Sigler, Shane			\$200.00	
		Activity Worker	\$200.00	
Snobl, Scott			\$34.44	
		Teacher Substitute	\$34.44	
Snow, Kayla			\$692.65	
		Kids Club	\$692.65	
Solum, McKenzie			\$665.60	
		Staff Development	\$665.60	
Sossa, Melissa			\$700.00	
		Activity Worker	\$700.00	
Spillum, Emma			\$116.08	
		Kids Club	\$116.08	
Spillum, Mary			\$584.45	
		Kids Club	\$584.45	
Stanton, Shelly			\$252.00	
		Custodial Expense	\$252.00	
Stokka, Brynn			\$80.00	
		Activity Worker	\$80.00	
Strand, Bryan			\$100.00	
		Activity Worker	\$100.00	
Strand, Kailee			\$665.60	
		Staff Development	\$665.60	
Strom, Ariel			\$50.00	
		Activity Worker	\$50.00	

Suter, Cheryl				\$25.32		
		Paraprofessional	\$25.32			
Teeples, Britta				\$652.63		
		Staff Development	\$652.63			
Trowbridge, Philip				\$134.44		
		Teacher Substitute	\$34.44			
		Activity Worker	\$100.00			
Vorachek, Lois				\$34.44		
		Teacher Substitute	\$34.44			
Westbrock, Enora				\$60.00		
		Activity Worker	\$60.00			
Wirth, Barb				\$950.04		
		Food Service Expense	\$950.04			
Wirth, Leah				\$46.88		
		Staff Development	\$46.88			
Zander, Brynn				\$60.00		
		Activity Worker	\$60.00			
		TOTAL	51,572.58	\$51,572.58		
MSDLAF TRANSFERS TO MIDWEST BANK						
	10/21/25	TRANSFER		\$24,800		
	11/3/25	TRANSFER		\$200,000		
						\$224,800
MIDWEST BANK CREDIT CARD EXPENDITURES						
Jon Ellerbusch						\$543.84
		Staff Development		\$523.84		
		ChatGPT Subscription		\$20.00		
Todd Henrickson						\$20.00
		ChatGPT Subscription		\$20.00		
Bryan Strand						\$0.00
		None				
Jodi Samuelson						\$1,661.53
		Chat GPT Subscription		\$20.00		
		Concessions Cost of Goods Exp.		\$88.27		
		Staff Development Expense (Elem.)		\$210.12		
		Wellness Supplies		\$220.99		
		6th Grade Instructional Supplies		\$59.88		
		Industrial Tech Supplies		\$146.52		
		District Office Supplies/Subscription		\$670.75		
		Staff Development Expense		\$245.00		
Aaron Schindler						\$386.00
		Cross Country Entry Fee		\$216.00		
		ChatGPT Subscription		\$20.00		
		Brightwheel Subscription		\$150.00		
Total Credit Card Expense						\$2,611.37

7. Appreciation, Recognition and Presentations

A. Off-Campus Prom Venue

Mrs. Lauryn Braton and Mrs. Kelsey Haspel, Prom Co-Advisors

B. Washington, D.C. Trip with World Classrooms

Ms. Megan Hoyer, High School Counselor

C. Europe Trip with Education First (EF) Tours

Mr. Phil Trowbridge, High School Social Studies Teacher

D. Comprehensive Achievement and Civic Readiness (CACR)

Dr. Jon Ellerbusch, Superintendent

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Barnesville Public School

Comprehensive Achievement and Civic Readiness (CACR)

Annual Report 2025

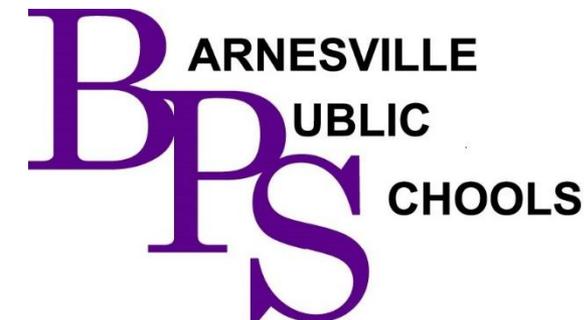
Presented by:

Mr. Todd Henrickson, Elementary Principal

Mr. Bryan Strand, High School Principal

Dr. Jon Ellerbusch, Superintendent

November 17, 2025



OUR VISION

Recognized for excellence, integrity and challenging learners to reach their full potential.



OUR MISSION

Working collaboratively to develop responsible students in an innovative environment.



OUR CORE VALUES/BELIEFS

- ❖ Putting children first to prepare them for the future.
- ❖ Promoting academics, arts and athletics.
- ❖ Promoting school spirit and enthusiasm so that all feel connected and proud.
- ❖ Effective Communication.
- ❖ Collaboration and team building for a professional learning community.
- ❖ Fair and Equal Opportunity for All Students.
- ❖ Accommodate All Learners.

OUR CORE VALUES/BELIEFS

- ❖ Partnering with Families and Community.
- ❖ Adhering to the “Code of Conduct.”
 - Commitment- loyal and dedicated
 - Honesty- truthful
 - Respect- considerate of self and others
 - Responsibility- accountable
 - Safety- words, actions, and deeds
- ❖ Data Driven Decisions That Align With District’s Vision, Mission and Core Values.

Five Goals for SY 2024-2025

Comprehensive Achievement and Civic Readiness (CACR)

1. All children are ready for school.
2. All racial and economic achievement gaps between students are closed.
3. All students are ready for career and college.
4. All students graduate from high school.
5. Prepare students to be lifelong learners. (new)

GOAL 1 AND RESULTS FOR SY 2024-2025

ALL CHILDREN ARE READY FOR SCHOOL

SMART Goal Statement:

Students who attend Trojan Preschool and are screened within the first 20 days of kindergarten in Fall 2025 will demonstrate that 70% or more are fully or partially ready for school, as measured by the district's kindergarten readiness assessment.

Results — School Ready

In Fall 2025, 75% of students who attended Trojan Preschool and were screened within the first 20 days of kindergarten were fully or partially ready for school, as measured by the district's kindergarten readiness assessment—exceeding the goal of 70%.

GOAL 2 AND RESULTS FOR SY 2024-2025

ALL RACIAL AND ECONOMIC ACHIEVEMENT GAPS BETWEEN STUDENTS ARE CLOSED

SMART Goal Statement:

During the 2024–25 school year, Barnesville Public School will reduce the achievement gap between students qualifying for Free and Reduced-Price Lunch and their non-FRL peers. By Spring 2025, the proficiency gap on the Reading and Math MCA assessments will decrease by at least 5 percentage points compared to the prior year’s results, as measured by Minnesota Comprehensive Assessment data.

Results — Achievement Gap Reduction

Barnesville Public School demonstrated strong progress in reducing the FRL achievement gap in Reading, meeting the goal in four out of six grade levels, with large gains in grades 3, 4, 7, and 8. Math results were mixed, with the goal met in two out of six grade levels, highlighted by a significant improvement in Grades 4 and 7.

GOAL 2 AND RESULTS FOR SY 2024-2025

ALL RACIAL AND ECONOMIC ACHIEVEMENT GAPS BETWEEN STUDENTS ARE CLOSED

Comparison summary highlighting changes between 2024 and 2025 MCA scores for Barnesville and State averages for *Free & Reduced student population*.

Reading MCA Comparison – Barnesville vs State (Free & Reduced Students)

Grade	2024 Barnesville	2025 Barnesville	Change	2024 State	2025 State	Change	Barnesville vs State (2025)
3rd	46%	73%	↑ +27	30%	29%	↓ -1	+44 pts above state
4th	32%	60%	↑ +28	31%	28%	↓ -3	+32 pts above state
5th	56%	47%	↓ -9	40%	39%	↓ -1	+8 pts above state
6th	50%	47%	↓ -3	37%	36%	↓ -1	+11 pts above state

GOAL 2 AND RESULTS FOR SY 2024-2025 ALL RACIAL AND ECONOMIC ACHIEVEMENT GAPS BETWEEN STUDENTS ARE CLOSED

Comparison summary highlighting changes between 2024 and 2025 MCA scores for Barnesville and State averages for *Free & Reduced student population*.

Reading MCA Comparison – Barnesville vs State (Free & Reduced Students)

Summary

Barnesville’s 3rd and 4th graders demonstrated exceptional growth, increasing proficiency by +27 and +28 points, respectively—both well above state averages.

5th grade dipped, though still remained above the state by over 8 points.

Statewide averages declined slightly across all grades, further emphasizing the notable progress demonstrated by Barnesville students.

GOAL 2 AND RESULTS FOR SY 2024-2025

ALL RACIAL AND ECONOMIC ACHIEVEMENT GAPS BETWEEN STUDENTS ARE CLOSED

Comparison summary highlighting changes between 2024 and 2025 MCA scores for Barnesville and State averages for *Free & Reduced student population*.

Math MCA Comparison – Barnesville vs State (Free & Reduced Students)

Grade	2024 Barnesville	2025 Barnesville	Change	2024 State	2025 State	Change	Barnesville vs State (2025)
3rd	75%	60%	↓ -15	39%	38%	↓ -1	+22 pts above state
4th	37%	85%	↑ +48	37%	35%	↓ -2	+50 pts above state
5th	44%	29%	↓ -15	25%	23%	↓ -2	+6 pts above state
6th	50%	29%	↓ -21	20%	20%	0	+9 pts above state

GOAL 2 AND RESULTS FOR SY 2024-2025 ALL RACIAL AND ECONOMIC ACHIEVEMENT GAPS BETWEEN STUDENTS ARE CLOSED

Comparison summary highlighting changes between 2024 and 2025 MCA scores for Barnesville and State averages for *Free & Reduced student population*.

Math MCA Comparison – Barnesville vs State (Free & Reduced Students)

Summary

4th grade math jumped sharply (+48 points) and now sits 50 points higher than the state average — a major success.

Grades 3, 5, and 6 saw declines, though all remain well above state levels.

The state average dropped slightly in most grades.

GOAL 2 AND RESULTS FOR SY 2024-2025 ALL RACIAL AND ECONOMIC ACHIEVEMENT GAPS BETWEEN STUDENTS ARE CLOSED

Comparison summary highlighting changes between 2024 and 2025 MCA scores for Barnesville and State averages for *Free & Reduced student population*.

Overall Takeaways – Barnesville vs State (Free & Reduced Students)

Barnesville's Free & Reduced subgroup continues to significantly outperform statewide averages in both reading and math.

The largest gains were in 3rd-grade and 4th-grade reading and 4th-grade math.

Declines in 5th- and 6th-grade math and 5th-grade reading indicate that targeted interventions may be needed to maintain the strong gains achieved in earlier grades.

GOAL 2 AND RESULTS FOR SY 2024-2025

ALL RACIAL AND ECONOMIC ACHIEVEMENT GAPS BETWEEN STUDENTS ARE CLOSED

Comparison summary highlighting changes between 2024 and 2025 MCA scores for Barnesville and State averages for *Free & Reduced student population*.

Reading MCA Comparison – Barnesville vs State (Free & Reduced Students)

Grade	2024 Barnesville	2025 Barnesville	Change	2024 State	2025 State	Change	Barnesville vs State (2025)
7th	31%	50%	↑ +19	29%	29%	0	+21 pts above state
8th	21%	36%	↑ +15	28%	29%	↑ +1	+7 pts above state

GOAL 2 AND RESULTS FOR SY 2024-2025 ALL RACIAL AND ECONOMIC ACHIEVEMENT GAPS BETWEEN STUDENTS ARE CLOSED

Comparison summary highlighting changes between 2024 and 2025 MCA scores for Barnesville and State averages for *Free & Reduced student population*.

Reading MCA Comparison – Barnesville vs State (Free & Reduced Students)

Summary

Barnesville's Free & Reduced subgroup in reading grew notably at both grades.

7th grade jumped 19 points and now sits 21 points above the state average.

8th grade rose 15 points, moving from below to above the state average.

GOAL 2 AND RESULTS FOR SY 2024-2025

ALL RACIAL AND ECONOMIC ACHIEVEMENT GAPS BETWEEN STUDENTS ARE CLOSED

Comparison summary highlighting changes between 2024 and 2025 MCA scores for Barnesville and State averages for *Free & Reduced student population*.

Math MCA Comparison – Barnesville vs State (Free & Reduced Students)

Grade	2024 Barnesville	2025 Barnesville	Change	2024 State	2025 State	Change	Barnesville vs State (2025)
7th	31%	50%	↑ +19	21%	21%	0	+29 pts above state
8th	47%	36%	↓ -11	22%	23%	↑ +1	+13 pts above state

GOAL 2 AND RESULTS FOR SY 2024-2025 ALL RACIAL AND ECONOMIC ACHIEVEMENT GAPS BETWEEN STUDENTS ARE CLOSED

Comparison summary highlighting changes between 2024 and 2025 MCA scores for Barnesville and State averages for *Free & Reduced student population*.

Math MCA Comparison – Barnesville vs State (Free & Reduced Students)

Summary

7th grade math improved sharply (+19 points), widening the gap above the state to +29 points.

8th grade math declined (-11 points) but still remains 13 points above the state average.

GOAL 2 AND RESULTS FOR SY 2024-2025 ALL RACIAL AND ECONOMIC ACHIEVEMENT GAPS BETWEEN STUDENTS ARE CLOSED

Comparison summary highlighting changes between 2024 and 2025 MCA scores for Barnesville and State averages for *Free & Reduced student population*.

Overall Takeaways – Barnesville vs State (Free & Reduced Students)

Barnesville's Free & Reduced subgroup showed strong upward trends overall, particularly in 7th-grade Reading and Math, which both improved by nearly 20 points.

Even where slight declines occurred (8th-grade Math), Barnesville remains well ahead of state averages, demonstrating strong support and progress among lower-income students.

GOAL 3 AND RESULTS FOR SY 2024-2025

ALL STUDENTS ARE READY FOR CAREER AND COLLEGE

SMART Goal Statement:

During the 2024–25 school year, Barnesville High School will strengthen college and career readiness by expanding the use of the Minnesota Career Information System (MCIS) and implementing structured grade-level exploration activities. By June 2025, 100% of students in grades 7–12 will participate in at least one documented career exploration or readiness activity through MCIS or district-sponsored programming, as verified through MCIS reports, student participation logs, and counselor data.

Results — Career and College Readiness

100% of students in grades 7–12 participated in at least one documented career exploration or college readiness activity during the 2024–25 school year.

GOAL 3 AND RESULTS FOR SY 2024-2025

ALL STUDENTS ARE READY FOR CAREER AND COLLEGE

SMART Goal Statement:

During the 2024–25 school year, Barnesville High School will strengthen college and career readiness by increasing student attainment on the ACT National Career Readiness Certificate (NCRC). By June 2025, at least 75% of seniors taking the ACT WorkKeys assessment will earn a Silver level NCRC or higher, demonstrating foundational skills applicable to at least 67% of jobs in the ACT JobPro database. Progress will be measured through NCRC reports provided by ACT WorkKeys and school testing records.

Results — Career and College Readiness

95% of participating seniors earned a Silver level NCRC or higher, exceeding the goal and demonstrating strong college and career readiness.

GOAL 3 AND RESULTS FOR SY 2024-2025

ALL STUDENTS ARE READY FOR CAREER AND COLLEGE

The ACT National Career Readiness Certificate (NCRC) is an assessment-based credential that certifies essential work skills needed for success in jobs across industries and occupations. The NCRC is awarded at four levels—Bronze, Silver, Gold, and Platinum—based on an individual's performance on three ACT WorkKeys assessments: Applied Math, Graphic Literacy, and Workplace Documents.

Certificate Levels and Their Significance:

- **Bronze:** Achieved by scoring at least Level 3 on each of the three assessments. This level indicates that the individual has the foundational skills for approximately 16% of jobs profiled in the ACT JobPro database.
- **Silver:** Achieved by scoring at least Level 4 on each assessment. This signifies that the individual possesses the necessary skills for about 67% of jobs in the database.
- **Gold:** Achieved by scoring at least Level 5 on each assessment. This level demonstrates that the individual has the skills required for approximately 93% of jobs profiled.
- **Platinum:** Achieved by scoring at least Level 6 on each assessment. This highest level indicates that the individual has the skills necessary for about 99% of jobs in the database.

Earning a higher-level NCRC demonstrates a broader range of workplace skills, enhancing employability and providing a competitive advantage in the job market.

CLASS OF 2026

2
5%
Platinum

15
41%
Gold

80

18
49%
Silver

2
5%
Bronze

GOAL 4 AND RESULTS FOR SY 2024-2025

ALL STUDENTS GRADUATE FROM HIGH SCHOOL

SMART Goal Statement:

During the 2024–25 school year, Barnesville High School will ensure all seniors are on track to meet academic and credit requirements for on-time graduation. Barnesville High School will achieve a 100% graduation rate for the Class of 2025

Results — Class of 2025 Graduation Rate

98% of Barnesville High School seniors graduated on time as reported for the Class of 2025.

GOAL 5 AND RESULTS FOR SY 2024-2025

PREPARE STUDENTS TO BE LIFELONG LEARNERS (NEW)

SMART Goal Statement:

By Spring 2025, the percentage of Barnesville third-grade students meeting or exceeding proficiency on the MCA Reading Assessment will increase from 58% in 2024 to at least 63%, continuing progress toward the long-term district goal that all students achieve grade-level literacy by the end of third grade.

Results — Barnesville 3rd Grade MCA Reading Proficiency

68% of Barnesville 3rd graders met or exceeded proficiency on the MCA Reading Assessment in 2025, an increase from 58% the previous year. The statewide average was 46%.

GOAL 5 AND RESULTS FOR SY 2024-2025

PREPARE STUDENTS TO BE LIFELONG LEARNERS (NEW)

SMART Goal Statement:

During the 2024–25 school year, Barnesville Elementary will strengthen literacy instruction aligned to the Minnesota READ Act by increasing teacher knowledge and application of evidence-based reading practices. 100% of K–6 teachers will complete LETRS Part I training by September 2025.

Results — LETRS Literacy Training

100% of K–6 teachers completed LETRS Part I training by September 2025.

Five Goals for SY 2025-2026

Comprehensive Achievement and Civic Readiness (CACR)

1. All children are ready for school.
2. All racial and economic achievement gaps between students are closed.
3. All students are ready for career and college.
4. All students graduate from high school.
5. Prepare students to be lifelong learners.

GOAL 1 FOR SY 2025-2026

ALL CHILDREN ARE READY FOR SCHOOL

SMART Goal Statement:

Students who attend Trojan Preschool and are screened within the first 20 days of kindergarten in Fall 2026 will demonstrate that 80% or more are fully or partially ready for school, as measured by the district's kindergarten readiness assessment.

GOAL 2 FOR SY 2025-2026

ALL RACIAL AND ECONOMIC ACHIEVEMENT GAPS BETWEEN STUDENTS ARE CLOSED

SMART Goal Statement:

During the 2025–26 school year, Barnesville Public School will reduce the achievement gap between students qualifying for Free and Reduced-Price Lunch and their non-FRL peers. By Spring 2026, the proficiency gap on the Reading and Math MCA assessments will decrease by at least 5 percentage points compared to the prior year’s results, as measured by Minnesota Comprehensive Assessment data.

GOAL 3 FOR SY 2025-2026

ALL STUDENTS ARE READY FOR CAREER AND COLLEGE

SMART Goal Statement:

During the 2025–26 school year, Barnesville High School will strengthen college and career readiness by expanding the use of the Minnesota Career Information System (MCIS) and implementing structured grade-level exploration activities. By June 2026, 100% of students in grades 7–12 will participate in at least one documented career exploration or readiness activity through MCIS or district-sponsored programming, as verified through MCIS reports, student participation logs, and counselor data.

GOAL 3 FOR SY 2025-2026

ALL STUDENTS ARE READY FOR CAREER AND COLLEGE

SMART Goal Statement:

During the 2025–26 school year, Barnesville High School will strengthen college and career readiness by increasing student attainment on the ACT WorkKeys National Career Readiness Certificate (NCRC).

By June 2026, at least 80% of seniors completing the ACT WorkKeys assessment will earn a Silver-level NCRC or higher, demonstrating foundational skills applicable to approximately 67% of jobs in the ACT JobPro database. Additionally, at least 50% of seniors will achieve a Gold-level NCRC or higher, demonstrating the advanced skills required for roughly 93% of jobs profiled.

GOAL 4 FOR SY 2025-2026

ALL STUDENTS GRADUATE FROM HIGH SCHOOL

SMART Goal Statement:

During the 2025–26 school year, Barnesville High School will ensure all seniors are on track to meet academic and credit requirements for on-time graduation. Barnesville High School will achieve a 100% graduation rate for the Class of 2026.

GOAL 5 FOR SY 2025-2026

PREPARE STUDENTS TO BE LIFELONG LEARNERS

SMART Goal Statement:

By Spring 2026, the percentage of Barnesville third-grade students meeting or exceeding proficiency on the MCA Reading Assessment will increase from 68% in 2025 to at least 75%, continuing progress toward the long-term district goal that all students achieve grade-level literacy by the end of third grade.

GOAL 5 FOR SY 2025-2026

PREPARE STUDENTS TO BE LIFELONG LEARNERS

SMART Goal Statement:

During the 2025–26 school year, Barnesville Elementary will strengthen literacy instruction aligned to the Minnesota READ Act by increasing teacher knowledge and application of evidence-based reading practices. 100% of K–6 teachers will complete LETRS Part II training by September 2026.

8. Recognition of Citizens for Input Purposes

9. Reports/News

A. High School Principal's Report

93



Barnesville High School – Board Report November 17, 2025

Past Months Events

1. October Students of the Month - 7th grade -Hudson Wirth, 8th grade -Lily Smeby, 9th grade -Camilla Escobar, 10th grade - Dylan Steele, 11th grade - Mariana Acadia De Souza and Emma Guelle, 12th grade - Logan Ehlert
2. Attended School Law seminar in Mahanomen on October 29
3. Quarter 1 ended on November 3
4. November 11 hosted the Veteran’s Day program at the high school
 1. Thank you to Mr. Frauendienst and the student council for all of their hard work
 2. Great job by all the speakers as well as the students that helped with the honor guard
5. Congratulations to the cast and crew of the fall musical, “The Hunchback of Notre Dame”
6. Hosted a Career Fair on November 5
 1. Thank you to Chad Suter for all his work organizing this
 2. Thank you to the businesses that took part in this - was larger than last year
 3. LPA and Rothsay came and participated in the day

Future High School Events

7. November 24 Band Concert
8. November 25 - end of Trimester 1
9. November 26- School out at 1:00
10. November 28-29 No school Thanksgiving break
11. December 1 - HS Conferences 4:00-7:30
12. December 5 ASVAB test administered
13. December 8- Choir Concert - PAC
14. December 17 Blood Drive
15. December 23 school out at 1, resumes on January 6

TODD HENRICKSON - ELEMENTARY PRINCIPAL
Board Report – Nov 17, 2025

- **Oct 22 – Unity Day (see attached pictures)**
 - Unity Day is a national event that promotes kindness, acceptance, and inclusion while standing against bullying. It takes place each October as part of National Bullying Prevention Month. Students and staff wear orange to show unity and support in standing up for what is right and speaking out against bullying.
 - Thank you to Mrs. Skrove for organizing our Unity Day activities. She led grade-level presentations during library times, created the hallway display of student coloring pages, and coordinated the kindness pledge paper chain. She also arranged Unity Day shirt orders for students and staff who needed them.

- **Oct 23 – toolboxes were installed on the 5th Grade desks**

- **Oct 24 –**
 - CPT (see attached)

 - Emillia Burnham, American Honey Princess 2025 presented to our Kindergarten and 1st Grade classes on the following: the types of honeybees, the products and services we receive from honeybees, and the job and tools of a beekeeper.
 - Emillia is from California and is a 4th Generation beekeeper.

- **Oct 27 – Vision & Hearing Screening**
 - Thank you to Erika for organizing the screenings
 - Thank you to those who helped: Jessica Haus, Betsy Ronsberg, Joanne Herbranson, April Wilhelm, Chrissa Wolters, Madi Gerdes, Michelle Field, Jada Ashmore, Lauryn Braton, Janet Rasmussen, Amanda Nelson (MSUM Student), and Tori Beckler (MSUM Student)

- **Oct 29 – Halloween Safety Talks - Chief Voxland - Kindergarten students.**

- **Oct 31 – Flu Shots were available to Staff Members (Clay County)**
 - 10 shots were given

- **Nov 3rd – End of Quarter 1**

- **Nov 7th – Trojan Way Celebration - Quarter #1**
 - Students earned 681 Trojan Tokens for making positive choices and following the Trojan Way.
 - A special thank you to Mrs. Skrove and the PBIS Team for organizing the event, to all those who gathered the supplies needed, to those who took part in the event, and all the volunteers who were willing to take a pie in the face.
 - The students had a great time and was a fun way to end the Quarter!

- **Nov 10th & 13th – Parent/Teacher Conferences**
 - Turnout was excellent!
 - Thank you to Jen Pickett and the PTO for providing the meal on Nov 10th
 - Thank you to our teachers for the time and effort put into these two nights.

- **Nov 11th – Veteran’s Day Program - Grades 4-6**
 - The program was excellent!

Elementary Calendar:

Nov	17	C	Coin Drive Begins (PAY & Student Council) 10:00 – Admin Meeting – HS Conference Room 7:00 – School Board Meeting – HS Library
Nov	18	A	7:30 – Wellness Meeting – HS Conference Room 11:00 – City/School Meeting - TBD
Nov	19	B	7:30 – Staff Meeting – Cafeteria 11:30 – TAT Team – Conference Room 7:00 – Booster Club Meeting – HS Commons
Nov	20	C	
Nov	21	A	Coin Drive Ends

Nov	24	B	7:00 – 5th & 6th Grade/HS Band Concert - PAC
Nov	25	C	Thanksgiving Potluck - Staff
Nov	26	C	1:00 – Early Dismissal 9:00 – DQ Star Students of the Month - Picture 11:00 – BIT Team – Conference Room
Nov	27	--	Happy Thanksgiving! – No School
Nov	28	--	No School

Dec	1	A	4:00 – HS Conferences
Dec	2	B	
Dec	3	C	7:30 – Site Council Meeting – Library 11:00 – TAT Team – Conference Room
Dec	4	A	
Dec	5	B	

Dec	8	C	1:00 – Admin Meeting 6:30 – 5th/6th Grade Music Program - PAC
Dec	9	A	7:00 – PTO Meeting
Dec	10	B	7:30 – PBIS Team – Library 11:30 – BIT Team – Conference Room
Dec	11	C	Door Supervision - Change
Dec	12	A	

Unity Day 2025



CPT – Friday, October 24, 2025

1:15

Grade Level Curriculum Work

- Math
- Language Arts

Ukeru Training – HS Commons & the BSA

- Special Ed Teachers
- Special Ed Paraprofessionals
- Admin
- Ukeru Training is a trauma-informed, restraint-free approach that helps staff safely support students in distress. The program focuses on understanding behavior as communication, building trust, and creating safe, supportive environments for all students.

WIN Prep – Title Paraprofessionals

2:15

Teachers

- FastBridge Training – Cafeteria – Nicky
- FastBridge Assessments are research-based screening and progress monitoring tools used to measure students' reading and math skills throughout the year. The system helps teachers identify students' strengths and areas needing support, guide instruction, and track growth over time.

3:15

Done

BOARD REPORT -- AARON SCHINDLER
ACTIVITIES DIRECTOR/COMMUNITY EDUCATION COORDINATOR
November 17, 2025

ACTIVITY INFORMATION:

- **Cross Country**
 - The girls team finished 1st at Sections.
 - 5th at State!
 - The boys team finished 13th at Sections
 - Levi Cossette earned All Section
 - Congratulations to Coach Rotz, Coach Suter, Coach Schindler, Coach Danielson, and our athletes on a historic season.
 - Congrats to Coach Rotz and Coach Suter on being named Section 8A Head Coach and Assistant Coach of the year!
- **Volleyball**
 - Heart O' Lakes- Finished 4th
 - #9 Seed in the Section
 - Lost in the first round to TRF in 5 sets
 - Congratulations to Coach Askegaard, her staff, and our athletes on an outstanding season.
 - Congratulations to our **All-Conference Players**: Allison Axness and Jayla Amundson
 - **Honorable Mention**: Mya Stuvland and Aubryn Hinsz
 - November 9th – HOL All-Star Match @DGF
 - All-Conference Players participated
- **Football**
 - District – 4th Place Finish
 - #2 Seed in Section 8AA
 - Section 8AA Champions
 - Lost in the State Quarterfinal to Holdingford.
 - Congrats to Coach Strand, his staff, and our athletes on an excellent season.
 - Individual Awards
 - **Academic All District**- Eli Amundson, Owen Thorkildson, Connor Klemin, Elias Cox, Cameron Halverson, Landen Hartog, Alex Fronning, Cody Mostue, Logan Ehler, Luke Harbin, and Tate Pauna.
 - **All District**- Jake Strand, Major Ness, and Cam Halverson.
 - **All District HM**-Eli Amundson, Owen Thorkildson, Cody Mostue, and Adam Branden.
 - **All Section**- Major Ness, Cameron Halverson, Connor Klemin, Jacob Strand, Eli Amundson, Owen Thorkildson, Martin Dukek.
 - **All Section HM**- Cody Mostue, Parker Strom, Jackson Meyer, Landen Hartog.
- **October 20th – Start Date - JH Girls Basketball**
- **November 10th – Start Date - Grades 9-12 Girls Basketball**
- **November 17th – Start Date**
 - Grades 7-12 Wrestling
 - Grades 9-12 Boys Basketball

- **JH Girls Basketball Numbers**
 - $7^{\text{th}} = 13 / 8^{\text{th}} = 11$ **Total = 24**

- **Change of Pace**
 - $9^{\text{th}} = 4 / 10^{\text{th}} = 4 / 11^{\text{th}} = 7 / 12^{\text{th}} = 2$ **Total = 17**

- **Girls Basketball Numbers**
 - $9^{\text{th}} = 8 / 10^{\text{th}} = 5 / 11^{\text{th}} = 6 / 12^{\text{th}} = 5$ **Total = 24**

- **Wrestling (preliminary)**
 - $7^{\text{th}} = 7 / 8^{\text{th}} = 4 / 9^{\text{th}} = 7 / 10^{\text{th}} = 2 / 11^{\text{th}} = 4 / 12^{\text{th}} = 6$ **Total = 30**

- **Boys Basketball (preliminary)**
 - $9^{\text{th}} = 11 / 10^{\text{th}} = 10 / 11^{\text{th}} = 3 / 12^{\text{th}} = 9$ **Total = 33**

- **State Tournament Dates**
 - Wrestling February 26th-28th
 - Girls Basketball March 11th-14th
 - Boys Basketball March 17th-21st

- **GoFan Online Ticketing**
 - We will start this Friday!
 - Information will be pushed out this week.



Barnesville Public School Regular School Board Meeting

7:00 PM on Monday, November 17, 2025
High School Library

Superintendent's Monthly Board Report

1. Career Fair

While at the Career Fair on Wednesday, I visited with Mr. Suter and thanked him for all his work in organizing this excellent opportunity for our students. I also asked if he would be willing to write a short summary to share with you, our Board members, highlighting some of the details and impact of this event. You can read his summary below and in the attached document.

On Wednesday, November 5, the Barnesville High School Industrial Tech and Ag Departments hosted their second annual Career Fair. Last year's event included 19 vendors, and this year it grew to 32 vendors — seven representing colleges and the remaining 25 representing local and regional businesses. The goal was to provide a variety of career fields to spark interest among students.

Three groups attended 45-minute sessions: the first group included students from LPA and Rothsay, while the second and third groups consisted of Barnesville students in grades 10-12. This event provides a valuable opportunity for students to explore career paths and connect with potential employers and postsecondary institutions — all without leaving the school. Mr. Suter shared that they hope to continue expanding the fair next year to include even more businesses and hands-on experiences for students.

[BHS Career Fair](#)

2. Meal Repack Program Update

We welcomed State Representative Jim Joy to our district to learn more about our Meal Repack program and the work we are doing to support students beyond the school day. Representative Joy had heard about the strong success of Barnesville's initiative and requested a visit to see it firsthand. We appreciated the opportunity to share the positive impact it is having on students and families.

High School Meal Distribution

- September: 93 meals
- October: 148 meals

Elementary Program - History & Current Year

- Program launched: Spring 2024
- April-May 2024: 234 meals
- 2024-25 School Year to Date: 239 meals

Note: Distribution was paused for approximately three weeks due to a temporary shortage of containers.

The Meal Repack Program continues to expand and provide reliable support for students who need access to meals outside of school hours. We are grateful for growing awareness and partnership around this work and look forward to continuing this important service for our community.

3. New Diploma Jacket Artwork for Barnesville Graduates

We worked with Jostens to create a custom rendering of our high school for the inside cover of our diploma jackets. Attached is the new artwork that will appear in student diploma jackets starting this year. I hope you like it!

[Barnesville High School Diploma Jacket Artwork](#)

4. Revenue Rankings by District

Our school district operates very lean compared to others in Minnesota. Out of 328 school districts statewide, Barnesville ranks 299th in general education revenue per pupil, receiving \$9,511 per student. That places us near the bottom in state funding - not at the very end, but well below the state average and the top half of districts. When all major funding sources are included, our ranking drops even further to 319 out of 328, with total revenue of \$11,714 per pupil. This reinforces that Barnesville is one of the most financially efficient districts in Minnesota, doing more with less.

Across Minnesota, school revenue varies significantly. Total revenue per district ranges from \$26,676 to \$11,038 per pupil, and general education funding ranges from \$18,336 to \$8,927 per pupil. Two primary factors explain most of this disparity:

- State funding formulas tied to student demographics, which provide additional aid to districts with higher needs; and
- Differences in local tax capacity and voter-approved levies, which create funding gaps between communities.

Despite these challenges, Barnesville continues to deliver strong academic and extracurricular outcomes through strategic budgeting and responsible stewardship of taxpayer dollars.

[Revenue Rankings By District - Schools Advocating for Fair Funding \(SAFF\)](#)

5. Clay County All-Hazards Community Risk Assessment – 2025 Summary

In September, Police Chief Joel Voxland and I participated in the 2025 Clay County All-Hazards Community Risk Assessment. The event had a strong turnout, with approximately 75 participants representing various agencies and organizations across the county. Each of us completed an electronic survey prepared by the facilitators as part of the assessment process.

Attached are the results of the countywide assessment, which combine community survey responses with actual incident data from 2021 through 2025 to produce updated risk rankings for Clay County.

[2025 Clay County Risk Assessment](#)

E. Board Committee Reports

10. Removal of Consent Items for Discussion

11. Approval of Consent Items

A. Personnel

All hirings are based upon the findings of each individual's background check, licensure status, and discipline report from the Minnesota Department of Education.

- 1) Jared Hansen's Resignation as a Custodian
- 2) Katlin Deppa's Resignation as Concession Manager
- 3) Chris Messer as a Co-Concessions Manager
- 4) Jen Pickett as a Co-Concessions Manager
- 5) Lisa Bielejski as Paraprofessional
- 6) Henry Wellman as Student Custodian Substitute
- 7) Alissa Nibbe as One Act Play Advisor for 2025-26 School Year
- 8) Zach Anderson as Head Wrestling Coach for 2025-26 School Year
- 9) Ayden Hauck as JV Wrestling Coach for 2025-26 School Year
- 10) Jeff Titus as Assistant Wrestling Coach for 2025-26 School Year
- 11) Adam Tonsfeldt as JV Boys Basketball Coach for 2025-26 School Year
- 12) Justin Haugen as 9th Grade Boys Basketball Coach for 2025-26 School Year
- 13) Ben Del Greco as 8th Grade Boys Basketball Coach for 2025-26 School Year
- 14) Jacob Grosz as 7th Grade Boys Basketball Coach for 2025-26 School Year
- 15) George Haj as JV Grade Girls Basketball Coach for 2025-26 School Year
- 16) Amanda Scheffler as 8th Grade Girls Basketball Coach for 2025-26 School Year
- 17) Paul Anderson as Volunteer Wrestling Coach
- 18) Rylee Anderson as Volunteer Wrestling Coach
- 19) Tracy Hinsz as Volunteer Girls Basketball Coach
- 20) Ben Lofgren as Volunteer Girls Basketball Coach
- 21) Amanda Scheffler as Volunteer Girls Basketball Coach
- 22) Lindsey Schultz as Volunteer Girls Basketball Coach
- 23) Gannon Bolgrean as Volunteer Boys Basketball Coach
- 24) Nick Robideau as Volunteer Boys Basketball Coach
- 25) Zach Bredman as Volunteer Boys Basketball Coach

B. Donations

- 1) \$400 Donation from Barb Tumberg for Elementary School Supplies (In Memory of Eva Lamb)
- 2) \$300 Donation from Norman Hutchins Construction, LLC to Support the Preschool Carnival
- 3) \$250 Donation from Stoneridge Software to Support Technology Fees for Elementary Students
- 4) \$1,000 Donation from Barnesville Booster Club for Cross Country Home Meet T-Shirts
- 5) \$399 Donation from Barnesville Booster Club for Girls Basketball Jersey Number Corrections
- 6) \$380 Donation from Barnesville Booster Club for Boys Basketball Jersey Number Corrections
- 7) \$1,600 Donation from Barnesville Booster Club for Boys Basketball JV and Varsity Uniforms
- 8) \$500 Donation from Ratzo's Pool Hall for Boys Basketball JV and Varsity Uniforms
- 9) \$665 Donation from Barnesville Booster Club for Boys Golf Section Meet Meals and Related Expenses
- 10) \$1,500 Donation from Barnesville Booster Club for Girls Basketball Wisconsin Dells Trip Expenses
- 11) \$558 Donation from Barnesville Booster Club for Football State Tournament T-Shirts for Players
- 12) \$150 Donation from Creative Traveler FM (Laura Ronngren) for Summer Field Trips
- 13) \$10 Donation from Anonymous for Summer Field Trips

12. New Business

- A. Washington, D.C. Trip with World Classrooms
 - B. Europe Trip with Education First (EF) Tours
 - C. Off-Campus Prom Venue
 - D. ECFE Little Trojan Carnival Fundraiser
 - E. ECFE Trojan Preschool & Elementary Apparel Fundraiser
 - F. Class of 2027 Fundraising Activities for Prom
 - G. Afternoon Weight Room Coordinator Position for 2025–2026 School Year
 - H. Transfer of Up to \$1,000 from General Fund to Food Service Fund for Meal Repack Program
13. First Reading of Policies

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Adopted: _____

MSBA/MASA Model Policy 101

Orig. 1995

Revised: _____

Rev. 2004

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

Cross References: MSBA/MASA Model Policy 201 (Legal Status of School Board)
MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)
MSBA/MASA Model Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)
MSBA/MASA Model Policy 705 (Investments)
MSBA/MASA Model Policy 706 (Acceptance of Gifts)
MSBA/MASA Model Policy 801 (Equal Access to School Facilities)
MSBA Service Manual, Chapter 3, Employee Negotiations
MSBA Service Manual, Chapter 13, School Law Bulletin “F” (Contract and Bidding Procedures)

Adopted: _____

MSBA/MASA Model Policy 101

Orig. 1995

Revised: _____

Rev. 2022

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 - 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](#)~~Minn. Stat. Ch. 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.
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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](#)~~Minn. Stat. § 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.

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1. The school district, through its school board and administrators, has the authority to determine what textbooks, educational materials, and studies should be pursued.
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Minn. Stat. §§ 465.71; 471.345; 471.6161; 471.6175; 471.64 (Rights, Powers, Duties; ~~Municipalities of Political Subdivisions~~)
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)
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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: _____

MSBA/MASA Model Policy 101.1

Orig. 1998

Revised: _____

Rev. 1999

101.1 NAME OF THE SCHOOL DISTRICT

I. PURPOSE

The purpose of this policy is to clarify the name of the school district.

II. GENERAL STATEMENT OF POLICY

Pursuant to statute, the official name of the school district is Independent School District No. _____. However, the school district is often referred to by other informal names. In order to avoid confusion and to encourage consistency in school district letterheads, signage, publications and other materials, the school board intends to establish a uniform name for the school district.

III. UNIFORM NAME

A. The name of the school district shall be _____ (insert name) _____.

(Examples include: Benson; Triton; Cass Lake-Bena; North Saint Paul-Maplewood-Oakdale: White Bear Lake Area Schools; Prior Lake/Savage Area Schools; West St. Paul-Mendota Heights-Eagan Area Schools; Northfield Public Schools; New Prague Community Schools; Stillwater Area Public Schools; Southwest Star Concept Schools; Jackson County Central School District.)

B. The name specified above may be used to refer to the school district and may be shown on school district letterheads, signage, publications and other materials.

C. In official communications and on school district ballots, the school district shall be referred to as Independent School District No. ____ (_____ name _____), but inadvertent failure to use the correct name shall not invalidate any legal proceeding or matter or affect the validity of any document.

Legal References: Minn. Stat. § 123A.55 (Classes, Number)

Cross References:

Adopted: _____

MSBA/MASA Model Policy 101.1

Orig. 1998

Revised: _____

Rev. 1999

101.1 NAME OF THE SCHOOL DISTRICT

I. PURPOSE

The purpose of this policy is to clarify the name of the school district.

II. GENERAL STATEMENT OF POLICY

Pursuant to statute, the official name of the school district is Independent School District No. _____. However, the school district is often referred to by other informal names. In order to avoid confusion and to encourage consistency in school district letterheads, signage, publications and other materials, the school board intends to establish a uniform name for the school district.

III. UNIFORM NAME

A. The name of the school district shall be _____ (insert name) _____.

(Examples include: Benson; Triton; Cass Lake-Bena; North Saint Paul-Maplewood-Oakdale; White Bear Lake Area Schools; Prior Lake/Savage Area Schools; West St. Paul-Mendota Heights-Eagan Area Schools; Northfield Public Schools; New Prague Community Schools; Stillwater Area Public Schools; Southwest Star Concept Schools; Jackson County Central School District.)

B. The name specified above may be used to refer to the school district and may be shown on school district letterheads, signage, publications and other materials.

C. In official communications and on school district ballots, the school district shall be referred to as Independent School District No. _____ (_____ name _____), but inadvertent failure to use the correct name shall not invalidate any legal proceeding or matter or affect the validity of any document.

Legal References: Minn. Stat. § 123A.55 (Classes, Number)

Cross References: None

Adopted: _____

MSBA/MASA Model Policy 103

Orig. 1995

Revised: _____

Rev. 2005

103 COMPLAINTS – STUDENTS, EMPLOYEES, PARENTS, OTHER PERSONS

I. PURPOSE

The school district takes seriously all concerns or complaints by students, employees, parents or other persons. If a specific complaint procedure is provided within any other policy of the school district, the specific procedure shall be followed in reference to such a complaint. If a specific complaint procedure is not provided, the purpose of this policy is to provide a procedure that may be used.

II. GENERAL STATEMENT OF POLICY

- A. Students, parents, employees or other persons, may report concerns or complaints to the school district. While written reports are encouraged, a complaint may be made orally. Any employee receiving a complaint shall advise the principal or immediate supervisor of the receipt of the complaint. The supervisor shall make an initial determination as to the seriousness of the complaint and whether the matter should be referred to the superintendent. A person may file a complaint at any level of the school district; i.e., principal, superintendent or school board. However, persons are encouraged to file a complaint at the building level when appropriate.
- B. Depending upon the nature and seriousness of the complaint, the supervisor or other administrator receiving the complaint shall determine the nature and scope of the investigation or followup procedures. If the complaint involves serious allegations, the matter shall promptly be referred to the superintendent who shall determine whether an internal or external investigation should be conducted. In either case, the superintendent shall determine the nature and scope of the investigation and designate the person responsible for the investigation or followup relating to the complaint. The designated investigator shall ascertain details concerning the complaint and respond promptly to the appropriate administrator concerning the status or outcome of the matter.
- C. The appropriate administrator shall respond in writing to the complaining party concerning the outcome of the investigation or followup, including any appropriate action or corrective measure that was taken. The superintendent shall be copied on the correspondence and consulted in advance of the written response when appropriate. The response to the complaining party shall be consistent with the rights of others pursuant to the applicable provisions of Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) or other law.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Cross References: MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 514 (Bullying Prohibition)
MSBA Service Manual, Chapter 13, School Law Bulletin “I” (School Records – Privacy – Access to Data)

Adopted: _____

MSBA/MASA Model Policy 103

Orig. 1995

Revised: _____

Rev. 202205

103 COMPLAINTS – STUDENTS, EMPLOYEES, PARENTS, OTHER PERSONS

I. PURPOSE

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II. GENERAL STATEMENT OF POLICY

- A. Students, parents, employees₄ or other persons₇ may report concerns or complaints to the school district. While written reports are encouraged, a complaint may be made orally. Any employee receiving a complaint shall advise the principal or immediate supervisor of the receipt of the complaint. The supervisor shall make an initial determination as to the seriousness of the complaint and whether the matter should be referred to the superintendent. A person may file a complaint at any level of the school district; i.e., principal, superintendent or school board. However, persons are encouraged to file a complaint at the building level when appropriate.
- B. Depending upon the nature and seriousness of the complaint, the supervisor or other administrator receiving the complaint shall determine the nature and scope of the investigation or follow-up procedures. If the complaint involves serious allegations, the matter shall promptly be referred to the superintendent₄ who shall determine whether an internal or external investigation should be conducted. In either case, the superintendent shall determine the nature and scope of the investigation and designate the person responsible for the investigation or follow-up relating to the complaint. The designated investigator shall ascertain details concerning the complaint and respond promptly to the appropriate administrator concerning the status or outcome of the matter.
- C. The appropriate administrator shall respond in writing to the complaining party concerning the outcome of the investigation or follow-up, including any appropriate action or corrective measure that was taken. The superintendent shall be copied on the correspondence and consulted in advance of the written response when appropriate. The response to the complaining party shall be consistent with the rights of others pursuant to the applicable provisions of [Minn. Stat. Ch. Minnesota Statutes chapter 13](#) (Minnesota Government Data Practices Act) or other law.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Cross References: MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)

MSBA/MASA Model Policy 514 (Bullying Prohibition)
MSBA ~~Service Manual, Chapter 13,~~ School Law Bulletin "I" (School Records -
Privacy - Access to Data)

Adopted: _____

MSBA/MASA Model Policy 104

Orig. 1997

Revised: _____

Rev. 2004

104 SCHOOL DISTRICT MISSION STATEMENT

I. PURPOSE

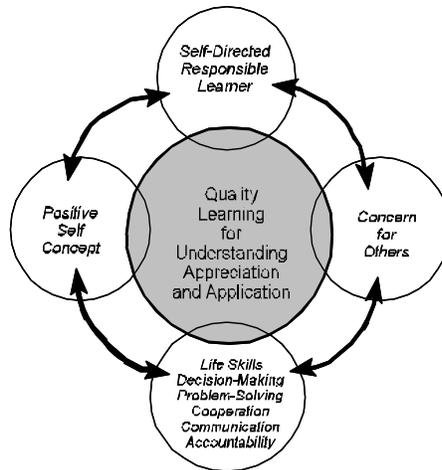
The purpose of this policy is to establish a clear statement of the purpose for which the school district exists.

II. GENERAL STATEMENT OF POLICY

The school board believes that a mission statement should be adopted. The mission statement should be based on the beliefs and values of the community, should direct any change effort and should be the basis on which decisions are made. The school board, on behalf of and with extensive participation by the community, should develop a consensus among its members regarding the nature of the enterprise the school board governs, the purposes it serves, the constituencies it should consider, including student representation, and the results it intends to produce.

III. MISSION STATEMENT

EXAMPLE (Note: the actual mission statement developed by the school board should be inserted here.)



(example courtesy of Hermantown School District)

IV. REVIEW

The school board will review the school district's mission every two years, especially when members of the board change. The school board will conduct a comprehensive

review of the mission, including the beliefs and values of the community, every five to seven years.

Legal References: Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement)
Minn. Rule Parts 3501.0010-3501.0180
Minn. Rule Parts 3501.0200-3501.0270

Cross References:

104 SCHOOL DISTRICT MISSION STATEMENT

I. PURPOSE

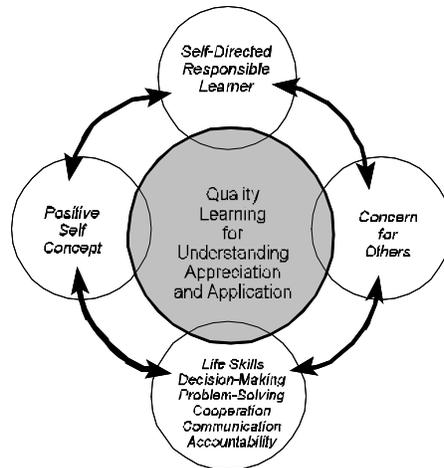
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Legal References: Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement Goals; Striving for Comprehensive Achievement and Civic Readiness~~the World's Best Workforce~~)

Cross References: None

Adopted: _____

MSBA/MASA Model Policy 201

Orig. 1995

Revised: _____

Rev. 2009

201 LEGAL STATUS OF THE SCHOOL BOARD

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITION

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

IV. ORGANIZATION AND MEMBERSHIP

- A. The membership of the school board consists of six elected directors, or seven if the school board has submitted the question to the electors and a majority have approved a seven-member school board. The term of office is four years.

[Note: This number may be different for combining or consolidating school boards that are in a transition period.]

- B. There may be other ex officio members of the school board as provided by law. The superintendent is an ex officio member.
- C. A majority of voting members constitutes a quorum. The act of the majority of a quorum is the act of the school board.

V. POWERS AND DUTIES

- A. The school board has powers and duties specified by statute. The school board's authority includes implied powers in addition to specific powers granted by the legislature.
- B. The school board exercises administrative functions. It also has certain powers of a legislative character and other powers of a quasi-judicial character.
- C. The school board shall superintend and manage the schools of the school district; adopt rules for their organization, government, and instruction; prescribe textbooks and courses of study; and make and authorize contracts.
- D. The school board shall have the general charge of the business of the school district, its facilities and property, and of the interest of the schools.
- E. The school board, among other duties, shall perform the following in accordance with applicable law:
 - 1. provide by levy of tax, necessary funds for the conduct of schools, the payment of indebtedness, and all proper expenses of the school district;
 - 2. conduct the business of the schools and pay indebtedness and proper expenses;
 - 3. employ and contract with necessary qualified teachers and discharge the same for cause;
 - 4. provide services to promote the health of its pupils;
 - 5. provide school buildings and erect needed buildings;
 - 6. purchase, sell, and exchange school district property and equipment as deemed necessary by the school board for school purposes;
 - 7. provide for payment of claims against the school district, and prosecute and defend actions by or against the school district, in all proper cases;
 - 8. employ and discharge necessary employees and contract for other services;
 - 9. provide for transportation of pupils to and from school, as governed by statute; and
 - 10. procure insurance against liability of the school district, its officers, and employees.
- F. The school board, at its discretion, may perform the following:

1. provide library facilities, public evening schools, adult and continuing education programs, summer school programs, and intersession classes of flexible school year programs;
2. furnish school lunches for pupils and teachers on such terms as the school board determines;
3. enter into agreements with one or more other independent school districts to provide for agreed upon educational services;
4. lease rooms or buildings for school purposes;
5. authorize the use of school facilities for community purposes that will not interfere with their use for school purposes;
6. authorize cocurricular and extracurricular activities;
7. receive, for the benefit of the school district, bequests, donations, or gifts for any proper purpose; and
8. perform other acts as the school board shall deem to be reasonably necessary or required for the governance of the schools.

Legal References: Minn. Stat. § 123A.22 (Cooperative Centers)
Minn. Stat. § 123B.02 (General Powers)
Minn. Stat. § 123B.09 (School Board Powers)
Minn. Stat. § 123B.14 (School District Officers)
Minn. Stat. § 123B.23 (Liability Insurance)
Minn. Stat. § 123B.49 (Cocurricular and Extracurricular Activities; Insurance)
Minn. Stat. § 123B.51 (Schoolhouses and Sites; Access for Noncurricular Purposes)
Minn. Stat. § 123B.85 (Definition)
Jensen v. Indep. Consol. Sch. Dist. No. 85, 160 Minn. 233, 199 N.W. 911 (1924)

Cross References: MSBA/MASA Model Policy 101 (Legal Status of the School District)
MSBA/MASA Model Policy 202 (School Board Officers)
MSBA/MASA Model Policy 203 (Operation of the School Board - Governing Rules)
MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)
MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties

Adopted: _____

MSBA/MASA Model Policy 201

Orig. 1995

Revised: _____

Rev. 20~~22~~09

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- C. The school board shall superintend and manage the schools of the school district; adopt rules for their organization, government, and instruction; prescribe textbooks and courses of study; and make and authorize contracts.
- D. The school board shall have the general charge of the business of the school district, its facilities and property, and of the interest of the schools.
- E. The school board, among other duties, shall perform the following in accordance with applicable law:
 - 1. provide by levy of tax, necessary funds for the conduct of schools, the payment of indebtedness, and all proper expenses of the school district;
 - 2. conduct the business of the schools and pay indebtedness and proper expenses;
 - 3. employ and contract with necessary qualified teachers and discharge the same for cause;
 - 4. provide services to promote the health of its pupils;
 - 5. provide school buildings and erect needed buildings;
 - 6. purchase, sell, and exchange school district property and equipment as deemed necessary by the school board for school purposes;
 - 7. provide for payment of claims against the school district, and prosecute and defend actions by or against the school district, in all proper cases;
 - 8. employ and discharge necessary employees and contract for other services;
 - 9. provide for transportation of pupils to and from school, as governed by statute; and
 - 10. procure insurance against liability of the school district, its officers, and employees.
- F. The school board, at its discretion, may perform the following:
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 - 2. furnish school lunches for pupils and teachers on such terms as the school board determines;
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Legal References:

Minn. Stat. § 123A.22 (Cooperative Centers for Vocational Education)
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (Boards of Independent School Districts~~School Board Powers~~)
Minn. Stat. § 123B.14 (~~School District~~Officers of Independent School Districts)
Minn. Stat. § 123B.23 (Liability Insurance; Officers and Employees)
Minn. Stat. § 123B.49 (~~Cocurricular and~~Extracurricular Activities; Insurance)
Minn. Stat. § 123B.51 (Schoolhouses and Sites; Uses for School and Nonschool Purposes; Closings~~Access for Noncurricular Purposes~~)
Minn. Stat. § 123B.85 (Definitions)
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Cross References:

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

Adopted: _____

MSBA/MASA Model Policy 203

Orig. 1995

Revised: _____

Rev. 2009

203 OPERATION OF THE SCHOOL BOARD – GOVERNING RULES

I. PURPOSE

The purpose of this policy is to provide governing rules for the conduct of meetings of the school board.

II. GENERAL STATEMENT OF POLICY

An orderly school board meeting allows school board members to participate in discussion and decision of school district issues. Rules of order allow school board members the opportunity to review school-related topics, discuss school business items, and bring matters to conclusion in a timely and consistent manner.

III. RULES OF ORDER

Rules of order for school board meetings shall be as follows:

- A. Minnesota statutes where specified;
- B. Specific rules of order as provided by the school board consistent with Minnesota statutes; and
- C. *Robert's Rules of Order, Revised* (latest edition) where not inconsistent with A. and B., above.

[Note: The editions of Robert's Rules of Order differ, so specifying the edition used is important.]

Legal References: Minn. Stat. Ch. 13D (Open Meeting Law)
Minn. Stat. § 123B.09, Subds. 6, 7, and 10 (School Board Matters)
Minn. Stat. § 123B.14 (Officers)

Cross References:

Adopted: _____

MSBA/MASA Model Policy 203

Orig. 1995

Revised: _____

Rev. 2009

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Legal References: Minn. Stat. Ch. 13D (Open Meeting Law)
Minn. Stat. § 123B.09, Subds. 6, 7, and 10 (Boards of Independent School Districts)
Minn. Stat. § 123B.14 (Officers of Independent School Districts)

Cross References: None

Adopted: _____

MSBA/MASA Model Policy 203.1

Orig. 1997

Revised: _____

Rev. 1999

203.1 SCHOOL BOARD PROCEDURES; RULES OF ORDER

I. PURPOSE

The purpose of this policy is to provide specific rules of order to conduct meetings of the school board.

II. GENERAL STATEMENT OF POLICY

To ensure that school board meetings are conducted in an orderly fashion, the school board will follow rules of order which will allow the school board:

- A. To establish guidelines by which the business of the school board can be conducted in a regular and internally consistent manner;
- B. To organize the meetings so all necessary matters can be brought to the school board and decisions of the school board can be made in an orderly and reasonable manner;
- C. To insure that members of the school board have the necessary information to make decisions on substantive issues and to insure adequate discussion of decisions to be made; and
- D. To insure that meetings and actions of the school board are conducted so as to be informative to the staff and the public, and to produce a clear record of actions taken and decisions made.

III. RULES OF ORDER

- A. School board members need not rise to gain the recognition of the chair.
- B. A motion will be adopted or carried if it receives the affirmative votes of a majority of those actually voting on the matter. Abstentions are considered to be acquiescence to the vote of the majority. It should be noted that some motions by statute or Robert's Rules of Order require larger numbers of affirmative votes.
- C. All motions that require a second shall receive a second prior to opening the issue for discussion of the school board. If a motion that requires a second does not receive a second, the chair may declare that the motion fails for lack of a second or may provide the second. The names of the members making and seconding a motion shall be recorded in the minutes.

- D. The chair shall decide the order in which school board members will be recognized to address an issue. An attempt should be made to alternate between pro and con positions if appropriate to the discussion. A member shall only speak to an issue after the member is recognized by the chair.
- E. The chair shall rule on all questions relating to motions and points of order brought before the school board.
- F. A ruling by the chair is subject to appeal to the full school board pursuant to Robert's Rules of Order.
- G. The school board shall have authority to recognize any member of the audience regarding a request to be heard at the school board meeting. Members of the public who wish to be heard shall follow school board procedures.
- H. The chair has the authority to declare a recess at any time for the purpose of restoring decorum to the meeting or for any other necessary purpose.
- I. The chair shall repeat a motion or the substance of a motion prior to the vote. The chair shall call for an affirmative and a negative vote on all motions.
- J. The order in which names will be called for roll call votes will be determined by the school board.

[Note: The school board may choose to include in the policy a method of calling the roll.]

- K. The chair has the same right and responsibility as each school board member to vote on all issues.
- L. The chair shall announce the result of each vote. The vote of each member, including abstentions, shall be recorded in the minutes. If the vote is unanimous, it may be reflected as unanimous in the minutes if the minutes also reflect the members present.
- M. A majority of the voting members of the school board constitute a quorum. The absence of a quorum may be raised by the chair or any member. Generally any action taken in the absence of a quorum is null and void. The only legal actions the school board may take in the absence of a quorum are to fix the time at which to adjourn, to adjourn, to recess or to take measures to obtain a quorum.

[Note: In addition, school boards may have other rules or local customs they wish to incorporate to reflect their normal processes and procedures.]

Legal References: Minn. Stat. § 13D.01, Subd. 4 (Open Meeting Law)
Minn. Stat. § 122A.40 (Employment Contracts, Termination)
Minn. Stat. § 123B.09, Subds. 6 and 7 (School Board Powers)

Minn. Stat. § 126C.53 (Enabling Resolution; Form of Certificates of Indebtedness)

Minn. Stat. § 331A.01, Subd. 6 (Newspapers; Definitions)

Minn. Stat. § 331A.04, Subd. 6 (Newspapers; Exception to Designation Priority)

Minn. Stat. § 471.88 (Exceptions)

Cross References: MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)

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)

Adopted: _____

MSBA/MASA Model Policy 203.1

Orig. 1997

Revised: _____

Rev. 1999

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- M. A majority of the voting members of the school board constitute a quorum. The absence of a quorum may be raised by the chair or any member. Generally, any action taken in the absence of a quorum is null and void. The only legal actions the school board may take in the absence of a quorum are to fix the time at which to adjourn, to adjourn, to recess or to take measures to obtain a quorum.

[NOTE: In addition, school boards may have other rules or local customs they wish to incorporate to reflect their normal processes and procedures.]

Legal References: Minn. Stat. § 13D.01, Subd. 4 (Open Meeting Law)
Minn. Stat. § 122A.40 (Employment; Contracts; Termination)
Minn. Stat. § 123B.09, Subds. 6 and 7 (Boards of Independent School Districts)
Minn. Stat. § 126C.53 (Enabling Resolution; Form of Certificates of Indebtedness)
Minn. Stat. § 331A.01, Subd. 6 (Newspapers; Definitions)
Minn. Stat. § 331A.04, Subd. 6 (Newspapers; Exception to Designation Priority)
Minn. Stat. § 471.88 (Exceptions)
Op. Atty. Gen., 161A-20 (1987)

Cross References: MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)
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)

Adopted: _____

MSBA/MASA Model Policy 203.2

Orig. 1997

Revised: _____

Rev. 2007

203.2 ORDER OF THE REGULAR SCHOOL BOARD MEETING

I. PURPOSE

The purpose of this policy is to ensure consistency in the order of business at regular school board meetings.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school board to consider matters that come before it in a consistent and orderly manner.

III. ORDER

A. The school board shall conduct an orderly school board meeting. The school board will, at all regular school board meetings, follow an agenda order similar to:

1. Call to order.
2. Approval of agenda.
3. Recognition of visitors.
4. Approval of prior meeting minutes.
5. Consent agenda.
6. Presentation of additional bills for payment.
7. Reports.
8. Written communications.
9. Superintendent's announcements.
10. Other old or unfinished business.
11. New business.
12. Adjournment.

[Note: The school board should incorporate its preferred order of business into this

policy.]

- B. Items in this order may be considered as part of a consent agenda.
- C. The school board may depart from the order of business with the consent of the majority of members present.

Legal References: Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)

Cross References: MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)
MSBA/MASA Model Policy 203.5 (School Board Meeting Agenda)
MSBA/MASA Model Policy 203.6 (Consent Agendas)

Adopted: _____

MSBA/MASA Model Policy 203.2

Orig. 1997

Revised: _____

Rev. 2007

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11. New business.
12. Adjournment.

[Note: The school board should incorporate its preferred order of business into this policy.]

B. Items in this order may be considered as part of a consent agenda.

C. The school board may depart from the order of business with the consent of the majority of members present.

Legal References: Minn. Stat. § 123B.09, Subd. 7 (Boards of Independent School Districts)

Cross References: MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)

MSBA/MASA Model Policy 203.5 (School Board Meeting Agenda)

MSBA/MASA Model Policy 203.6 (Consent Agendas)

Adopted: _____

MSBA/MASA Model Policy 203.5

Orig. 1997

Revised: _____

Rev. 2012

203.5 SCHOOL BOARD MEETING AGENDA

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. PROCEDURES

- A. While all school board members may provide input, it shall be the responsibility of the school board chair and superintendent to develop, prepare, and arrange the order of items for the tentative school board meeting agenda for each school board meeting.
- B. Persons wishing to place an item on the agenda must make a request to the school board chair or superintendent in a timely manner. The person making the request is encouraged to state the person's name, address, purpose of the item, action desired, and pertinent background information. The chair and superintendent shall determine whether to place the matter on the tentative agenda.

[Note: The Commissioner of Administration has issued an opinion that a government entity is limited to acting only on those matters specifically included in the notice of a special meeting.]

- C. The tentative agenda and supporting documents shall be sent to the school board members _____ () days prior to the scheduled school board meeting.
- D. Items may only be added to the agenda by a motion adopted at the meeting. If an added item is acted upon, the minutes of the school board meeting shall include a description of the matter.
- E. At least one copy of any printed materials, including electronic communications, relating to the agenda items of the meeting prepared or distributed by or at the direction of the school board or its employees and: (i) distributed at the meeting to all members of the governing body; (ii) distributed before the meeting to all

members; or (iii) available in the meeting room to all members shall be available in the meeting room for inspection by the public while the school board considers their subject matter. This does not apply to materials classified by law as other than public or to materials relating to the agenda items of a closed meeting.

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

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

Adopted: _____

MSBA/MASA Model Policy 203.5

Orig. 1997

Revised: _____

Rev. 20~~22~~¹²

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

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[Note: The Minnesota Commissioner of Administration has issued an opinion that a government entity is limited to acting only on those matters specifically included in the notice of a special meeting.]

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Legal References: Minn. Stat. § 13D.01, Subd. 6 (Open Meeting Law)

Minn. Stat. § 123B.09, Subd. 7 (Boards of Independent School Districts~~School~~)

~~Board Powers~~)

Dept. of Admin. Advisory Op. No. 10-013 (April 29, 2010)

Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)

[Dept. of Admin. Advisory Op. No. 13-015 \(December 23, 2013\)](#)

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

Adopted: _____

MSBA/MASA Model Policy 203.6

Orig. 1997

Revised: _____

Rev. 1999

203.6 CONSENT AGENDAS

I. PURPOSE

The purpose of this policy is to allow the use of a consent agenda.

II. GENERAL STATEMENT OF POLICY

In order for a more efficient administration of school board meetings, the school board may elect to use a consent agenda for the passage of noncontroversial items or items of a similar nature.

III. CONSENT AGENDAS

- A. The superintendent, in consultation with the school board chair, may place items on the consent agenda. By using a consent agenda, the school board has consented to the consideration of certain items as a group under one motion. Should a consent agenda be used, an appropriate amount of discussion time will be allowed to review any item upon request.
- B. Consent items are those which usually do not require discussion or explanation prior to school board action, are noncontroversial and/or similar in content, or are those items which have already been discussed and/or explained and do not require further discussion or explanation. Such agenda items might include ministerial tasks such as, but not limited to, the approval of the agenda, approval of previous minutes, approval of bills, approval of reports, etc. These items might also include similar groups of decisions such as, but not limited to, approval of staff contracts, approval of maintenance details for the school district buildings and grounds or approval of various schedules.
- C. Items shall be removed from the consent agenda by a timely request by an individual school board member for independent consideration. A request is timely if made prior to the vote on the consent agenda. The request does not require a second or a vote by the school board. An item removed from the consent agenda will then be discussed and acted on separately immediately following the consideration of the consent agenda.
- D. Consent agenda items are approved en masse by one vote of the school board. The consent agenda items shall be separately recorded in the minutes.

Legal References: Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)

Cross References: MSBA/MASA Model Policy 203.2 (Order of the Regular School Board Meeting)
MSBA/MASA Model Policy 203.5 (School Board Meeting Agenda)
MSBA/MASA Model Policy 204 (School Board Meeting Minutes)

Adopted: _____

MSBA/MASA Model Policy 203.6

Orig. 1997

Revised: _____

Rev. 1999

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I. PURPOSE

The purpose of this policy is to allow the use of a consent agenda.

II. GENERAL STATEMENT OF POLICY

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- D. Consent agenda items are approved en masse by one vote of the school board. The consent agenda items shall be separately recorded in the minutes.

Legal References: Minn. Stat. § 123B.09, Subd. 7 (Boards of Independent School Districts)

Cross References: MSBA/MASA Model Policy 203.2 (Order of the Regular School Board Meeting)
MSBA/MASA Model Policy 203.5 (School Board Meeting Agenda)
MSBA/MASA Model Policy 204 (School Board Meeting Minutes)

Adopted: _____

MSBA/MASA Model Policy 207

Orig. 1995

Revised: _____

Rev. 2009

207 PUBLIC HEARINGS

I. PURPOSE

The school board recognizes the importance of obtaining public input on matters properly before the school board. The purpose of this policy is to establish procedures to efficiently receive public input.

II. GENERAL STATEMENT OF POLICY

In order for the school board to efficiently receive public input on matters properly before the school board, the procedures set forth in this policy are established by the school board.

III. PROCEDURES

A. Public Hearings

Public hearings are required by law to be held concerning certain issues, including but not limited to, school closings (Minn. Stat. § 123B.51), education district establishment (Minn. Stat. § 123A.15), and agreements for secondary education (Minn. Stat. § 123A.30). Additionally, other public hearings may be held by the school board on school district matters at the discretion of the school board.

B. Notice of Public Hearings

Public notice of a public hearing required by law shall be given as provided by the enabling legislation. Public notice of other hearings shall be given in the manner required for a regular meeting if held in conjunction with a regular meeting, in the manner required for a special meeting if held in conjunction with a special meeting, or as otherwise determined by the school board.

C. Public Participation

The school board retains the right to require that those in attendance at a public hearing indicate their desire to address the school board and complete and file with the clerk of the school board an appropriate request card prior to the commencement of the hearing if the school board utilizes this procedure. In that case, any request to address the school board after the commencement of the hearing will be granted only at the discretion of the school board.

1. Format of Request: If required by the school board, a written request of

an individual or a group to address the school board shall contain the name and address of the person or group seeking to address the school board. It shall also contain the name of the group represented, if any, and a brief statement of the subject to be covered or the issue to be addressed.

2. Time Limitation: The school board retains the discretion to limit the time for each presentation as needs dictate.
3. Groups: The school board retains the discretion to require that any group of persons who desire to address the school board designate one representative or spokesperson. In the event that the school board requires the designation of a representative or spokesperson, no other person in the group will be recognized to address the school board, except as otherwise determined by the school board.
4. Privilege to Speak: A school board member should direct any remarks or questions through the chair. 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.
5. Personal Attacks: 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.
6. Limitations on Participation: 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.

Legal References: Minn. Stat. § 123A.15 (Education District Establishment)
Minn. Stat. § 123A.30 (Agreements for Secondary Education)
Minn. Stat. § 123B.51 (School Closings)

Cross References: MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)

Adopted: _____

MSBA/MASA Model Policy 207

Orig. 1995

Revised: _____

Rev. 2024~~22~~

207 PUBLIC HEARINGS

I. PURPOSE

The school board recognizes the importance of obtaining public input on matters properly before the school board during a public hearing. The purpose of this policy is to establish procedures to efficiently receive public input.

II. GENERAL STATEMENT OF POLICY

For the school board to efficiently receive public input on matters properly before the school board, the school board establishes the procedures set forth in this policy are established.

III. PROCEDURES

A. Public Hearings

Public hearings are required by law concerning certain issues, including but not limited to, school closings (Minnesota Statutes, section 123B.51), education district establishment (Minnesota Statutes, section 123A.15), and agreements for secondary education (Minnesota Statutes, section 123A.30). Additionally, other public hearings may be held by the school board on school district matters at the school board's discretion.

B. Notice of Public Hearings

Public notice of a public hearing required by law shall be given as provided by the enabling legislation. Public notice of other hearings shall be given in the manner required for a regular meeting if held in conjunction with a regular meeting, in the manner required for a special meeting if held in conjunction with a special meeting, or as otherwise determined by the school board.

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The school board retains the right to require that those in attendance at a public hearing indicate their desire to address the school board and complete and file with the clerk of the school board an appropriate request card prior to commencement of the hearing if the school board utilizes this procedure. In that case, any request to address the school board after the commencement of the hearing will be granted only at the school board's discretion.

1. **Format of Request:** If required by the school board, a written request of an individual or a group to address the school board shall contain the name ~~and address~~ of the person or group seeking to address the school board. It shall also contain the name of the group represented, if any, and a brief statement of the subject to be covered or the issue to be addressed.

[NOTE: The word 'address' is removed here to align this provision with the removal of 'address' from Model Policy 206.]

2. Time Limitation: The school board retains the discretion to limit the time for each presentation as needs dictate.
3. Groups: The school board retains the discretion to require that any group of persons who desire to address the school board designate one representative or spokesperson. If the school board requires designation of a representative or spokesperson, no other person in the group will be recognized to address the school board, except as the school board otherwise determines.
4. Privilege to Speak: A school board member should direct remarks or questions through the chair. 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.
5. Personal Attacks: 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.
6. Limitations on Participation: 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 to provide an orderly, efficient, and fair opportunity to be heard.

Legal References:

Minn. Stat. § 123A.15 (Establishing Education Districts)
Minn. Stat. § 123A.30 (Agreements for Secondary Education)
Minn. Stat. § 123B.51 (School houses and Sites; Uses for School and Nonschool Purposes; Closings)

Cross References:

MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)

Adopted: _____
Revised: _____

MSBA/MASA Model Policy 524.5
Orig. 2025

524.5 PERSONAL ELECTRONIC COMMUNICATION DEVICES

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

- A. "Bell-to-Bell" means from when the first bell rings at the start of the school day to begin instructional time until the dismissal bell rings at the end of the academic school day. "Bell-to bell" includes lunch and time in between class periods.
- B. "Cell Phone" means a personal device capable of making calls, transmitting pictures or video, or sending or receiving messages through electronic means. The definition of cell phone includes a non-smart phone that is limited to making phone calls or text messages and a smart phone that encompasses the above features.
- C. "Cyberbullying" means bullying using technology or other electronic communication, including but not limited to a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device.
- D. "Instructional Time" means any structured or unstructured learning experiences that occur from when the first bell rings at the start of the school day until the dismissal bell rings at the end of the academic school day.
- E. "Personal Electronic Communication Device" means any personal device capable of connecting to a cell phone, the internet, a cellular or Wi-Fi network, or directly connects to another similar device. Personal electronic communication devices may include cell phones, wearable devices such as smart watches, personal headphones, earbuds or pods, laptops, tablets, virtual reality devices, and other personal electronic communication devices with the abovementioned characteristics.
- F. "Stored" means a cell phone or personal electronic communication device not being carried on the student's person, including not in the student's pocket. Storage options may include, but are not limited to, in the student's backpack, in the student's locker, in a locked pouch, or in a designated place in the classroom, as determined by school

administration.

IV. PERSONAL ELECTRONIC COMMUNICATION DEVICE USE AND STORAGE

A. Personal Electronic Communication Device Use

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

B. Off-Campus School-Sponsored Activities

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

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

A. Limitations on Use of Personal Electronic Communication Devices

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

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

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

B. Storage of Personal Electronic Communication Devices

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

V. EXCEPTIONS

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

on school district property provided that the device is not removed from the vehicle while on school district property.

- F. Students who need to make a call may request permission to use a telephone in the building office.

VI. DISCIPLINE

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

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

VII. SCHOOL DISTRICT RESPONSIBILITY

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

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

29 U.S.C. § 794 (Nondiscrimination under Federal Grants and Programs)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 524 (Internet, Technology, and Cell Phone Acceptable Use and Safety Policy)

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

OUT-OF-STATE TRAVEL BY SCHOOL BOARD MEMBERS

BARNESVILLE PUBLIC SCHOOL
ISD 146

POLICY 214
SERIES 200 SCHOOL BOARD

214 OUT-OF-STATE TRAVEL BY SCHOOL BOARD MEMBERS

I. PURPOSE

The purpose of this policy is to control out-of-state travel by school board members as required by law.

II. GENERAL STATEMENT OF POLICY

School board members have an obligation to become informed on the proper duties and functions of a school board member, to become familiar with issues that may affect the school district, to acquire a basic understanding of school finance and budgeting, and to acquire sufficient knowledge to comply with federal, state, and local laws, rules, regulations, and school district policies that relate to their functions as school board members. Occasionally, it may be appropriate for school board members to travel out of state to fulfill their obligations.

III. APPROPRIATE TRAVEL

Travel outside the state is appropriate when the school board finds it proper for school board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as school board members. Travel to other out-of-state meetings for which the member intends to seek reimbursement from the school district should be preapproved by the school board.

IV. REIMBURSABLE EXPENSES

Expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district-related expenses.

V. REIMBURSEMENT

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

VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

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

Legal References: Minn. Stat. § 123B.09, Subd. 2 (Boards of Independent School Districts)
Minn. Stat. § 471.661 (Out-of-State Travel)
Minn. Stat. § 471.665 (Mileage Allowances)
Minn. Op. Atty. Gen. 1035 (Aug. 23, 1999) (Retreat Expenses)
Minn. Op. Atty. Gen. 161b-12 (Aug. 4, 1997) (Transportation Expenses)

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Cross References: MSBA/MASA Model Policy 212 (School Board Member Development)
MSBA/MASA Model Policy 412 (Expense Reimbursement)

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506 STUDENT DISCIPLINE

I. PURPOSE

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others, and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making, and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56.

In view of the foregoing and in accordance with Minnesota Statutes, section 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

III. DEFINITIONS

- A. "Non Exclusionary disciplinary policies and practices" means policies and practices that are alternatives to dismissing a pupil from school, including but not limited to evidence-based positive behavior interventions and supports, social and emotional services, school-linked mental health services, counseling services, social work services, academic screening for Title 1 services or reading interventions, and alternative education services. Non Exclusionary disciplinary policies and practices include but are not limited to the policies and practices under Minnesota Statutes, sections 120B.12; 121A.575, clauses (1) and (2); 121A.031, subdivision 4, paragraph (a), clause (1); 121A.61, subdivision 3, paragraph (r); and 122A.627, clause (3).
- B. "Pupil withdrawal agreement" means a verbal or written agreement between a school

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administrator or district administrator and a pupil's parent to withdraw a student from the school district to avoid expulsion or exclusion dismissal proceedings. The duration of the withdrawal agreement cannot be for more than a 12-month period.

IV. POLICY

- A. The school board must establish uniform criteria for dismissal and adopt written policies and rules to effectuate the purposes of the Minnesota Pupil Fair Dismissal Act. The policies must include non exclusionary disciplinary policies and practices consistent with Minnesota Statutes, section 121A.41, subdivision 12, and must emphasize preventing dismissals through early detection of problems. The policies must be designed to address students' inappropriate behavior from recurring.
- B. The policies must recognize the continuing responsibility of the school for the education of the pupil during the dismissal period.
- C. The school is responsible for ensuring that alternative educational services, if the pupil wishes to take advantage of them, must be adequate to allow the pupil to make progress toward meeting the graduation standards adopted under Minnesota Statutes, section 120B.02 and help prepare the pupil for readmission in accordance with section Minnesota Statutes, section 121A.46, subdivision 5.
- D. For expulsion and exclusion dismissals and pupil withdrawal agreements as defined in Minnesota Statutes, section 121A.41, subdivision 13:
 1. For a pupil who remains enrolled in the school district or is awaiting enrollment in a new district, the school district's continuing responsibility includes reviewing the pupil's schoolwork and grades on a quarterly basis to ensure the pupil is on track for readmission with the pupil's peers. The school district must communicate on a regular basis with the pupil's parent or guardian to ensure that the pupil is completing the work assigned through the alternative educational services as defined in Minnesota Statutes, section 121A.41, subdivision 11. These services are required until the pupil enrolls in another school or returns to the same school;
 2. a pupil receiving school-based or school-linked mental health services in the school district under Minnesota Statutes, section 245.4889 continues to be eligible for those services until the pupil is enrolled in a new district; and
 3. the school district must provide to the pupil's parent or guardian information on accessing mental health services, including any free or sliding fee providers in the community. The information must also be posted on the school district website.

V. AREAS OF RESPONSIBILITY

- A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.
- B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students, and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and

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parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.

- C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of Behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student to prevent imminent bodily harm or death to the student or another.
- D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to restrain a student to prevent imminent bodily harm or death to the student or another.
- E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student to prevent bodily harm or death to the student or another.
- F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.
- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.
- I. Reasonable Force Reports
 - 1. The school district must report data on its use of any reasonable force used on a student with a disability to correct or restrain the student to prevent imminent bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c), as outlined in section 125A.0942, subdivision 3, paragraph (b).
 - 2. Beginning with the 2024-2025 school year, the school district must report annually by July 15, in a form and manner determined by the MDE Commissioner, data from the prior school year about any reasonable force used on a general education student to correct or restrain the student to prevent imminent bodily harm or death to the student or another that is consistent with

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the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c).

3. Any reasonable force used under Minnesota Statutes, sections 121A.582; 609.06, subdivision 1; and 609.379 which intends to hold a child immobile or limit a child's movement where body contact is the only source of physical restraint or confines a child alone in a room from which egress is barred shall be reported to the Minnesota Department of Education as a restrictive procedure, including physical holding or seclusion used by an unauthorized or untrained staff person.

VI. STUDENT RIGHTS

All students have the right to an education and the right to learn.

VII. STUDENT RESPONSIBILITIES

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state, and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

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VIII. CODE OF STUDENT CONDUCT

- A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.
1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
 2. The use of profanity or obscene language, or the possession of obscene materials;
 3. Gambling, including, but not limited to, playing a game of chance for stakes;
 4. Violation of the school district's Hazing Prohibition Policy;
 5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
 6. Violation of the school district's Student Attendance Policy;
 7. Opposition to authority using physical force or violence;
 8. Using, possessing, or distributing tobacco, tobacco-related devices, electronic cigarettes, or tobacco paraphernalia in violation of the school district's Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices Policy;
 9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
 10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances (except as prescribed by a physician), or look-alike substances (these prohibitions include medical marijuana or medical cannabis, even when prescribed by a physician, and one student sharing prescription medication with another student);

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11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district's Weapons Policy;
14. Violation of the school district's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state, or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
21. Violation of the school district's Internet Acceptable Use and Safety Policy;
22. Use of a cell phone in violation of the school district's Internet Acceptable Use and Safety Policy;
23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
28. Possession or distribution of slanderous, libelous, or pornographic materials;

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29. Violation of the school district's Bullying Prohibition Policy;
30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
31. Criminal activity;
32. Falsification of any records, documents, notes, or signatures;
33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
35. Impertinent or disrespectful words, symbols, acronyms, or language, whether oral or written, related to teachers or other school district personnel;
36. Violation of the school district's Harassment and Violence Policy;
37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
40. Verbal assaults or verbally abusive behavior including, but not limited to, use of words, symbols, acronyms, or language, whether oral or written, that are discriminatory, abusive, obscene, threatening, intimidating, degrading to other people, or threatening to school property;
41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;
43. Violation of the school district's Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees Policy;

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44. Violation of the school district's one-to-one device rules and regulations;
45. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
46. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

IX. RECESS AND OTHER BREAKS

- A. "Recess detention" means excluding or excessively delaying a student from participating in a scheduled recess period as a consequence for student behavior. Recess detention does not include, among other things, providing alternative recess at the student's choice.
- B. The school district is encouraged to ensure student access to structured breaks from the demands of school and to support teachers, principals, and other school staff in their efforts to use evidence-based approaches to reduce exclusionary forms of discipline.
- C. The school district must not use recess detention unless:
 1. a student causes or is likely to cause serious physical harm to other students or staff;
 2. the student's parent or guardian specifically consents to the use of recess detention; or
 3. for students receiving special education services, the student's individualized education program team has determined that withholding recess is appropriate based on the individualized needs of the student.
- D. The school district must not withhold recess from a student based on incomplete schoolwork.
- E. The school district must require school staff to make a reasonable attempt to notify a parent or guardian within 24 hours of using recess detention.
- F. The school district must compile information on each recess detention at the end of each school year, including the student's age, grade, gender, race or ethnicity, and special education status. This information must be available to the public upon request. The school district is encouraged to use the data in professional development promoting the use of non exclusionary discipline.
- G. The school district must not withhold or excessively delay a student's participation in scheduled mealtimes. This section does not alter a district or school's existing responsibilities under Minnesota Statutes, section 124D.111 or other state or federal law.

X. DISCIPLINARY ACTION OPTIONS

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The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of the school district code of conduct, rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor, or other school district personnel, and verbal warning;
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- R. Saturday school;
- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act; and/or

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- U. Other disciplinary action as deemed appropriate by the school district.

XI. REMOVAL OF STUDENTS FROM CLASS

- A. The teacher of record shall have the general control and government of the classroom. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which is at the discretion of the teacher or administration, requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

A student must be removed from class immediately if the student engages in assault or violent behavior. "Assault" is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another.

- B. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.
- C. Procedures for Removal of a Student From a Class.
 1. If a student is to be removed the teacher will instruct the student to go to the office, the teacher will call the office and let them know that the student is on their way. The teacher will go onto JMC and write up the student and explain the reason for the removal. The principal will talk to the student and find out what happened from their perspective. Detention will be assigned. If further action needs to be taken the handbook policy will be taken into consideration.
 2. JMC discipline referral will be mailed home.

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3. Reference: Elementary Parent/Student Handbook (pp. 24–26)
- D. Period of Time for which a Student may be Removed from a Class (may not exceed five (5) class periods for a violation of a rule of conduct)
 1. The removal from class shall be for a period of time deemed appropriate by the principal, in consultation with the teacher.
 2. Reference: Elementary Parent/Student Handbook (pp. 24–26)
- E. Responsibility for and Custody of a Student Removed from Class.
 1. Student will be sent to the office
 2. Depending on what happened, students will walk or be escorted to the office.
 3. Determine if the student requires accompaniment and if there is any risk of elopement or harm to self or others.
 4. Student is to go straight to the office.
 5. Reference: Elementary Parent/Student Handbook (pp. 24–26)
- F. Procedures for Return of a Student to a Specific Class from Which the Student was Removed.
 1. Student will be returned to class the next day. High School.
 2. Actions or approvals required such as notes, conferences, readmission plans.
 3. Reference: Elementary Parent/Student Handbook (pp. 24–26)
- G. Procedures for Notifying a Student and the Student’s Parents or Guardian of Violation of the Rules of Conduct and of Resulting Disciplinary Actions;
 1. Students will go back to the class the next school day.
 2. If a student’s behavior warrants, a parent or guardian conference will be scheduled. In all cases where a student is removed from class, an office referral will be sent home outlining the reason for the removal and the resulting consequences.
 3. Reference: Elementary Parent/Student Handbook (pp. 24–26)
- H. Disabled Students; Special Provisions.
 1. A student's IEP will be taken into account on all removals and penalties for removal.
 2. The case manager will be notified when a student is removed from class and what happened for the removal.
 3. MTSS Tiered Support Process (Elementary)

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- I. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises.
 - 1. Reference: Elementary Parent/Student Handbook (pp. 24–26)
- J. Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct.
 - 1. MTSS Tiered Support Process (Elementary)
 - 2. The same procedures outlined for the elementary will also apply at the high school level.
- K. Any Procedures Determined Appropriate for Encouraging Early Involvement of Parents or Guardians in Attempts to Improve a Student’s Behavior.
 - 1. MTSS Tiered Support Process (Elementary)
 - 2. If inappropriate behavior persists, the principal will contact the parents or guardians to schedule a meeting to discuss the behavior, strategies for improvement, and potential disciplinary actions moving forward.
- L. Any Procedures Determined Appropriate for Encouraging Early Detection of Behavioral Problems.
 - 1. MTSS Tiered Support Process (Elementary)
- M. Any Procedures Determined Appropriate for Referring a Student in Need of Special Education Services to Those Services;
 - 1. MTSS Tiered Support Process for Students & Parent Request for Special Education Process (Elementary)
 - 2. The high school will follow the same procedures, with the addition of a referral to the TAT (Teacher Assistance Team) for further review and intervention.
- N. Any Procedures Determined Appropriate for Ensuring Victims of Bullying who Respond with Behavior not Allowed under the School's Behavior Policies have Access to a Remedial Response, Consistent with Minnesota Statutes, section 121A.031;
 - 1. Reference: Elementary Parent/Student Handbook (pp. 28–29)
 - 2. First Offense: The high school student will meet with the principal or designee to discuss the incident, the consequences of bullying, and the expectations for future behavior. The student will be informed of potential disciplinary actions should the behavior continue.
 - 3. Subsequent Offenses: Continued bullying behavior may result in disciplinary action, which may include detention, in-school suspension (ISS), or out-of-school suspension (OSS), depending on the severity of the conduct as determined by the high school principal.

XII. DISMISSAL

- A. “Dismissal” means the denial of the current educational program to any student,

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including exclusion, expulsion, and suspension. Dismissal does not include removal from class.

The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

The school district shall not dismiss any student without attempting to use non exclusionary disciplinary policies and procedures before dismissal proceedings or pupil withdrawal agreements, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

- B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:
1. Willful violation of any reasonable school board regulation, including those found in this policy;
 2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
 3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.
- C. Disciplinary Dismissals Prohibited
1. A pupil enrolled in the following is not subject to dismissals under the Pupil Fair Dismissal Act:
 - a. a preschool or pre kindergarten program, including an early childhood family education, school readiness, school readiness plus, voluntary prekindergarten, Head Start, or other school-based preschool or prekindergarten program; or
 - b. kindergarten through Grade 3.
 2. This section does not apply to a dismissal from school for less than one school day, except as provided under Minnesota Statutes, chapter 125A and federal law for a student receiving special education services.
 3. Notwithstanding this section, expulsions and exclusions may be used only after resources outlined under nonexclusionary discipline have been exhausted, and only in circumstances where there is an ongoing serious safety threat to the child or others.
- D. Suspension Procedures
1. "Suspension" means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where

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a student with a disability does not receive regular or special education instruction during that dismissal period.

2. School administration must allow a suspended pupil the opportunity to complete all school work assigned during the period of the pupil's suspension and to receive full credit for satisfactorily completing the assignments. The school principal or other person having administrative control of the school building or program is encouraged to designate a district or school employee as a liaison to work with the pupil's teachers to allow the suspended pupil to (1) receive timely course materials and other information, and (2) complete daily and weekly assignments and receive teachers' feedback.
3. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the student's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
4. The definition of suspension under Minnesota Statutes, section 121A.41, subdivision 10, does not apply to a student's dismissal from school for less than one day, except as provided under federal law for a student with a disability. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.
5. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.
6. Alternative education services must be provided to a pupil who is suspended for

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more than five (5) consecutive school days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minnesota Statutes, section 123A.05 selected to allow the student to progress toward meeting graduation standards under Minnesota Statutes, section 120B.02, although in a different setting.

7. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
8. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
 - a. strongly encourage a parent or guardian of the student to attend school with the student for one day;
 - b. assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and
 - c. petition the juvenile court that the student is in need of services under Minnesota Statutes chapter 260C.
9. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)
10. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
11. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
12. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding,

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provided that alternative educational services are implemented to the extent that suspension exceeds five (5) consecutive school days.

E. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56; describe the non exclusionary disciplinary practices accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district must advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE) and is posted on its website.
6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent, or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
10. If the student designates a representative other than the parent or guardian,

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the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.

11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of the Minnesota Department of Education (Commissioner) of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minnesota Statutes section 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.
19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the

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action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.

21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

XIII. ADMISSION OR READMISSION PLAN

A school administrator must prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan must include measures to improve the student's behavior, which may include completing a character education program consistent with Minnesota Statutes, section 120B.232, subdivision 1, social and emotional learning, counseling, social work services, mental health services, referrals for special education or 504 evaluation, and evidence-based academic interventions. The plan must include reasonable attempts to obtain parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

XIV. NOTIFICATION OF POLICY VIOLATIONS

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, principal or other school district official may provide additional notification as deemed appropriate.

In addition, the school district must report, through the MDE electronic reporting system, each exclusion or expulsion, each physical assault of a school district employee by a pupil, and each pupil withdrawal agreement within thirty (30) days of the effective date of the dismissal action, pupil withdrawal, or assault, to the MDE Commissioner. This report must include a statement of the non exclusionary disciplinary practices, or other sanction, intervention, or resolution in response to the assault given to the pupil and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the pupil's age, grade, gender, race, and special education status.

XV. STUDENT DISCIPLINE RECORDS

The policy of the school district is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13.

XVI. STUDENTS WITH DISABILITIES

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

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Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

XVII. OPEN ENROLLED STUDENTS

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minnesota Statutes section 124D.03) or Enrollment in Nonresident District (Minnesota Statutes section 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minnesota Statutes chapter 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of seventeen (17) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

XVIII. DISCIPLINE COMPLAINT PROCEDURE

Students, parents and other guardians, and school staff may file a complaint and seek corrective action when the requirements of the Minnesota Pupil Fair Dismissal Act, including the implementation of the local behavior and discipline policies, are not being implemented appropriately or are being discriminately applied.

The Discipline Complaint Procedure must, at a minimum:

1. provide procedures for communicating this policy including the ability for a parent to appeal a decision under Minnesota Statutes, section 121A.49 that contains explicit instructions for filing the complaint;
2. provide an opportunity for involved parties to submit additional information related to the complaint;
3. provide a procedure to begin to investigate complaints within three school days of receipt, and identify personnel who will manage the investigation and any resulting record and are responsible for keeping and regulating access to any record;
4. provide procedures for issuing a written determination to the complainant that addresses each allegation and contains findings and conclusions;

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5. if the investigation finds the requirements of Minnesota Statutes, sections 121A.40 to 121A.61, including any local policies that were not implemented appropriately, contain procedures that require a corrective action plan to correct a student's record and provide relevant staff with training, coaching, or other accountability practices to ensure appropriate compliance with policies in the future; and
6. prohibit reprisals or retaliation against any person who asserts, alleges, or reports a complaint, and provide procedures for applying appropriate consequences for a person who engages in reprisal or retaliation.

XIX. DISTRIBUTION OF POLICY

The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in each principal's office.

XX. REVIEW OF POLICY

The principal and representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the superintendent for consideration by the school board, which shall conduct an annual review of this policy.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota Students)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.26 (School Pre Assessment Teams)
Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. §§ 121A.60 (Definitions)
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
Minn. Stat. § 122A.42 (General Control of Schools)
Minn. Stat. § 123A.05 (State-Approved Alternative Program Organization)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (School Boards' Approval to Enroll in Nonresident District; Exceptions)
Minn. Stat. Ch. 125A (Special Education and Special Programs)
Minn. Stat. § 152.22, Subd. 6 (Definitions)
Minn. Stat. § 152.23 (Limitations)
Minn. Stat. Ch. 260A (Truancy)
Minn. Stat. Ch. 260C (Juvenile Safety and Placement)
20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Act)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

Cross References: MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 419 (Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices)

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MSBA/MASA Model Policy 501 (School Weapons)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 503 (Student Attendance)
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
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 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)
MSBA/MASA Model Policy 610 (Field Trips)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

ESTABLISHMENT AND ADOPTION OF SCHOOL DISTRICT BUDGET

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POLICY 602.1
SERIES 600 EDUCATION PROGRAMS

602.1 STUDENT AND STAFF ATTENDANCE DURING STATE TOURNAMENTS

I. PURPOSE

The purpose of this policy is to provide clear expectations regarding school operations during state tournament events. It emphasizes the district's commitment and recognition of the importance of student participation and community support for these events.

- A participant is a student or staff member directly involved in the state tournament as part of a qualifying team, performance group, or official supervisory role.
- A spectator is any student, staff member, or community member attending the event solely to watch or support, without an official role in the competition. Spectators are not considered participants for attendance purposes.

II. GENERAL STATEMENT OF POLICY

The school board reserves the option to cancel school when district participation in a state tournament is deemed to significantly impact students, staff, and instructional operations.

III. SCHOOL OPERATIONS

- A. The district may cancel school when athletic teams or student groups participate in regional or state tournaments.
- B. When school is closed for this purpose:
 - The day may be designated as an instructional make-up day in the school calendar, or
 - The absence of instructional hours may be waived in accordance with state guidelines.
- C. All district services (transportation, food service, Kids Club, etc.) will adjust operations based on the closure plan communicated by the superintendent.

IV. EXCUSED ABSENCE FOR PARTICIPANTS

- A. Students who are members of a qualifying team, pep band, or other official school-sponsored group attending the event will be considered excused.
- B. Participant absences will be considered school-related and will not count toward semester absence limits.

V. EXCUSED ABSENCE FOR SPECTATORS

- A. Students wishing to attend state tournaments as spectators may be excused only if:
 - A parent/guardian notifies the attendance office in advance, and
 - The absence is pre-approved by the building principal.
- B. Spectator absences will be recorded as excused but will count toward the student's semester absence limits, unless the student provides evidence of attendance at the event (e.g., ticket stub, wristband, or other verification).
- C. Spectator absences are discretionary and subject to school approval.

ESTABLISHMENT AND ADOPTION OF SCHOOL DISTRICT BUDGET

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VI. ACADEMIC RESPONSIBILITY

- A. Students excused under this policy are responsible for requesting and completing all missed assignments.
- B. Teachers will provide reasonable opportunities for students to complete make-up work in accordance with school guidelines.

VII. STAFF PARTICIPATION AS COACHES/ADVISORS

- A. Staff members serving as head coaches, assistant coaches, advisors, directors (e.g., band), or other official supervisory roles for the qualifying team/group are authorized to attend the tournament as part of their regular assignment.
- B. These absences are considered school-sponsored duties, not personal leave.

VIII. STAFF ATTENDANCE WHEN SCHOOL IS CLOSED FOR STATE TOURNAMENTS

When school is officially closed for a state tournament, staff attendance (not participating coaches/advisors) will be handled as follows:

- A. Licensed and classified staff may use personal leave or vacation (if applicable) or arrange make-up time at the discretion of the principal or superintendent.
- B. Approval of requests is subject to principal/superintendent discretion and operational needs.

IX. STATE TOURNAMENT SCHEDULE COMMUNICATION

- A. At the beginning of each sport or activities season, the district will share any known Minnesota State High School League (MSHSL) state tournament dates with students, families, and staff.
- B. If tournament dates are officially scheduled and published by the MSHSL, they will be included in seasonal activity calendars and communicated by the Activities Director.
- C. This advance communication is intended to help students, families, and staff plan accordingly and minimize disruption to instructional time, personal schedules, family commitments, and work responsibilities.

PUBLIC DATA AND DATA SUBJECT REQUESTS

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POLICY 722
SERIES 700 BUSINESS OPERATIONS

722 PUBLIC DATA AND DATA SUBJECT REQUESTS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

A. Confidential Data on Individuals

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

B. Data on Individuals

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

C. Data Practices Compliance Officer

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

D. Government Data

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

E. Individual

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

F. Inspection

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**POLICY 722
SERIES 700 BUSINESS OPERATIONS**

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

G. Not Public Data

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

H. Nonpublic Data

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

I. Private Data on Individuals

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

J. Protected Nonpublic Data

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

K. Public Data

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

L. Public Data Not on Individuals

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

M. Public Data on Individuals

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

N. Responsible Authority

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

O. Summary Data

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

PUBLIC DATA AND DATA SUBJECT REQUESTS

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**POLICY 722
SERIES 700 BUSINESS OPERATIONS**

IV. REQUESTS FOR PUBLIC DATA

- A. All requests for public data must be made in writing directed to the responsible authority.
 - 1. A request for public data must include the following information:
 - a. Date the request is made;
 - b. A clear description of the data requested;
 - c. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 - d. Method to contact the requestor (such as phone number, address, or email address).
 - 2. A person may be asked to provide certain identifying or clarifying information for the sole purpose of facilitating access to the data.
 - 3. The identity of the requestor is public, if provided, but cannot be required by the government entity.
 - 4. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.
- B. The responsible authority will respond to a data request at reasonable times and places as follows:
 - 1. The responsible authority will notify the requestor in writing as follows:
 - a. The requested data does not exist; or
 - b. The requested data does exist but either all or a portion of the data is not accessible to the requestor; or
 - (1) If the responsible authority determines that the requested data is classified so that access to the requestor is denied, the responsible authority will inform the requestor of the determination in writing, as soon thereafter as possible, and shall cite the specific statutory section, temporary classification, or specific provision of federal law on which the determination is based.
 - (2) Upon the request of a requestor who is denied access to data, the responsible authority shall certify in writing that the request has been denied and cite the specific statutory section, temporary classification, or specific provision of federal law upon which the denial was based.
 - c. The requested data does exist and provide arrangements for inspection of the data, identify when the data will be available for pick-up, or indicate that the data will be sent by mail. If the requestor does not appear at the time and place established for inspection of the data or the data is not picked up within ten (10) business days after the requestor is notified, the school district will conclude that the data is no longer wanted and ~~will~~ consider the request closed.

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2. The school district's response time may be affected by the size and complexity of the particular request, including necessary redactions of the data, and also by the number of requests made within a particular period of time.
3. The school district will provide an explanation of technical terminology, abbreviations, or acronyms contained in the responsive data on request.
4. The school district is not required by the MGDPA to create or collect new data in response to a data request, or to provide responsive data in a specific form or arrangement if the school district does not keep the data in that form or arrangement.
5. The school district is not required to respond to questions that are not about a particular data request or requests for data in general.

V. REQUEST FOR SUMMARY DATA

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

VI. DATA BY AN INDIVIDUAL DATA SUBJECT

- A. Collection and storage of all data on individuals and the use and dissemination of private and confidential data on individuals shall be limited to that necessary for the

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administration and management of programs specifically authorized by the legislature or local governing body or mandated by the federal government.

- B. Private or confidential data on an individual shall not be collected, stored, used, or disseminated by the school district for any purposes other than those stated to the individual at the time of collection in accordance with Minnesota Statutes section 13.04, except as provided in Minnesota Statutes section 13.05, subdivision 4.
- C. Upon request to the responsible authority or designee, an individual shall be informed whether the individual is the subject of stored data on individuals, and whether it is classified as public, private or confidential. Upon further request, an individual who is the subject of stored private or public data on individuals shall be shown the data without any charge and, if desired, shall be informed of the content and meaning of that data.
- D. After an individual has been shown the private data and informed of its meaning, the data need not be disclosed to that individual for six months thereafter unless a dispute or action pursuant to this section is pending or additional data on the individual has been collected or created.
- E. The responsible authority or designee shall provide copies of the private or public data upon request by the individual subject of the data. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.
- F. The responsible authority or designee shall comply immediately, if possible, with any request made pursuant to this subdivision, or within ten days of the date of the request, excluding Saturdays, Sundays and legal holidays, if immediate compliance is not possible.
- G. An individual subject of the data may contest the accuracy or completeness of public or private data. To exercise this right, an individual shall notify in writing the responsible authority describing the nature of the disagreement. The responsible authority shall within 30 days either: (1) correct the data found to be inaccurate or incomplete and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the individual; or (2) notify the individual that the authority believes the data to be correct. Data in dispute shall be disclosed only if the individual's statement of disagreement is included with the disclosed data.
- H. The determination of the responsible authority may be appealed pursuant to the provisions of the Administrative Procedure Act relating to contested cases. Upon receipt of an appeal by an individual, the commissioner shall, before issuing the order and notice of a contested case hearing required by Minnesota Statutes chapter 14, try to resolve the dispute through education, conference, conciliation, or persuasion. If the parties consent, the commissioner may refer the matter to mediation. Following these efforts, the commissioner shall dismiss the appeal or issue the order and notice of hearing.
- I. Data on individuals that have been successfully challenged by an individual must be completed, corrected, or destroyed by a government entity without regard to the requirements of Minnesota Statutes section 138.17.

Adopted:

Revised: 12.15.2025

Effective: 12.15.2025

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- J. After completing, correcting, or destroying successfully challenged data, the school district may retain a copy of the commissioner of administration's order issued under Minnesota Statutes chapter 14 or, if no order were issued, a summary of the dispute between the parties that does not contain any particulars of the successfully challenged data.

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

- A. All requests for individual subject data must be made in writing directed to the responsible authority.
- B. A request for individual subject data must include the following information:
 - 1. Statement that one is making a request as a data subject for data about the individual or about a student for whom the individual is the parent or guardian;
 - 2. Date the request is made;
 - 3. A clear description of the data requested;
 - 4. Proof that the individual is the data subject or the data subject's parent or guardian;
 - 5. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 - 6. Method to contact the requestor (such as phone number, address, or email address).
- C. The identity of the requestor of private data is private.
- D. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.
- E. Policy 515 (Protection and Privacy of Pupil Records) addresses requests of students or their parents for educational records and data.

VIII. COSTS

- A. Public Data
 - 1. The school district will charge for copies provided as follows:
 - a. 100 or fewer pages of black and white, letter or legal sized paper copies will be charged at 25 cents for a one-sided copy or 50 cents for a two-sided copy.
 - b. More than 100 pages or copies on other materials are charged based upon the actual cost of searching for and retrieving the data and making the copies or electronically sending the data, unless the cost is specifically set by statute or rule.
 - (1) The actual cost of making copies includes employee time, the cost of the materials onto which the data is copied (paper, CD, DVD, etc.), and mailing costs (if any).

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- (2) Also, if the school district does not have the capacity to make the copies, e.g., photographs, the actual cost paid by the school district to an outside vendor will be charged.
- 2. All charges must be paid for [in cash or by check] in advance of receiving the copies.

[Note: the district should identify the payment methods that it will accept.]

B. Summary Data

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

C. Data Belonging to an Individual Subject

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

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

The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies. Based on the factors set forth in Minnesota Rule 1205.0300, subpart 4, the school district determines that a reasonable fee would be the charges set forth in section VIII.A of this policy that apply to requests for data by the public.
- 2. The school district may not charge a fee to search for or to retrieve educational records of a child with a disability by the child's parent or guardian or by the child upon the child reaching the age of majority.

IX. Annual Review and Posting

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

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- B. Copies of the policies shall be easily available to the public by distributing free copies to the public or by posting the policies in a conspicuous place within the school district that is easily accessible to the public or by posting them on the school district’s website.

Data Practices Contacts

Responsible Authority:

Dr. Jon Ellerbusch, Superintendent
Barnesville Public School
(320) 360-9192
jellerbusch@barnesville.k12.mn.us

Legal References:

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

Cross References:

MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

NONPUBLIC PUPIL AIDS

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730 NONPUBLIC PUPIL AIDS

I. PURPOSE

The purpose of this policy is to establish procedures for administering the Minnesota Department of Education's Nonpublic Pupil Aids Program, including textbook and instructional materials reimbursement for students residing within the boundaries of Barnesville Public Schools (ISD 146).

II. DEFINITIONS

- A. Nonpublic pupil – A Minnesota resident enrolled in a nonpublic school or receiving home instruction in compliance with state law.
- B. Textbook – A book or electronic equivalent commonly used by pupils in the public schools for instruction in secular subjects. All textbooks purchased or reimbursed under this program must be new.
- C. Individualized instructional materials – Equipment or materials designed to aid a single student's learning process, excluding consumable supplies.
- D. Standardized tests – Nationally normed assessments used for educational evaluation.
- E. Secular, neutral, and non-ideological – Not religious or doctrinal in nature; meeting the standards established by MDE.

III. ELIGIBILITY

- A. To qualify for nonpublic pupil aids, a student must:
 - 1. Reside within the boundaries of Barnesville Public Schools (ISD 146); and
 - 2. Be enrolled in a Minnesota-registered nonpublic or homeschool program in accordance with Minn. Stat. §120A.22 and §120A.24.
- B. Eligibility must be renewed each fiscal year through submission of the MDE Student Report for Aids to Nonpublic Students (Form ED-01650-38) no later than October 1.

IV. ALLOWABLE USES OF AID

- A. Eligible materials and services must be new in nature and include, but are not limited to:
 - 1. New textbooks and electronic instructional materials in secular subject areas;
 - 2. Workbooks and teacher guides accompanying approved new textbooks;
- B. Nationally norm-referenced standardized tests;
- C. Software or educational media for direct instruction.
- D. Items not eligible include used materials, religious or doctrinal materials, consumable supplies, office equipment, and general classroom furnishings.

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V. REIMBURSEMENT AND PURCHASING PROCEDURES

- A. Parents/guardians may either request district purchase of eligible materials or seek reimbursement for items purchased directly, subject to the following:
 - 1. All requests must be submitted on the Nonpublic Aids Request for Reimbursement Form (district form) with original receipts dated within the current fiscal year (July 1 – April 30).
 - 2. Reimbursement requests must be received by April 30 to be considered for that fiscal year.
 - 3. Reimbursements will not exceed the student’s per-pupil entitlement as established annually by MDE.
- B. Upon reimbursement, the parent/guardian must:
 - 1. Affix a label or stamp reading “Property of ISD 146 – Nonpublic Pupil Aid Program.”
 - 2. Acknowledge this condition by signing the Parent Certification Statement.
- C. The district retains title to and administrative control of all materials reimbursed or purchased through this program.

VI. INVENTORY AND ADMINISTRATIVE CONTROL

- A. The district shall maintain an inventory of all nonpublic materials and standardized tests purchased with state funds, including:
 - 1. Student name;
 - 2. Item description;
 - 3. Purchase date and cost;
- B. District staff may inspect materials or request physical verification from parents/guardians to confirm continued possession and labeling.
- C. If a reimbursed item cannot be produced for review and adequate documentation is lacking, the expense may be disallowed and reported to MDE.

VII. IMPLEMENTATION

- A. The Superintendent or designee shall develop administrative procedures and forms necessary to implement this policy, including the Reimbursement Request Form, Parent Certification Statement, and inventory logs.

VIII. ADMINISTRATIVE PROCEDURES – NONPUBLIC PUPIL AIDS

- A. Responsible Department: Business Office
- B. Form References:
 - 1. MDE Form ED-01650-38 (Student Report for Aids to Nonpublic Students)

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2. District Reimbursement Request Form
3. Parent Certification Statement
4. Inventory Tracking Sheet

Legal References: Minnesota Statutes §123B.41–123B.49 (Education Aids for Nonpublic School Students)
Minnesota Statutes §123B.42, Subd. 2 (District Title and Control)
Minnesota Department of Education (MDE) Nonpublic Pupil Aids Guidance

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806 CRISIS MANAGEMENT POLICY

I. PURPOSE

The purpose of this Model Crisis Management Policy is to act as a guide for school district and building administrators, school employees, students, school board members, and community members to address a wide range of potential crisis situations in the school district. The step-by-step procedures suggested by this Policy will provide guidance to each school building in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation. Each school district should develop tailored building-specific crisis management plans for each school building in the school district, and sections or procedures may be added or deleted in those crisis management plans based on building needs.

The school district will, to the extent possible, engage in ongoing emergency planning within the school district and with emergency responders and other relevant community organizations. The school district will ensure that relevant emergency responders in the community have access to their building-specific crisis management plans and will provide training to school district staff to enable them to act appropriately in the event of a crisis.

II. GENERAL INFORMATION

A. The Policy and Plans

The school district’s Crisis Management Policy has been created in consultation with local community response agencies and other appropriate individuals and groups that would likely be involved in the event of a school emergency. It is designed so that each building administrator can tailor a building-specific crisis management plan to meet that building’s specific situation and needs.

The school district’s administration and/or the administration of each building shall present tailored building-specific crisis management plans to the school board for review and approval. The building-specific crisis management plans will include general crisis procedures and crisis-specific procedures. Upon approval by the school board, such crisis management plans shall be an addendum to this Crisis Management Policy. This Policy and the plans will be maintained and updated on an annual basis.

B. Elements of the District Crisis Management Policy

1. General Crisis Procedures

The Crisis Management Policy includes general crisis procedures for securing buildings, classroom evacuation, building evacuation, campus evacuation, and sheltering. The Policy designates the individual(s) who will determine when these actions will be taken. These district-wide procedures may be modified by building administrators when creating their building-specific crisis management plans. A communication system will be in place to enable the designated individual to be contacted at all times in the event of a potential crisis, setting forth the method to contact the designated individual, the provision of at least two designees when the contact person is unavailable, and the method to convey contact information to the appropriate staff persons. The alternative designees may include members of the emergency first responder response team. A secondary method of communication should be included in the plan for

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use when the primary method of communication is inoperable. Each building in the school district will have access to a copy of the Comprehensive School Safety Guide (2011 Edition) to assist in the development of building-specific crisis management plans.

All general crisis procedures will address specific procedures for the safe evacuation of children and employees with special needs such as physical, sensory, motor, developmental, and mental health challenges.

a. Lock-Down Procedures

Lock-down procedures will be used in situations where harm may result to persons inside the school building, such as a shooting, hostage incident, intruder, trespass, disturbance, or when determined to be necessary by the building administrator or his or her designee. The building administrator or designee will announce the lock-down over the public address system or other designated system. Code words will not be used. Provisions for emergency evacuation will be maintained even in the event of a lock-down. Each building administrator will submit lock-down procedures for their building as part of the building-specific crisis management plan.

b. Evacuation Procedures

Evacuations of classrooms and buildings—shall be implemented at the discretion of the building administrator or his or her designee. Each building’s crisis management plan will include procedures for transporting students and staff a safe distance from harm to a designated safe area until released by the building administrator or designee. Safe areas may change based upon the specific emergency situation. The evacuation procedures should include specific procedures for children with special needs, including children with limited mobility (wheelchairs, braces, crutches, etc.), visual impairments, hearing impairments, and other sensory, developmental, or mental health needs. The evacuation procedures should also address transporting necessary medications for students that take medications during the school day.

c. Sheltering Procedures

Sheltering provides refuge for students, staff, and visitors within the school building during an emergency. Shelters are safe areas that maximize the safety of inhabitants. Safe areas may change based upon the specific emergency. The building administrator or his or her designee will announce the need for sheltering over the public address system or other designated system. Each building administrator will submit sheltering procedures for his or her building as part of the building-specific crisis management plan.

2. Crisis-Specific Procedures

The Crisis Management Policy includes crisis-specific procedures for crisis situations that may occur during the school day or at school-sponsored events and functions. These district-wide procedures are designed to enable building

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administrators to tailor response procedures when creating building-specific crisis management plans.

3. School Emergency Response Teams

a. Composition

The building administrator in each school building will select a school emergency response team that will be trained to respond to emergency situations. All school emergency response team members will receive on-going training to carry out the building’s crisis management plans and will have knowledge of procedures, evacuation routes, and safe areas. For purposes of student safety and accountability, to the extent possible, school emergency response team members will not have direct responsibility for the supervision of students. Team members must be willing to be actively involved in the resolution of crises and be available to assist in any crisis situation as deemed necessary by the building administrator. Each building will maintain a current list of school emergency response team members which will be updated annually. The building administrator, and his or her alternative designees, will know the location of that list in the event of a school emergency. A copy of the list will be kept on file in the school district office, or in a secondary location in single building school districts.

b. Leaders

The building administrator or his or her designee will serve as the leader of the school emergency response team and will be the primary contact for emergency response officials. In the event the primary designee is unavailable, the designee list should include more than one alternative designee and may include members of the emergency response team. When emergency response officials are present, they may elect to take command and control of the crisis. It is critical in this situation that school officials assume a resource role and be available as necessary to emergency response officials.

III. PREPARATION BEFORE AN EMERGENCY

A. Communication

1. District Employees

Teachers generally have the most direct contact with students on a day-to-day basis. As a result, they must be aware of their role in responding to crisis situations. This also applies to non-teaching school personnel who have direct contact with students. All staff shall be aware of the school district’s Crisis Management Policy and their own building’s crisis management plan. Each school’s building-specific crisis management plan shall include the method and dates of dissemination of the plan to its staff. Employees will receive a copy of the relevant building-specific crisis management plans and shall receive periodic training on plan implementation.

2. Students and Parents

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Students and parents shall be made aware of the school district's Crisis Management Policy and relevant tailored crisis management plans for each school building. Each school district's building-specific crisis management plan shall set forth how students and parents are made aware of the district and school-specific plans. Students shall receive specific instruction on plan implementation and shall participate in a required number of drills and practice sessions throughout the school year.

B. Planning and Preparing for Fire

1. Designate a safe area at least 50 feet away from the building to enable students and staff to evacuate. The safe area should not interfere with emergency responders or responding vehicles and should not be in an area where evacuated persons are exposed to any products of combustion. (Depending on the wind direction, where the building on fire is located, the direction from which the fire is arriving, and the location of fire equipment, the distance may need to be extended.)
2. Each building's facility diagram and site plan shall be available in appropriate areas of the building and shall identify the most direct evacuation routes to the designated safe areas both inside and outside of the building. The facility diagram and site plan must identify the location of the fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs.
3. Teachers and staff will receive training on the location of the primary emergency evacuation routes and alternate routes from various points in the building. During fire drills, students and staff will practice evacuations using primary evacuation routes and alternate routes.
4. Certain employees, such as those who work in hazardous areas in the building, will receive training on the locations and proper use of fire extinguishers and protective clothing and equipment.
5. Fire drills will be conducted periodically without warning at various times of the day and under different circumstances, e.g., lunchtime, recess, and during assemblies. State law requires a minimum of five fire drills each school year, consistent with Minnesota Statutes, section 299F.30. See Minnesota Statutes, section 121A.035.
6. A record of fire drills conducted at the building will be maintained in the building administrator's office.
7. The school district will have prearranged sites for emergency sheltering and transportation as needed.
8. The school district will determine which staff will remain in the building to perform essential functions if safe to do so (e.g., switchboard, building engineer, etc.). The school district also will designate an administrator or his or her designee to meet local fire or law enforcement agents upon their arrival.

C. Facility Diagrams and Site Plans

All school buildings will have a facility diagram and site plan that includes the location of primary and secondary evacuation routes, exits, designated safe areas inside and

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outside of the building, and the location of fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs. All facility diagrams and site plans will be updated regularly and whenever a major change is made to a building. Facility diagrams and site plans will be maintained by the building administrator and will be easily accessible and on file in the school district office. Facility diagrams and site plans will be provided to first responders, such as fire and law enforcement personnel.

D. Emergency Telephone Numbers

Each building will maintain a current list of emergency telephone numbers and the names and addresses of local, county, and state personnel who may be involved in a crisis situation. The list will include telephone numbers for local police, fire, ambulance, hospital, the Poison Control Center, county and state emergency management agencies, local public works departments, local utility companies, the public health nurse, mental health/suicide hotlines, and the county welfare agency. A copy of this list will be kept on file in the school district office, or at a secondary location for single building school districts and will be updated annually.

School district employees will receive training on how to make emergency contacts, including 911 calls, when the school district's main telephone number and location is electronically conveyed to emergency personnel instead of the specific building in need of emergency services.

School district plans will set forth a process to internally communicate an emergency, using telephones in classrooms, intercom systems, or two-way radios, as well as the procedure to enable the staff to rapidly convey emergency information to a building designee. Each plan will identify a primary and secondary method of communication for both internal and secondary use. It is recommended that the plan include several methods of communication because computers, intercoms, telephones, and cell phones may not be operational or may be dangerous to use during an emergency.

E. Warning and Notification Systems

The school district shall maintain a warning system designed to inform students, staff, and visitors of a crisis or emergency. This system shall be maintained on a regular basis under the maintenance plan for all school buildings. The school district should consider an alternate notification system to address the needs of staff and students with special needs, such as vision or hearing.

The building administrator shall be responsible for informing students and employees of the warning system and the means by which the system is used to identify a specific crisis or emergency situation. Each school's building-specific crisis management plan will include the method and frequency of dissemination of the warning system information to students and employees.

F. Early School Closure Procedures

The superintendent will make decisions about closing school or buildings as early in the day as possible. The early school closure procedures will set forth the criteria for early school closure (e.g., weather-related, utility failure, or a crisis situation), will specify how closure decisions will be communicated to staff, students, families, and the school community (designated broadcast media, local authorities, e-mail, or district or school building web sites), and will discuss the factors to be considered in closing and reopening

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a school or building.

Early school closure procedures also will include a reminder to parents and guardians to listen to designated local radio and TV stations for school closing announcements, where possible.

G. Media Procedures

The superintendent has the authority and discretion to notify parents or guardians and the school community in the event of a crisis or early school closure. The superintendent will designate a spokesperson who will notify the media in the event of a crisis or early school closure. The spokesperson shall receive training to ensure that the district is in strict compliance with federal and state law relative to the release of private data when conveying information to the media.

H. Behavioral Health Crisis Intervention Procedures

Short-term behavioral health crisis intervention procedures will set forth the procedure for initiating behavioral health crisis intervention plans. The procedures will utilize available resources including the school psychologist, counselor, community behavioral health crisis intervention, or others in the community. Counseling procedures will be used whenever the superintendent or the building administrator determines it to be necessary, such as after an assault, a hostage situation, shooting, or suicide. The behavioral health crisis intervention procedures shall include the following steps:

1. Administrator will meet with relevant persons, including school psychologists and counselors, to determine the level of intervention needed for students and staff.
2. Designate specific rooms as private counseling areas.
3. Escort siblings and close friends of any victims as well as others in need of emotional support to the counseling areas.
4. Prohibit media from interviewing or questioning students or staff.
5. Provide follow-up services to students and staff who receive counseling.
6. Resume normal school routines as soon as possible.

I. Long-Term Recovery Intervention Procedures

Long-term recovery intervention procedures may involve both short-term and long-term recovery planning:

1. Physical/structural recovery.
2. Fiscal recovery.
3. Academic recovery.
4. Social/emotional recovery.

IV. ACTIVE SHOOTER DRILL

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A. Definitions

1. "Active shooter drill" means an emergency preparedness drill designed to teach students, teachers, school personnel, and staff how to respond in the event of an armed intruder on campus or an armed assailant in the immediate vicinity of the school. An active shooter drill is not an active shooter simulation, nor may an active shooter drill include any sensorial components, activities, or elements which mimic a real life shooting.
2. "Active shooter simulation" means an emergency exercise including full-scale or functional exercises, designed to teach adult school personnel and staff how to respond in the event of an armed intruder on campus or an armed assailant in the immediate vicinity of the school which also incorporates sensorial components, activities, or elements mimicking a real life shooting. Activities or elements mimicking a real life shooting include, but are not limited to, simulation of tactical response by law enforcement. An active shooter simulation is not an active shooter drill.
3. "Evidence-based" means a program or practice that demonstrates any of the following:
 - a. a statistically significant effect on relevant outcomes based on any of the following:
 - i. strong evidence from one or more well designed and well implemented experimental studies;
 - ii. moderate evidence from one or more well designed and well implemented quasi-experimental studies; or
 - iii. promising evidence from one or more well designed and well implemented correlational studies with statistical controls for selection bias.
 - b. a rationale based on high-quality research findings or positive evaluations that the program or practice is likely to improve relevant outcomes, including the ongoing efforts to examine the effects of the program or practice.
4. "Full-scale exercise" means an operations-based exercise that is typically the most complex and resource-intensive of the exercise types and often involves multiple agencies, jurisdictions, organizations, and real-time movement of resources.
5. "Functional exercises" means an operations-based exercise designed to assess and evaluate capabilities and functions while in a realistic, real-time environment, however, movement of resources is usually simulated.

B. Criteria

An active shooter drill conducted according to Minnesota Statutes, section 121A.037 with students in early childhood through grade 12 must be:

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1. accessible;
2. developmentally appropriate and age appropriate, including using appropriate safety language and vocabulary;
3. culturally aware;
4. trauma-informed; and
5. inclusive of accommodations for students with mobility restrictions, sensory needs, developmental or physical disabilities, mental health needs, and auditory or visual limitations.

C. Student Mental Health and Wellness

Active shooter drill protocols must include a reasonable amount of time immediately following the drill for teachers to debrief with their students. The opportunity to debrief must be provided to students before regular classroom activity may resume. During the debrief period, students must be allowed to access any mental health services available on campus, including counselors, school psychologists, social workers, or cultural liaisons. An active shooter drill must not be combined or conducted consecutively with any other type of emergency preparedness drill. An active shooter drill must be accompanied by an announcement prior to commencing. The announcement must use concise and age-appropriate language and, at a minimum, inform students there is no immediate danger to life and safety.

D. Notice

1. The school district must provide notice of a pending active shooter drill to every student's parent or legal guardian before an active shooter drill is conducted. Whenever practicable, notice must be provided at least 24 hours in advance of a pending active shooter drill and inform the parent or legal guardian of the right to opt their student out of participating.
2. If a student is opted out of participating in an active shooter drill, no negative consequence must impact the student's general school attendance record nor may nonparticipation alone make a student ineligible to participate in or attend school activities.
3. The Commissioner must ensure the availability of alternative safety education for students who are opted out of participating or otherwise exempted from an active shooter drill. Alternative safety education must provide essential safety instruction through less sensorial safety training methods and must be appropriate for students with mobility restrictions, sensory needs, developmental or physical disabilities, mental health needs, and auditory or visual limitations.

E. Participation in Active Shooter Drills

Any student in early childhood through grade 12 must not be required to participate in an active shooter drill that does not meet the Criteria set forth above.

F. Active Shooter Simulations

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A student must not be required to participate in an active shooter simulation. An active shooter simulation must not take place during regular school hours if a majority of students are present, or expected to be present, at the school. A parent or legal guardian of a student in grades 9 through 12 must have the opportunity to opt their student into participating in an active shooter simulation.

G. Violence Prevention

1. A school district or charter school conducting an active shooter drill must provide students in middle school and high school at least one hour, or one standard class period, of violence prevention training annually.
2. The violence prevention training must be evidence-based and may be delivered in-person, virtually, or digitally. Training must, at a minimum, teach students the following:
 - a. how to identify observable warning signs and signals of an individual who may be at risk of harming oneself or others;
 - b. the importance of taking threats seriously and seeking help; and
 - c. the steps to report dangerous, violent, threatening, harmful, or potentially harmful activity, including providing information about the Department of Public Safety's statewide anonymous threat reporting system and any local threat reporting systems.

[NOTE: The Minnesota legislature enacted the addition to 2.c in 2025 (Session Law Chapter 35).]

3. A school district or charter school must ensure that students have the opportunity to contribute to their school's safety and violence prevention planning, aligned with the recommendations for multihazard planning for schools, including but not limited to:
 - a. student opportunities for leadership related to prevention and safety;
 - b. encouragement and support to students in establishing clubs and programs focused on safety; and
 - c. providing students with the opportunity to seek help from adults and to learn about prevention connected to topics including bullying, sexual harassment, sexual assault, and suicide.

H. Board Meeting

At a regularly scheduled school board meeting, a school board of a district that has conducted an active shooter drill must consider the following:

1. the effect of active shooter drills on the safety of students and staff; and
2. the effect of active shooter drills on the mental health and wellness of students and staff.

V. **SAMPLE PROCEDURES INCLUDED IN THIS POLICY**

202

Adopted: 11.18.2024

Revised: 12.15.2025

Effective: 12.15.2025

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Sample procedures for the various hazards/emergencies listed below are attached to this Policy for use when drafting specific crisis management plans. Additional sample procedures may be found in the Response section of the *Comprehensive School Safety Guide* (2011 Edition). After approval by the school board, an adopted procedure will become an addendum to the Crisis Management Policy.

- A. Fire
- B. Hazardous Materials
- C. Severe Weather: Tornado/Severe Thunderstorm/Flooding
- D. Medical Emergency
- E. Fight/Disturbance
- F. Assault
- G. Intruder
- H. Weapons
- I. Shooting
- J. Hostage
- K. Bomb Threat
- L. Chemical or Biological Threat
- M. Checklist for Telephone Threats
- N. Demonstration
- O. Suicide
- P. Lock-down Procedures
- Q. Shelter-In-Place Procedures
- R. Evacuation/Relocation
- S. Media Procedures
- T. Post-Crisis Procedures
- U. School Emergency Response Team
- V. Emergency Phone Numbers
- W. Highly Contagious Serious Illness or Pandemic Flu

VI. MISCELLANEOUS PROCEDURES

203

Adopted: 11.18.2024

Revised: 12.15.2025

Effective: 12.15.2025

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A. Chemical Accidents

Procedures for reporting chemical accidents shall be posted at key locations such as chemistry labs, art rooms, swimming pool areas, and janitorial closets.

B. Visitors

The school district shall implement procedures mandating visitor sign in and visitors in school buildings. See MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites).

The school district shall implement procedures to minimize outside entry into school buildings except at designated check-in points and assure that all doors are locked prior to and after regular building hours.

C. Student Victims of Criminal Offenses at or on School Property

The school district shall establish procedures allowing student victims of criminal offenses on school property the opportunity to transfer to another school within the school district.

Legal References: Minn. Stat. Ch. 12 (Emergency Management)
Minn. Stat. Ch. 12A (Natural Disaster; State Assistance)
Minn. Stat. § 121A.035 (Crisis Management Policy)
Minn. Stat. § 121A.038 (Students Safe at School)
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
Minn. Stat. § 299F.30 (Fire Drill in School; Doors and Exits)
Minn. Stat. § 326B.02, Subd. 6 (Powers)
Minn. Stat. § 326B.106 (General Powers of Commissioner of Labor and Industry)
Minn. Stat. § 609.605, Subd. 4 (Trespasses)
Minn. Rules Ch. 7511 (Fire Code)
20 U.S.C. § 1681, *et seq.* (Title IX)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)
20 U.S.C. § 7912 (Unsafe School Choice Option)
42 U.S.C. § 5121 *et seq.* (Disaster Relief and Emergency Assistance)

Cross References: MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 532 (Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)
Comprehensive School Safety Guide
[Minnesota School Safety Center - Resources \(mn.gov\)](https://www.mn.gov/school-safety)

Resources: I Love U Guys Foundation, *Standard Response Protocol*
<https://iloveuguy.org/The-Standard-Response-Protocol.html> (012325)

Safe and Sound Schools
<https://safeandsoundschools.org/> (012325)

15. Discussion/Information

A. Lakes Country Service Cooperative Board Election

206

Lakes Country Service Cooperative
1001 E. Mount Faith
Fergus Falls, MN 56537

2025 SCHOOL ELECTION BALLOT
Vote for up to four (4) candidates

You are voting for four (4) four-year terms.

Term will run from January 1, 2026 - December 31, 2029.

Please mark the box next to no more than four (4) candidates.

Melissa Burgard

Marc Hasbargen

Jon Karger

Paul Ness

Other: _____

Ballots should be returned to Lakes Country Service Cooperative, Attention: Marissa Skinnemoen, by December 5, 2025.



Jeremy Kovash, Executive Director

CANDIDATE RESUMES SCHOOL BOARD MEMBER POSITION

MELISSA BURGARD

Nominated by Moorhead Public Schools, ISD #152

Experience: Melissa Burgard has served on the Moorhead School Board since 2017.

Qualifications: Melissa has worked for the past 30 years in clinical research, most recently with AXIS Clinicals as Director of Clinical Research and Clinical Trial Manager. She received her bachelor's degree from MSUM in psychology and criminal justice, and her master's degree in Clinical Direct Practice from the University of Minnesota School of Social Work. Additionally, she currently serves on the Region One Board of Directors in Moorhead.

MARC HASBARGEN

Nominated by Breckenridge School District, #846 (Incumbent)

Experience: Marc has served on the Breckenridge School Board since 2011. Marc has been an LCSC Board Member since 2013.

Qualifications: Marc graduated from North Dakota State College of Science in 1989 with an Associate Degree in Business Administration. Marc has been a self-employed farmer since 1991. He has served on the church board. He has also helped with many fundraising activities, including fundraising for the local hospital and the local college.

JON KARGER

Nominated by Pelican Public Schools, ISD #548 (Incumbent)

Experience: Jon has served on the Pelican Rapids School Board since 2008. Jon has been an LCSC Board Member since 2012 and is currently the LCSC Board Chair. Jon also serves on the MSBA Board of Directors.

Qualifications: Jon is a Deputy Sheriff/Detective with the Otter Tail County Sheriff's Office, serving as detective for 20 years. He is a digital forensic analyst, and he works with general and child protection cases. He is a former member of both the dive and SWAT teams, as well as a former Toward Zero Deaths grant administrator.

PAUL NESS

Nominated by Battle Lake Public Schools, ISD #542 (Incumbent)

Experience: Paul has been a member of the Battle Lake School Board since 2009 and is currently the chairman. Paul has been an LCSC Board Member since 2012, serving on the audit, budget, and insurance advisory committees. He currently serves as the LCSC Board Clerk.

Qualifications: Paul is a Business Intelligence Developer / Project Manager for HB Fuller Global, where he works remotely. Paul and his wife Debbie also own and manage vacation rental properties near their home on Otter Tail Lake. Paul is an active member of the Battle Lake Lions and sings on the worship team for his local church.

Board Member Terms

Terms Ending December 31, 2025

Marc Hasbargen - Breckenridge School District

Jon Karger - Pelican Rapids School District

Paul Ness - Battle Lake School District

Jim Fish – City of Fergus Falls

Terms Ending December 31, 2026

Terms Ending December 31, 2027

Kevin Campbell - Clay County

Kurt Mortenson - Otter Tail County

David Meyer – Becker County

Terms Ending December 31, 2028

Judith Moeller - Parkers Prairie School District

Suzanne Wing - Ashby School District

Scott Steffes – Moorhead School District

Maureen Eigen – Alexandria School District

Barnesville Public School
Student Enrollment
SY 2025-2026

	2024-25 Oct 1 Count	2024-25 End-of-Year	2025-26 Projection	Sep 5	Oct 1	Nov 1	Dec 1	Jan 1	Feb 1	Mar 1	Apr 1	May 1	May 22
Grade K	68	67	68	71	71	72							
Grade 1	53	53	67	61	61	60							
Grade 2	77	79	53	52	52	52							
Grade 3	70	69	79	76	76	77							
Grade 4	73	73	69	66	66	67							
Grade 5	74	74	73	75	75	76							
Grade 6	76	77	74	74	74	74							
	491	492	483	475	475	478	0						
Grade 7	67	68	77	74	74	74							
Grade 8	61	60	68	68	67	67							
Grade 9	74	74	60	60	60	61							
Grade 10	61	60	74	76	75	75							
Grade 11	56	57	60	60	60	60							
Grade 12	61	62	57	59	59	59							
	380	381	396	397	395	396							
Grades K-12	871	873	879	872	870	874	0						

17. Dates to Remember

A. Regular School Board Meeting

1) Monday, December 15, 2025, 7:00 PM, Barnesville High School

18. Adjournment