

Regular Meeting

Tuesday, April 7, 2026 7:00 AM

Independent School District #2910, 604 West Thorpe Avenue, Ada, Minnesota
56510

I. **Chairperson - Call to order by Chairperson**
_____ at _____ and declaration of
a quorum.

II. **Attendance:**

III. **Pledge of Allegiance**

IV. **Adoption of Agenda**

V. **Public Input**

VI. **School Board Member Comments**

VII. **Budget Report**

VIII. **Administrative Reports**

VIII.A. Superintendent or Business Manager Report

VIII.B. High School Principal

VIII.C. Elementary Principal

VIII.D. Activities Director

VIII.E. **Committees**

VIII.E.1. Negotiations

VIII.E.2. Community Ed

IX. **Consideration/Approval of district invoices**

X. **Old or Unfinished Business**

XI. **New Business**

XI.A. Consent Agenda (A)

XI.A.1. Approve minutes from March 11 regular
meeting

XI.B. Accept Donations

XI.C. Personnel

XI.C.1. Approve hiring Myla Donovan as the Ag
Education Teacher and FFA Coordinator (A)

XI.C.2. Approve hiring Nate McCraven as Summer
Rec Director (A)

XI.C.3. Approve Sunny Resnick as a volunteer
baseball coach (A)

XI.C.4. Approve hiring Katie Tritz as the elementary secretary (A)

XI.D. Board action on cell phone policy

XI.E. Approve School Board Handbook (A)

XI.F. Approve the following policies for their second and final reading (A) -

213 - School Board Committees

606.5 - Library Materials

722 - Public Data Requests

XII. Board Business Reflection

XIII. Adjourn

Next Regular School Board Meeting Date:

Time: _____

Ada-Borup-West ISD 2910
EXPENDITURES (Through March)

FUND	FY26 Exp	FY26 Budget	FY26 %	FY25 Exp	FY25 Final	FY25 %	FY24 Exp	FY24 Final	FY24 %
General	\$ 7,418,465	\$ 10,987,142	68%	\$ 8,021,542	\$ 11,691,610	69%	\$ 7,299,984	\$ 10,722,517	68%
Food Service	\$ 489,881	\$ 677,192	72%	\$ 494,262	\$ 705,184	70%	\$ 456,816	\$ 656,006	70%
Community Service	\$ 91,080	\$ 156,214	58%	\$ 74,220	\$ 170,531	44%	\$ 90,375	\$ 161,032	56%
Debt Service	\$ 1,051,180	\$ 1,051,919	100%	\$ 1,044,105	\$ 1,044,105	100%	\$ 1,052,326	\$ 1,052,326	100%
TOTAL	\$ 9,050,606	\$ 12,872,467	70%	\$ 9,634,129	\$ 13,611,430	71%	\$ 8,899,501	\$ 12,591,881	71%

REVENUES (Through March)

FUND	FY26 Rev	FY26 Budget	FY26 %	FY25 Rev	FY25 Final	FY25 %	FY24 Exp	FY24 Final	FY24 %
General	\$ 7,166,769	\$ 11,310,115	63%	\$ 6,767,443	\$ 11,169,238	61%	\$ 6,559,732	\$ 11,331,841	58%
Food Service	\$ 423,342	\$ 688,700	61%	\$ 447,357	\$ 698,085	64%	\$ 454,499	\$ 714,116	64%
Community Service	\$ 66,330	\$ 167,460	40%	\$ 85,425	\$ 175,430	49%	\$ 67,119	\$ 170,474	39%
Debt Service	\$ 769,590	\$ 1,102,305	70%	\$ 723,941	\$ 1,009,229	72%	\$ 757,902	\$ 1,044,526	73%
TOTAL	\$ 8,426,031	\$ 13,268,580	64%	\$ 8,024,166	\$ 13,051,982	61%	\$ 7,839,252	\$ 13,260,957	59%

Ada-Borup-West Public Schools

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
2349	2910	STAC														
Conc: BBB vs Battle Lake 3/2				2361	Credit	A	03/03/26	1112	Check	1				Misc		
						2910	R 21 300 298 301 099 712			SA - Concessions Rev					1,558.50	0.00
Receipt Total:														\$1,558.50	\$0.00	
Deposit Total:														\$1,558.50	\$0.00	
2350	2910	STAC														
CU: KRJB, M Zacher				2362	Credit	A	03/04/26	1113	Check	1				Misc		
						2910	R 21 300 298 301 099 711			SA - Close Up Rev					720.00	0.00
Receipt Total:														\$720.00	\$0.00	
Deposit Total:														\$720.00	\$0.00	
2351	2910	RAM														
Mn Dept of ED				2363	Credit	A	03/16/26		Check	1				Misc		
						2910	R 01 005 000 000 211 000			General Ed Aid					465,214.41	0.00
						2910	R 01 005 000 000 201 000			Endow App					26,154.91	0.00
Receipt Total:														\$491,369.32	\$0.00	
Deposit Total:														\$491,369.32	\$0.00	
2352	2910	STAC														
SC: Pencil \$\$				2364	Credit	A	03/25/26	1115	Check	1				Misc		
						2910	R 21 300 298 301 099 722			SA - Student Council Rev					11.00	0.00
Receipt Total:														\$11.00	\$0.00	
Deposit Total:														\$11.00	\$0.00	
2353	2910	STAC														
T&F: S Stibb Fundraiser				2365	Credit	A	03/25/26	1114	Check	1				Misc		
						2910	R 21 300 292 301 099 723			SA - Track Rev					725.00	0.00
Receipt Total:														\$725.00	\$0.00	
Deposit Total:														\$725.00	\$0.00	
2354	2910	STAC														
Gen: Cash for Ck				2366	Credit	A	03/25/26	1116	Check	1				Misc		
						2910	R 21 300 298 301 099 716			SA - General Rev					2,816.66	0.00
Receipt Total:														\$2,816.66	\$0.00	
Deposit Total:														\$2,816.66	\$0.00	

Ada-Borup-West Public Schools

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Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
2355	2910	STAC														
Gen: Pennies for Patients				2367	Credit	A	03/26/26	1117	Check	1				Misc		
						2910	R 21 300 298 301 099 716			SA - General Rev					97.12	0.00
Receipt Total:														\$97.12	\$0.00	
Deposit Total:														\$97.12	\$0.00	
2356	2910	RAM														
MDE Pmt				2368	Credit	A	03/31/26		Check	1				Misc		
						2910	R 01 005 000 000 211 000			General Ed Aid					437,306.14	0.00
						2910	R 01 200 420 000 360 000			State Aid Spec Ed					118,429.75	0.00
						2910	R 04 005 580 325 300 000			State Aids/Grants					124.14	0.00
						2910	R 04 005 582 344 300 000			School Readiness State Aid					8,209.91	0.00
						2910	R 04 005 583 354 300 000			Preschool Screening State A					510.48	0.00
Receipt Total:														\$564,580.42	\$0.00	
Deposit Total:														\$564,580.42	\$0.00	
2357	2910	RAM														
Grant Pmt - Transportation				2369	Credit	A	03/02/26		Check	1				Misc		
						2910	R 01 005 000 000 099 000			Misc Revenue					350.00	0.00
Receipt Total:														\$350.00	\$0.00	
Deposit Total:														\$350.00	\$0.00	
2358	2910	RAM														
FNS - Clics				2370	Credit	A	03/10/26		Check	1				Misc		
						2910	R 02 005 770 705 300 000			State Breakfast Aid					5,395.46	0.00
						2910	R 02 005 770 703 300 000			Kindergarten Milk					148.60	0.00
						2910	R 02 005 770 701 300 000			State Lunch Aid					24,004.85	0.00
						2910	R 02 005 770 705 476 000			School Breakfast Program					7,793.38	0.00
						2910	R 02 005 770 702 471 000			AFTER SCHOOL SNACK					1,106.28	0.00
						2910	R 02 005 770 701 471 000			Federal Lunch Aid					4,081.44	0.00
						2910	R 02 005 770 701 471 000			Federal Lunch Aid					834.84	0.00
						2910	R 02 005 770 701 472 000			Federal Free/Reduced Lunch					15,742.80	0.00
Receipt Total:														\$59,107.65	\$0.00	
Deposit Total:														\$59,107.65	\$0.00	
2359	2910	RAM														
FNS- CLICS				2371	Credit	A	03/23/26		Check	1				Misc		
						2910	R 02 005 770 705 300 000			State Breakfast Aid					5,671.32	0.00

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2359	2910	RAM														
FNS- CLICS			2371	Credit	A	03/23/26		Check	1	Misc						
						2910	R 02 005 770 703 300 000			Kindergarten Milk				153.60		0.00
						2910	R 02 005 770 701 300 000			State Lunch Aid				26,182.81		0.00
						2910	R 02 005 770 705 476 000			School Breakfast Program				8,470.08		0.00
						2910	R 02 005 770 702 471 000			AFTER SCHOOL SNACK				979.02		0.00
						2910	R 02 005 770 701 471 000			Federal Lunch Aid				4,451.04		0.00
						2910	R 02 005 770 701 471 000			Federal Lunch Aid				910.44		0.00
						2910	R 02 005 770 701 472 000			Federal Free/Reduced Lunch				17,164.24		0.00
Receipt Total:														\$63,982.55	\$0.00	
Deposit Total:														\$63,982.55	\$0.00	
2360	2910	RAM														
District Deposit			2372	Credit	A	03/20/26		Check	1	Misc						
						2910	B 28 215 025			Health Insurance				3,343.17		0.00
						2910	E 01 300 294 000 305 104			Consulting Fees/Fees - BBB				310.00		0.00
						2910	R 01 005 020 000 021 000			Shared Supt Rev from other				10,725.30		0.00
						2910	R 01 005 000 000 099 000			Misc Revenue				2,893.00		0.00
						2910	R 01 005 000 000 050 000			iPad Fees				20.00		0.00
						2910	R 01 005 000 000 099 000			Misc Revenue				1,000.00		0.00
						2910	R 01 005 000 000 099 000			Misc Revenue				345.00		0.00
						2910	R 01 300 298 000 050 002			Fees from Student Activity Ac				953.37		0.00
						2910	R 01 300 292 000 050 000			Participation Fees				175.00		0.00
						2910	R 01 300 292 000 060 000			Gate Receipts				1,435.00		0.00
						2910	R 02 005 770 701 601 000			Student Food Service Sales				495.25		0.00
						2910	R 02 005 770 701 601 000			Student Food Service Sales				646.50		0.00
						2910	R 04 005 505 321 050 000			Comm Ed Fees				1,000.00		0.00
						2910	R 04 005 505 321 050 206			Drivers Ed Fees				500.00		0.00
						2910	R 02 005 770 707 601 000			Ala Carte Sales				88.43		0.00
Receipt Total:														\$23,930.02	\$0.00	
Deposit Total:														\$23,930.02	\$0.00	

Ada-Borup-West Public Schools

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Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
2361	2910	RAM														
Grant Sub Pay			2373	Credit	A	03/18/26		Check	1	Misc						
			2910	R	01	005	000	000	099	000	Misc Revenue			170.81		0.00
Receipt Total:														\$170.81		\$0.00
Deposit Total:														\$170.81		\$0.00
2362	2910	RAM														
Online Payments			2374	Credit	A	03/31/26		Check	1	Misc						
			2910	R	02	005	770	701	601	000	Student Food Service Sales			1,309.75		0.00
			2910	R	01	300	292	000	050	000	Participation Fees			785.00		0.00
Receipt Total:														\$2,094.75		\$0.00
Deposit Total:														\$2,094.75		\$0.00
Report Total:														\$1,211,513.80		\$0.00

ADA-BORUP-WEST PUBLIC SCHOOLS

Independent School District No. 2910
604 West Thorpe Avenue
Ada, Minnesota 56510

High School: 218-784-5300 / Elementary: 218-784-5303



Aaron Cook, Superintendent
Josh Carlson, High School Principal
Bree Triplett, Elementary Principal

High School/Elementary Fax: 218-784-3475

"The mission of the Ada-Borup-West School District is to educate and prepare all students for a successful tomorrow through academics, activities, arts and attitude."

March 5, 2026

Superintendent Report

March 2026 School Board Meeting

1. Enrollment
 - a. PreK-12: 662 (598 K-12)
 - i. Down 1 (prek-12) from prior meeting
2. Legislative Update
 - a. Governors Supplemental Budget
 - i. Proposed addt \$50M cut in special ed funding
 - b. Senate/House Policy Updates
 - c. Level IV Facility funding
3. School Board Handbook
 - a. Need Approval for school board handbook
4. Cell Phone policy
 - a. Will need a board motion on how to move forward regarding cell phone policy/procedures
 - b. Administrative recommendation is to leave as is
5. Health Insurance Renewal
6. Other

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4/7/26

High School School Board Notes

1. Registraion 2026-27
 - a. Teacher Videos
2. Polar Plunge
 - a. Fundraising
 - b. Winners (Nate McCraven, Kenley Wahlen, Zach Oistad, Josh Carlson)
3. U of Alabama: NASA Balloon Experiment
 - a. STEM
 - b. Student Lesson
4. Traffic Safety Seminar: Sue Johnson (DOT) & LT Jesse Grabow
 - a. Toward Zero Deaths
 - b. 10th Grade
 - c. NCE Partnership
5. Senior Plans
 - a. Corsages (Free for each student and mother)
 - b. Senior Trip Report
 - c. Graduation Plans
6. CPR Class
 - a. 2 Groups
 - b. April 20th-24th
 - c. April 27th- May 1st
7. MCA Testing
 - a. Reading Begins April 14th
 - b. Math Begins April 20th
 - c. Science Begins May 4th

This institution is an equal opportunity provider and employer.

Ada-Borup-West Board of Education
Dena Bishop – Faye DeLong – Janna Engel – Peter Jacobson
Gretchen Rockstad – Lucas Spaeth – Barb Spilde

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School Board Notes: April 2026

- Testing Update
 - MCAs starting
 - April 14th for grade-level testing
 - Snacks and gum for each test
 - MTAS being completed
- Intervention/ Title I Update
 - Supporting MCAs
 - ILP implementation
- Summer Programing
 - ESY- Sarah Smart
 - Summer Enrichment- Dawn Tinjum
- Happenings
 - Elementary Knowledge Bowl Meet
 - April 1st
 - 72 4th and 5th Graders
 - Thank you to all the helpers that made this possible
 - 3rd Quarter Cougar Pride PBIS Assembly
 - April 10th
 - MSUM Band Festival
 - Friday, April 24th
 - 8 Nominated Students
 - Track and Field Day
 - May 12th
 - Grades 1-3 in AM
 - Grades 4-6 in PM
 - May 15th as back-up date
 - Bike Rodeo
 - May 14th
 - Bike Safety Week of April 27th

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Ada-Borup-West Board of Education
Dena Bishop – Faye DeLong – Janna Engel – Nancy Crompton
Gretchen Rockstad – Josh Visser – Barb Spilde



Ada-Borup-West

Activities Director April Board Notes



School Board Notes

Spring Activities:

Participation Numbers: 2025							
Activity	7th	8th	9th	10th	11th	12th	Total
Girls Track	5	2	4	4	5	1	21
Boys Track	2	0	5	7	1	3	18
Girls Golf	3				1		4
Boys Golf		2	2		5		9
Softball	2	4	4	2	3	2	17
Baseball	7	5	7	5	8	3	35
Clay Target	3	3	6	9	6	1	28
Participation Numbers: 2026							
Activity	7th	8th	9th	10th	11th	12th	Total
Girls Track	5	8	2	5	4	2	26
Boys Track	7	6	1	6	8	2	30
Girls Golf		3		1			4
Boys Golf			2		2	7	11
Softball	6	3	4	3	1	3	20
Baseball	9	7	6	6	5	7	40
Clay Target	7	3	2	6	9	6	33

- **FFA-** Awards Banquet at Frazee on April 1.
State FFA Convention- April 27-29
Chapter Awards Banquet & Community Meal- May 11
- **FCCLA-** Alyson Bredman and Zara Bakke- Focus on children- National alternate
Peyton Tinjum, Rielle Triplett, and Cambria Carlsrud Chapter service project display- National advancer
Maya Liska and Sophia McCraven Chapter service project portfolio-National advancer

Chloe Tuttle, Madison Erickson, Krista Borgen, Cynthia Borgen, Arya Bitker Parliamentary Procedure National Advancer

Jerzy Luehring, Aylah Larson, Blakely Stene, Maddie Nelson, Lacey Scherfenberg, Makenna Ness Parliamentary Procedure National Advancer

Avery Johnson, Kadence Thom, Leighton Odden and Audrina Eggen Parliamentary Procedure National Advancer

Gaige Sims and Parker Nelson Bronze in Everyday equations

Griffin Nelson Silver in Everyday equations

Kysa Jensen and Ava Griewe Silver in Show me

Brody Michelson and Brayden Tice Bronze in Sports Nutrition

Constance Halvorson Silver in Repurpose Redesign

They will be doing a "Egg my yard" in our community & 30 students went to state this year!

- **Speech**-Subsection Speech Meet!

Nora Rockstad earned 5th place in Discussion

Amelia Hyde & Zara Bakke took 5th place in Duo Interpretation

Emery Muhonen brought home 2nd place in Discussion

Nellie Todd & Kadence Thom captured 1st place in Duo Interpretation

Congratulations to Coach Bree Triplett and Emery, Kadence, and Nellie as they advance to Sections in Fosston on the 14th.

- **Knowledge Bowl**- Knowledge Bowl finished their season at the sub-regional competition on March 4th.

They were 0.5 points away from moving on to regionals. Congratulations to Carson DeVos for earning All Academic Honorable Mention for Regions 1 & 2!

JH Knowledge Bowl ended their season at the all-day meet on March 24th. They had a very successful season including placing in the top six a few times and winning one of their competitions.

- **Music**- ABW HS Band competed at the Large Group Music Contest at the ABW High School. Here are the results: According to the policy set by the MSHSL, the top two ratings determine the overall rating for each group. Thus, the ABW HS Concert Band earned a "Superior" Rating

1ST JUDGE: 37 out of 40 "Superior" Rating

2ND JUDGE: 35 out of 40 "Superior" Rating

3RD JUDGE: 33 out of 40 "Excellent" Rating

ABW Choir received one Superior rating and two Excellent ratings

- **Visual Arts**-Congratulations to the following students who have their art in the Northwest Regional

Juried Art Exhibition April 1-April 25 at Riverplace in Warroad, MN

Tyler Catlett, Raymond Zenteno, Chase Wheeler, Lillian Hansen, Sienna Grindahl, Emerson Karstens, Sydney Schneider, Rachel Dougan, Kerstyn Lindsey, Connor Syverson, Mick Wilson, and Kylie Fagre

Congratulations to the following student's competing in the MN State Visual Art Competition April 1 in Warroad.

Raymond Zenteno/Rohin Triplett, Morgan Engel, Malayna Syverson, Emerson Karstens, Sienna Grindahl, Kerstyn Lindsey, Lillian Hansen, Rachel Dougan, Rylee Rouc, Gwendolyn Vestergaard, Sydney Schneider, Kylie Fagre, Jozie Hyde, Mick Wilson, Joey Crompton-Bueng, Brody Menge, Andy Myers, and Chase Troutman.

- **3rd Annual KRJB Good Student Award Banquet-** Will be held on Sunday, April 12th at 6:00 PM at the ABW school! Thank you Jim Birkemeyer & KRJB staff for utilizing our facilities to honor area students! Also, thank you Bob Kinkade for serving the meal!

Detail Payment Register By Check

4/2/2026

1:13 PM

Check Number: 0-2147483647 Payment Date: 3.1.2026-3/31/2026 Period: 202601-202609 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
CFB	400419	210686		ADA EDUCATION ASSOCIATION		Check			
			B 28 215 027	Aea Association Negotiations		\$1,205.00			
PO#:	Voucher #:	11853	Invoice	Invoice No: M2026090	3/25/2026	Paid Amt:	\$1,205.00	Check Amount:	\$1,205.00
CFB	400420	11413		Ed MN ESP		Check			
			B 28 215 027	Aea Association Negotiations		\$440.94			
PO#:	Voucher #:	11861	Invoice	Invoice No: M2026090	3/25/2026	Paid Amt:	\$440.94	Check Amount:	\$440.94
CFB	400421	8530		MADISON NATIONAL LIFE		Check			
			B 28 215 030	Mcl Life Insurance		\$411.47			
			B 28 215 030	adj to match billing to current Patty was payin		\$411.47			
PO#:	Voucher #:	11857	Invoice	Invoice No: M2026090	3/25/2026	Paid Amt:	\$822.94	Check Amount:	\$822.94
			B 28 215 032	Long Term Disability		\$639.09			
PO#:	Voucher #:	11858	Invoice	Invoice No: M2026090	3/25/2026	Paid Amt:	\$639.09	Check Amount:	\$1,462.03
CFB	400422	8396		NCPERS Group Life Insurance		Check			
			B 28 215 026	PERA Life		\$40.53			
PO#:	Voucher #:	11865	Invoice	Invoice No: M2026090	3/25/2026	Paid Amt:	\$40.53	Check Amount:	\$40.53
RAM	406283	11757		Great Minds PBC		Check			
			E 01 100 203 302 460 000	Elem Capital		\$4,686.83			
PO#:	Voucher #:	11745	Invoice	Invoice No: INV251970	3/4/2026	Paid Amt:	\$4,686.83	Check Amount:	\$4,686.83
RAM	406284	1127		REGION 6A		Check			
			R 01 300 292 000 060 000	Gate Receipts		\$1,935.00			
PO#:	Voucher #:	11742	Invoice	Invoice No: 03042601	3/4/2026	Paid Amt:	\$1,935.00	Check Amount:	\$1,935.00
RAM	406285	10844		SMART, DAVID		Check			
			E 01 300 294 000 305 104	Consulting Fees/Fees - BBB		\$50.00			
PO#:	Voucher #:	11744	Invoice	Invoice No: 03042602	3/4/2026	Paid Amt:	\$50.00	Check Amount:	\$50.00
RAM	406286	2515		WAHLIN, KENLEY		Check			
			E 01 300 294 000 305 104	Consulting Fees/Fees - BBB		\$50.00			
PO#:	Voucher #:	11743	Invoice	Invoice No: 03042601	3/4/2026	Paid Amt:	\$50.00	Check Amount:	\$50.00

Detail Payment Register By Check

4/2/2026

1:13 PM

Check Number: 0-2147483647 Payment Date: 3.1.2026-3/31/2026 Period: 202601-202609 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
RAM	406287	1126		REGION 8A		Check
			E 01 300 258 000 366 000	Band/Choir Enrty Fees		\$380.00
PO#:	Voucher #:	11746	Invoice	Invoice No: 03092601	3/9/2026	Paid Amt: \$380.00
						Check Amount: \$380.00
RAM	406288	2143		ADA BUILDING CENTER		Check
			E 01 300 361 000 430 000	Inst Supplies		\$267.49
PO#:	Voucher #:	11747	Invoice	Invoice No: 220654	3/12/2026	Paid Amt: \$267.49
						Check Amount: \$267.49
RAM	406289	10989		AL'S DISPOSAL		Check
			E 01 005 810 000 330 000	Utility Services		\$145.74
PO#:	Voucher #:	11748	Invoice	Invoice No: 03122601	3/12/2026	Paid Amt: \$145.74
						Check Amount: \$145.74
RAM	406290	11695		ANDERSON KRYSTAL		Check
			E 01 200 405 740 305 000	Consulting Fees/Fees		\$400.00
PO#:	Voucher #:	11749	Invoice	Invoice No: 03122602	3/12/2026	Paid Amt: \$400.00
						Check Amount: \$400.00
RAM	406291	1659		AUTO VALUE ADA		Check
			E 01 005 760 720 401 000	Gen Supplies		\$439.21
PO#:	Voucher #:	11750	Invoice	Invoice No: 63215428-63215772	3/12/2026	Paid Amt: \$439.21
						Check Amount: \$439.21
RAM	406292	11607		Bix Produce Co.		Check
			E 02 005 770 701 490 000	Food		\$4,789.04
PO#:	Voucher #:	11751	Invoice	Invoice No: 06938095-06965692	3/12/2026	Paid Amt: \$4,789.04
						Check Amount: \$4,789.04
RAM	406293	11917		Boelter Companies, Inc		Check
			E 02 005 770 701 401 000	Gen Supplies		\$263.79
PO#:	Voucher #:	11752	Invoice	Invoice No: 9100034748	3/12/2026	Paid Amt: \$263.79
			E 02 005 770 701 401 000	Gen Supplies		\$193.43
PO#:	Voucher #:	11753	Invoice	Invoice No: 9100032324	3/12/2026	Paid Amt: \$193.43
						Check Amount: \$457.22
RAM	406294	8316		BSN Sports LLC		Check
			E 01 300 292 000 401 000	Gen Supplies - AD		\$975.74
PO#:	Voucher #:	11754	Invoice	Invoice No: 933097749	3/12/2026	Paid Amt: \$975.74
						Check Amount: \$975.74

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Check Number: 0-2147483647 Payment Date: 3.1.2026-3/31/2026 Period: 202601-202609 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
RAM	406295	8489		CASH		Check
			E 01 300 298 000 366 117	Travel		\$675.00
PO#:	Voucher #:	11755	Invoice	Invoice No: 03122602	3/12/2026	Paid Amt: \$675.00
						Check Amount: \$675.00
RAM	406296	10017		CITY OF ADA		Check
			E 01 005 810 000 330 000	Utility Services		\$633.69
PO#:	Voucher #:	11756	Invoice	Invoice No: 0400002227041	3/12/2026	Paid Amt: \$633.69
			E 01 005 810 000 330 000	Utility Services		\$15,038.01
PO#:	Voucher #:	11757	Invoice	Invoice No: 0400002227148	3/12/2026	Paid Amt: \$15,038.01
			E 01 005 810 000 330 000	Utility Services		\$67.61
PO#:	Voucher #:	11759	Invoice	Invoice No: 0400002227070	3/12/2026	Paid Amt: \$67.61
			E 01 005 810 000 330 000	Utility Services		\$3,158.79
PO#:	Voucher #:	11758	Invoice	Invoice No: 0400002227012	3/12/2026	Paid Amt: \$3,158.79
						Check Amount: \$18,898.10
RAM	406297	10030		COLE PAPER, INC		Check
			E 01 005 110 000 401 000	Gen Supplies		\$81.60
PO#:	Voucher #:	11760	Invoice	Invoice No: 10692431	3/12/2026	Paid Amt: \$81.60
						Check Amount: \$81.60
RAM	406298	8363		CULINEX		Check
			E 01 300 399 675 530 000	Equipment Purchases		\$10,414.00
			E 01 300 331 000 430 000	Inst Supplies		\$10,414.00
PO#:	Voucher #:	11761	Invoice	Invoice No: INV981326	3/12/2026	Paid Amt: \$20,828.00
						Check Amount: \$20,828.00
RAM	406299	2047		CULLIGAN WATER CONDITIONING		Check
			E 01 005 760 720 401 000	Gen Supplies		\$12.00
PO#:	Voucher #:	11762	Invoice	Invoice No: 250X02589008	3/12/2026	Paid Amt: \$12.00
						Check Amount: \$12.00
RAM	406300	11344		Hillsboro Dairy, Inc.		Check
			E 02 005 770 701 495 000	Milk		\$5,342.75
PO#:	Voucher #:	11763	Invoice	Invoice No: 109701-109756	3/12/2026	Paid Amt: \$5,342.75
						Check Amount: \$5,342.75
RAM	406301	1992		HILLYARD/HUTCHINSON		Check
			E 01 005 810 000 401 000	Custodial Supplies		\$163.50
PO#:	Voucher #:	11764	Invoice	Invoice No: 90067797	3/12/2026	Paid Amt: \$163.50
						Check Amount: \$163.50

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Check Number: 0-2147483647 Payment Date: 3.1.2026-3/31/2026 Period: 202601-202609 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
RAM	406302	11651		Intermediate District 287		Check
			E 01 200 420 740 391 000	payments to other school distr		\$393.30
PO#:	Voucher #:	11792	Invoice	Invoice No: 2600286	3/12/2026	Paid Amt: \$393.30
						Check Amount: \$393.30
RAM	406303	1446		J W PEPPER & SON INC		Check
			E 01 300 258 000 430 000	BAND Supplies		\$119.40
PO#:	Voucher #:	11765	Invoice	Invoice No: 368181469-368239144	3/12/2026	Paid Amt: \$119.40
						Check Amount: \$119.40
RAM	406304	10527		KELLY'S CHRYSLER CENTER		Check
			E 01 005 760 720 350 000	Repair & Maint Svc		\$959.35
PO#:	Voucher #:	11766	Invoice	Invoice No: 142458-142230	3/12/2026	Paid Amt: \$959.35
						Check Amount: \$959.35
RAM	406305	10681		KRJB		Check
			E 01 005 110 000 305 000	Consulting Fees/Fees		\$1,310.00
PO#:	Voucher #:	11767	Invoice	Invoice No: 03152602118930	3/12/2026	Paid Amt: \$1,310.00
						Check Amount: \$1,310.00
RAM	406306	11376		Linde Gas & Equipment Inc		Check
			E 01 300 361 000 430 000	Inst Supplies		\$438.71
PO#:	Voucher #:	11768	Invoice	Invoice No: 55294232	3/12/2026	Paid Amt: \$438.71
						Check Amount: \$438.71
RAM	406307	8938		LIVESTOCKJUDGING.COM		Check
			E 01 300 301 000 430 000	Inst Supplies - AG		\$300.00
PO#:	Voucher #:	11769	Invoice	Invoice No: 8459	3/12/2026	Paid Amt: \$300.00
						Check Amount: \$300.00
RAM	406308	2105		MARCO INC		Check
			E 01 005 850 302 370 000	Facilities Lease		\$3,839.98
PO#:	Voucher #:	11770	Invoice	Invoice No: 576508915	3/12/2026	Paid Amt: \$3,839.98
						Check Amount: \$3,839.98
RAM	406309	1632		MCCOLLUM HARDWARE, INC.		Check
			E 01 300 361 000 430 000	Inst Supplies		\$491.01
			E 01 300 212 000 430 000	Inst Supplies - ART		\$107.89
			E 01 005 810 000 401 000	Custodial Supplies		\$59.99
PO#:	Voucher #:	11771	Invoice	Invoice No: 278636-279858	3/12/2026	Paid Amt: \$658.89
						Check Amount: \$658.89

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Check Number: 0-2147483647 Payment Date: 3.1.2026-3/31/2026 Period: 202601-202609 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
RAM	406310	11873		Mission Mechanical, Inc		Check
			E 01 005 810 000 350 000	Repair & Maint Svc		\$1,553.00
PO#:	Voucher #:	11772	Invoice	Invoice No: SVD260490	3/12/2026	Paid Amt: \$1,553.00
						Check Amount: \$1,553.00
RAM	406311	3751		NETWORK SERVICES CO		Check
			E 01 005 810 000 401 000	Custodial Supplies		\$473.00
PO#:	Voucher #:	11773	Invoice	Invoice No: 25500	3/12/2026	Paid Amt: \$473.00
			E 01 005 810 000 401 000	Custodial Supplies		\$318.12
PO#:	Voucher #:	11774	Invoice	Invoice No: 22276	3/12/2026	Paid Amt: \$318.12
			E 01 005 810 000 401 000	Custodial Supplies		\$194.68
PO#:	Voucher #:	11775	Invoice	Invoice No: 22438	3/12/2026	Paid Amt: \$194.68
						Check Amount: \$985.80
RAM	406312	10069		NORMAN COUNTY INDEX		Check
			E 01 005 110 000 305 000	Consulting Fees/Fees		\$228.00
PO#:	Voucher #:	11776	Invoice	Invoice No: 21280	3/12/2026	Paid Amt: \$228.00
						Check Amount: \$228.00
RAM	406313	10521		NORTH CENTRAL TRUCK EQUIPMENT		Check
			E 01 005 760 720 401 000	Gen Supplies		\$639.01
PO#:	Voucher #:	11777	Invoice	Invoice No: 331543-331492	3/12/2026	Paid Amt: \$639.01
						Check Amount: \$639.01
RAM	406314	8680		PAN O GOLD BAKING CO		Check
			E 02 005 770 701 490 000	Food		\$1,017.73
PO#:	Voucher #:	11778	Invoice	Invoice No: 4470847	3/12/2026	Paid Amt: \$1,017.73
						Check Amount: \$1,017.73
RAM	406315	8719		PEMBERTON, SORLIE, RUFER & KERSHNER PLLP		Check
			E 01 005 110 000 305 000	Consulting Fees/Fees		\$135.00
PO#:	Voucher #:	11779	Invoice	Invoice No: 85	3/12/2026	Paid Amt: \$135.00
						Check Amount: \$135.00
RAM	406316	3586		RICHARDS OIL & PROPANE		Check
			E 01 005 760 720 305 000	Consulting Fees/Fees		\$125.00
			E 01 005 760 720 440 000	Fuel		\$9,583.02
			E 01 005 810 000 440 000	Fuel For Bldgs		\$236.68
PO#:	Voucher #:	11780	Invoice	Invoice No: 79401-80190	3/12/2026	Paid Amt: \$9,944.70
						Check Amount: \$9,944.70

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Check Number: 0-2147483647 Payment Date: 3.1.2026-3/31/2026 Period: 202601-202609 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
RAM	406317	11412		Sanford Health Occupational Medicine		Check
			E 01 005 760 720 305 000	Consulting Fees/Fees		\$115.00
PO#:	Voucher #:	11781	Invoice	Invoice No: 878380	3/12/2026	Paid Amt: \$115.00
						Check Amount: \$115.00
RAM	406318	8845		SUPERMARKET FOODS		Check
			E 01 300 331 000 430 000	Inst Supplies		\$366.60
PO#:	Voucher #:	11782	Invoice	Invoice No: 2000981356-201991751	3/12/2026	Paid Amt: \$366.60
			E 01 200 402 740 433 000	Inst Supp		\$34.61
PO#:	Voucher #:	11783	Invoice	Invoice No: 200291007-200351006	3/12/2026	Paid Amt: \$34.61
						Check Amount: \$401.21
RAM	406319	11918		Today's Classroom LLC		Check
			E 01 300 292 000 401 002	AD - Booster Club Purchases		\$2,907.30
PO#:	Voucher #:	11784	Invoice	Invoice No: 26-9152	3/12/2026	Paid Amt: \$2,907.30
						Check Amount: \$2,907.30
RAM	406320	10117		TRAINING ROOM INC		Check
			E 01 300 292 000 401 000	Gen Supplies - AD		\$64.48
PO#:	Voucher #:	11785	Invoice	Invoice No: 1332	3/12/2026	Paid Amt: \$64.48
						Check Amount: \$64.48
RAM	406321	2570		US FOODS		Check
			E 02 005 770 705 490 000	Food		\$2,078.88
			E 02 005 770 701 490 000	Food		\$9,885.86
PO#:	Voucher #:	11787	Invoice	Invoice No: 4982181-5295752	3/12/2026	Paid Amt: \$11,964.74
						Check Amount: \$11,964.74
RAM	406322	2570		US FOODS		Check
			E 02 005 770 701 490 000	Food		\$883.75
PO#:	Voucher #:	11786	Invoice	Invoice No: 4982179-5183081	3/12/2026	Paid Amt: \$883.75
						Check Amount: \$883.75
RAM	406323	11672		Valley General Store		Check
			E 02 005 770 701 490 000	Food		\$467.44
PO#:	Voucher #:	11788	Invoice	Invoice No: 10031059-100221848	3/12/2026	Paid Amt: \$467.44
						Check Amount: \$467.44
RAM	406324	2233		VERIZON WIRELESS		Check
			E 01 005 810 000 320 000	Telephone		\$120.05
PO#:	Voucher #:	11789	Invoice	Invoice No: 6137432380	3/12/2026	Paid Amt: \$120.05
						Check Amount: \$120.05

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Check Number: 0-2147483647 Payment Date: 3.1.2026-3/31/2026 Period: 202601-202609 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
RAM	406325	2706		WEX BANK		Check
			E 01	005 760 720 440 000 Fuel		\$95.00
PO#:	Voucher #:	11790	Invoice	Invoice No: 110943763	3/12/2026	Paid Amt: \$95.00
						Check Amount: \$95.00
RAM	406326	2114		ZIEGLER INC		Check
			E 01	005 810 000 401 000 Custodial Supplies		\$93.95
			E 01	005 810 000 401 000 Custodial Supplies		\$16.97
			E 01	005 810 000 401 000 Custodial Supplies		\$20.04
PO#:	Voucher #:	11791	Invoice	Invoice No: 002289550-002316452	3/12/2026	Paid Amt: \$130.96
						Check Amount: \$130.96
RAM	406327	1126		REGION 8A		Check
			E 01	300 291 000 403 000 Co-Curr-Speech		\$240.00
PO#:	Voucher #:	11804	Invoice	Invoice No: 03182601	3/18/2026	Paid Amt: \$240.00
						Check Amount: \$240.00
RAM	406328	1126		REGION 8A		Check
			E 01	300 258 000 366 000 Band/Choir Enrty Fees		\$200.00
PO#:	Voucher #:	11805	Invoice	Invoice No: 03182602	3/18/2026	Paid Amt: \$200.00
						Check Amount: \$200.00
RAM	406329	8489		CASH		Check
			E 01	100 203 320 305 000 Consulting Fees/Fees - Indian Ed		\$100.00
PO#:	Voucher #:	11808	Invoice	Invoice No: 03202602	3/20/2026	Paid Amt: \$100.00
						Check Amount: \$100.00
RAM	406330	2515		WAHLIN, KENLEY		Check
			E 01	005 640 316 366 000 Travel		\$160.00
PO#:	Voucher #:	11807	Invoice	Invoice No: 03202601	3/20/2026	Paid Amt: \$160.00
						Check Amount: \$160.00
RAM	406331	10134		ADA BODY SHOP		Check
			E 01	005 760 720 350 000 Repair & Maint Svc		\$140.00
PO#:	Voucher #:	11814	Invoice	Invoice No: 88273	3/25/2026	Paid Amt: \$140.00
						Check Amount: \$140.00
RAM	406332	11372		Alluma		Check
			E 01	100 203 000 379 000 Qual Mental Health Profess		\$140.00
PO#:	Voucher #:	11815	Invoice	Invoice No: 1681917	3/25/2026	Paid Amt: \$140.00
						Check Amount: \$140.00

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Check Number: 0-2147483647 Payment Date: 3.1.2026-3/31/2026 Period: 202601-202609 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
RAM	406333	2552		AREA SPECIAL EDUCATION COOP #997		Check
			E 01 200 420 000 394 000	ASEC Payments		\$23,818.03
PO#:	Voucher #:	11816	Invoice	Invoice No: 03252601	3/25/2026	Paid Amt: \$23,818.03
						Check Amount: \$23,818.03
RAM	406334	2381		ARVIG COMMUNICATION SYSTEMS		Check
			E 01 005 810 000 320 000	Telephone		\$669.89
PO#:	Voucher #:	11817	Invoice	Invoice No: 2584330	3/25/2026	Paid Amt: \$669.89
			E 01 005 810 000 320 000	Telephone		\$41.55
PO#:	Voucher #:	11818	Invoice	Invoice No: 2578356	3/25/2026	Paid Amt: \$41.55
			E 01 005 810 000 320 000	Telephone		\$6.55
PO#:	Voucher #:	11819	Invoice	Invoice No: 2584328	3/25/2026	Paid Amt: \$6.55
						Check Amount: \$717.99
RAM	406335	8316		BSN Sports LLC		Check
			E 01 300 292 000 401 109	Gen Supplies - Golf		\$3,319.35
PO#:	Voucher #:	11820	Invoice	Invoice No: 933091636	3/25/2026	Paid Amt: \$3,319.35
						Check Amount: \$3,319.35
RAM	406336	8461		Dakota Mailing		Check
			E 01 005 110 000 329 000	Postage		\$259.32
PO#:	Voucher #:	11821	Invoice	Invoice No: 89335	3/25/2026	Paid Amt: \$259.32
						Check Amount: \$259.32
RAM	406337	10437		ELECTRO WATCHMAN, INC		Check
			E 01 005 865 363 305 000	Consulting Fees/Fees - LTFM Fire Safety		\$72.00
PO#:	Voucher #:	11822	Invoice	Invoice No: 457933	3/25/2026	Paid Amt: \$72.00
						Check Amount: \$72.00
RAM	406338	8955		Hawley VB		Check
			E 04 005 505 321 305 000	Consulting Fees/Fees		\$400.00
PO#:	Voucher #:	11844	Invoice	Invoice No: 03252601	3/25/2026	Paid Amt: \$400.00
						Check Amount: \$400.00
RAM	406339	1992		HILLYARD/HUTCHINSON		Check
			E 01 005 810 000 401 000	Custodial Supplies		\$249.12
PO#:	Voucher #:	11823	Invoice	Invoice No: 90076240	3/25/2026	Paid Amt: \$249.12
						Check Amount: \$249.12
RAM	406340	8463		MAAE		Check
			E 01 005 640 316 366 000	Travel		\$537.00
PO#:	Voucher #:	11845	Invoice	Invoice No: 03252603	3/25/2026	Paid Amt: \$537.00
						Check Amount: \$537.00

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Check Number: 0-2147483647 Payment Date: 3.1.2026-3/31/2026 Period: 202601-202609 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
RAM	406341	2106		MARCO		Check
			E 01 005 850 302 305 000	Consulting Fees/Fees		\$335.43
PO#:	Voucher #:	11824	Invoice	Invoice No: INV15023888	3/25/2026	Paid Amt: \$335.43
						Check Amount: \$335.43
RAM	406342	1840		MINNESOTA ENERGY		Check
			E 01 005 810 000 330 000	Utility Services		\$222.50
PO#:	Voucher #:	11828	Invoice	Invoice No: 0504407860-00001	3/25/2026	Paid Amt: \$222.50
			E 01 005 810 000 330 000	Utility Services		\$1,314.33
PO#:	Voucher #:	11825	Invoice	Invoice No: 0504407860-00002	3/25/2026	Paid Amt: \$1,314.33
			E 01 005 810 000 330 000	Utility Services		\$3,414.43
PO#:	Voucher #:	11826	Invoice	Invoice No: 0506903733-00001	3/25/2026	Paid Amt: \$3,414.43
			E 01 005 810 000 330 000	Utility Services		\$990.95
PO#:	Voucher #:	11827	Invoice	Invoice No: 0502755022-00001	3/25/2026	Paid Amt: \$990.95
						Check Amount: \$5,942.21
RAM	406343	2419		MN STATE COMMUNITY & TECHNICAL		Check
			E 01 300 050 000 394 000	CIHS Payments		\$3,000.00
PO#:	Voucher #:	11829	Invoice	Invoice No: CI0000019104	3/25/2026	Paid Amt: \$3,000.00
						Check Amount: \$3,000.00
RAM	406344	11593		MPX Fitness		Check
			E 04 005 505 321 305 000	Consulting Fees/Fees		\$2,000.00
PO#:	Voucher #:	11830	Invoice	Invoice No: 890	3/25/2026	Paid Amt: \$2,000.00
						Check Amount: \$2,000.00
RAM	406345	3751		NETWORK SERVICES CO		Check
			E 01 005 810 000 401 000	Custodial Supplies		\$60.09
PO#:	Voucher #:	11831	Invoice	Invoice No: 28740	3/25/2026	Paid Amt: \$60.09
			E 01 005 810 000 401 000	Custodial Supplies		\$242.95
PO#:	Voucher #:	11832	Invoice	Invoice No: 31777	3/25/2026	Paid Amt: \$242.95
						Check Amount: \$303.04
RAM	406346	1030		PEARSON EDUCATION		Check
			E 01 200 401 740 433 000	Inst Supp		\$136.60
PO#:	Voucher #:	11833	Invoice	Invoice No: 31332429	3/25/2026	Paid Amt: \$136.60
						Check Amount: \$136.60
RAM	406347	11447		Pitney Bowes Global Financial Services		Check
			E 01 005 110 000 329 000	Postage		\$1,263.40
PO#:	Voucher #:	11834	Invoice	Invoice No: 8000909009718805	3/25/2026	Paid Amt: \$1,263.40
						Check Amount: \$1,263.40

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Check Number: 0-2147483647 Payment Date: 3.1.2026-3/31/2026 Period: 202601-202609 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
RAM	406348	2007		POPPLER'S MUSIC STORE		Check
			E 01 300 258 000 441 000	Vocal Music Supp		\$428.90
PO#:	Voucher #:	11835	Invoice	Invoice No: 3173320	3/25/2026	Paid Amt: \$428.90
						Check Amount: \$428.90
RAM	406349	2007		POPPLER'S MUSIC STORE		Check
			E 01 100 258 000 430 000	Inst Supplies - ELEM Music		\$54.99
PO#:	Voucher #:	11836	Invoice	Invoice No: 3173649	3/25/2026	Paid Amt: \$54.99
						Check Amount: \$54.99
RAM	406350	10314		RED RIVER PROMOTER (THE)		Check
			E 01 005 110 000 305 000	Consulting Fees/Fees		\$168.00
PO#:	Voucher #:	11837	Invoice	Invoice No: 34663-34665	3/25/2026	Paid Amt: \$168.00
						Check Amount: \$168.00
RAM	406351	1126		REGION 8A		Check
			E 01 300 212 000 366 000	Travel		\$540.00
PO#:	Voucher #:	11838	Invoice	Invoice No: 03252601	3/25/2026	Paid Amt: \$540.00
						Check Amount: \$540.00
RAM	406352	8845		SUPERMARKET FOODS		Check
			E 01 200 402 740 433 000	Inst Supp		\$23.46
			E 02 005 770 701 490 000	Food		\$157.53
			E 01 300 298 000 401 002	Student Activity Account Purchases		\$167.37
PO#:	Voucher #:	11839	Invoice	Invoice No: 2001221455-100191729	3/25/2026	Paid Amt: \$348.36
						Check Amount: \$348.36
RAM	406353	11257		TRICORNE AUDIO, INC		Check
			E 01 005 865 370 350 000	Repair & Maint Svc - LTFM Electrical		\$7,516.74
PO#:	Voucher #:	11840	Invoice	Invoice No: 15035	3/25/2026	Paid Amt: \$7,516.74
						Check Amount: \$7,516.74
RAM	406354	2570		US FOODS		Check
			E 02 005 770 701 490 000	Food		\$463.75
PO#:	Voucher #:	11841	Invoice	Invoice No: 5692921	3/25/2026	Paid Amt: \$463.75
			E 01 100 203 000 430 000	Inst Supplies		\$145.08
			E 02 005 770 702 490 000	Food		\$218.36
			E 02 005 770 707 490 000	Food		\$220.08
			E 02 005 770 705 490 000	Food		\$1,866.32
			E 02 005 770 701 490 000	Food		\$8,148.20
PO#:	Voucher #:	11842	Invoice	Invoice No: 5386567-5700576	3/25/2026	Paid Amt: \$10,598.04
						Check Amount: \$11,061.79

Detail Payment Register By Check

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Check Number: 0-2147483647 Payment Date: 3.1.2026-3/31/2026 Period: 202601-202609 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
RAM	406355	10631		VISSER TRENCHING		Check
			E 01 005 810 000 350 000	Repair & Maint Svc		\$342.50
PO#:	Voucher #:	11843	Invoice	Invoice No: 14141	3/25/2026	Paid Amt: \$342.50
						Check Amount: \$342.50
RAM	406356	11356		HENNEN MIKI		Check
			E 01 300 291 000 405 000	FCCLA		\$115.00
PO#:	Voucher #:	11848	Invoice	Invoice No: 03262601	3/26/2026	Paid Amt: \$115.00
						Check Amount: \$115.00
RAM	406357	11450		GULER ERIC		Check
			E 01 300 294 000 305 106	Consulting Fees/Fees - Baseball		\$282.00
PO#:	Voucher #:	11852	Invoice	Invoice No: 03292602	3/30/2026	Paid Amt: \$282.00
						Check Amount: \$282.00
RAM	406358	8373		PETERSON DAVE		Check
			E 01 300 294 000 305 106	Consulting Fees/Fees - Baseball		\$210.00
PO#:	Voucher #:	11851	Invoice	Invoice No: 03292601	3/30/2026	Paid Amt: \$210.00
						Check Amount: \$210.00
RAM	406359	11922		BOWER GINA		Check
			E 01 100 203 320 305 000	Consulting Fees/Fees - Indian Ed		\$410.00
PO#:	Voucher #:	11876	Invoice	Invoice No: 03312601	3/31/2026	Paid Amt: \$410.00
						Check Amount: \$410.00
RAM	406360	11923		ND DHHS		Check
			E 01 100 203 320 305 000	Consulting Fees/Fees - Indian Ed		\$30.00
PO#:	Voucher #:	11877	Invoice	Invoice No: 03312602	3/31/2026	Paid Amt: \$30.00
						Check Amount: \$30.00
RAM	406361	10653		TUTTLE, RICHARD		Check
			E 01 300 258 000 305 000	Consulting Fees/Fees		\$150.00
PO#:	Voucher #:	11878	Invoice	Invoice No: 03312603	3/31/2026	Paid Amt: \$150.00
						Check Amount: \$150.00
STAC	400884	8894		Minnesota FCCLA		Check
			E 21 300 298 301 899 713	SA - FCCLA Exp		\$4,395.00
PO#:	Voucher #:	11741	Invoice	Invoice No: 03042601	3/4/2026	Paid Amt: \$4,395.00
						Check Amount: \$4,395.00
STAC	400885	1741		ADA BORUP WEST SCHOOL		Check
			E 21 300 298 301 899 730	SA - Class of 2027 Exp		\$786.00
PO#:	Voucher #:	11802	Invoice	Invoice No: 03162610	3/16/2026	Paid Amt: \$786.00

Detail Payment Register By Check

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Check Number: 0-2147483647 Payment Date: 3.1.2026-3/31/2026 Period: 202601-202609 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
STAC	400885	1741		ADA BORUP WEST SCHOOL		Check		
			E 21 300 298 301 899 712	SA - Concessions Exp		\$112.25		
PO#:	Voucher #:	11799	Invoice	Invoice No: 03162607	3/16/2026	Paid Amt:	\$112.25	
			E 21 300 298 301 899 732	SA - Trap Team Exp		\$55.12		
PO#:	Voucher #:	11800	Invoice	Invoice No: 03162608	3/16/2026	Paid Amt:	\$55.12	
						Check Amount:	\$953.37	
STAC	400886	2668		COCA-COLA BOTTLING COMPANY HIGH COUNTRY		Check		
			E 21 300 298 301 899 712	SA - Concessions Exp		\$1,388.00		
PO#:	Voucher #:	11796	Invoice	Invoice No: 03162604	3/16/2026	Paid Amt:	\$1,388.00	
						Check Amount:	\$1,388.00	
STAC	400887	11919		HALVORSON, CHARLOTTE		Check		
			E 21 300 298 301 899 713	SA - FCCLA Exp		\$80.00		
PO#:	Voucher #:	11795	Invoice	Invoice No: 03162603	3/16/2026	Paid Amt:	\$80.00	
						Check Amount:	\$80.00	
STAC	400888	1521		JOHNSON, JORDAN		Check		
			E 21 300 298 301 899 738	SA - Class of 2032 Exp		\$513.02		
PO#:	Voucher #:	11794	Invoice	Invoice No: 03162602	3/16/2026	Paid Amt:	\$513.02	
						Check Amount:	\$513.02	
STAC	400889	8427		Regents of the Univ of MN		Check		
			E 21 300 298 301 899 714	SA - FFA Exp		\$60.00		
PO#:	Voucher #:	11801	Invoice	Invoice No: 03162609	3/16/2026	Paid Amt:	\$60.00	
						Check Amount:	\$60.00	
STAC	400890	10296		SMITH, KAREN		Check		
			E 21 300 298 301 899 711	SA - Close Up Exp		\$55.00		
PO#:	Voucher #:	11793	Invoice	Invoice No: 03162601	3/16/2026	Paid Amt:	\$55.00	
						Check Amount:	\$55.00	
STAC	400891	10809		WEST MAIN PIZZA		Check		
			E 21 300 298 301 899 713	SA - FCCLA Exp		\$114.75		
PO#:	Voucher #:	11798	Invoice	Invoice No: 03162606	3/16/2026	Paid Amt:	\$114.75	
			E 21 300 298 301 899 712	SA - Concessions Exp		\$583.50		
PO#:	Voucher #:	11797	Invoice	Invoice No: 03162605	3/16/2026	Paid Amt:	\$583.50	
						Check Amount:	\$698.25	
STAC	400892	8845		SUPERMARKET FOODS		Check		
			E 21 300 298 301 899 713	SA - FCCLA Exp		\$193.96		
PO#:	Voucher #:	11803	Invoice	Invoice No: 03162611	3/16/2026	Paid Amt:	\$193.96	
						Check Amount:	\$193.96	

Detail Payment Register By Check

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Check Number: 0-2147483647 Payment Date: 3.1.2026-3/31/2026 Period: 202601-202609 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
STAC	400893	1741		ADA BORUP WEST SCHOOL		Check
			E 21 300 298 301 899 727	SA - Class of 2026 Exp		\$1,492.00
PO#:	Voucher #:	11811	Invoice	Invoice No: 03232603	3/23/2026	Paid Amt: \$1,492.00
			E 21 300 298 301 899 713	SA - FCCLA Exp		\$18.00
PO#:	Voucher #:	11812	Invoice	Invoice No: 03232604	3/23/2026	Paid Amt: \$18.00
			E 21 300 298 301 899 713	SA - FCCLA Exp		\$572.00
PO#:	Voucher #:	11813	Invoice	Invoice No: 03232605	3/23/2026	Paid Amt: \$572.00
			E 21 300 294 301 899 703	SA - BBB Exp		\$977.51
PO#:	Voucher #:	11809	Invoice	Invoice No: 03232601	3/23/2026	Paid Amt: \$977.51
			E 21 300 298 301 899 730	SA - Class of 2027 Exp		\$678.59
PO#:	Voucher #:	11810	Invoice	Invoice No: 03232602	3/23/2026	Paid Amt: \$678.59
						Check Amount: \$3,738.10
STAC	400894	10002		GERRELLS SPORT CTR		Check
			E 21 300 296 301 899 717	SA - GBB Exp		\$1,463.00
PO#:	Voucher #:	11846	Invoice	Invoice No: 03262601	3/26/2026	Paid Amt: \$1,463.00
						Check Amount: \$1,463.00
STAC	400895	8902		Minnesota Region 1 National Convention		Check
			E 21 300 298 301 899 714	SA - FFA Exp		\$565.00
PO#:	Voucher #:	11847	Invoice	Invoice No: 03262602	3/26/2026	Paid Amt: \$565.00
						Check Amount: \$565.00
STAC	400896	11920		BLOOD CANCER UNITED		Check
			E 21 300 298 301 899 716	SA - General Exp		\$1,413.78
PO#:	Voucher #:	11849	Invoice	Invoice No: 03262603	3/26/2026	Paid Amt: \$1,413.78
						Check Amount: \$1,413.78
STAC	400897	11921		LARSON-REINHART, ANGIE		Check
			E 21 300 298 301 899 716	SA - General Exp		\$1,500.00
PO#:	Voucher #:	11850	Invoice	Invoice No: 03262604	3/26/2026	Paid Amt: \$1,500.00
						Check Amount: \$1,500.00
						Report Total: \$185,406.77

Detail Payment Register By Wire

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Check Number: 0-2147483647 Payment Date: 3.1.2026-3/31/2026 Period: 202601-202609 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
CFB	11910			MN PFML		Wire
			B 28 215 019	MN Paid Family Medical Leave		\$4,961.18
PO#:	Voucher #:	11862	Invoice	Invoice No: M2026090	3/25/2026	Paid Amt: \$4,961.18
						Check Amount: \$4,961.18
CFB	11492			WEX - HSA/VEBA		Wire
			B 28 215 021	HSA/VEBA		\$6,409.20
			B 28 215 022	HSA		\$18,275.06
PO#:	Voucher #:	11873	Invoice	Invoice No: M2026090	3/25/2026	Paid Amt: \$24,684.26
						Check Amount: \$24,684.26
CFB	11843			Colonial Life		Wire
			B 28 215 006	American Family		\$693.30
			B 28 215 006	9 month ee adj		(\$56.52)
			B 28 215 025	Health Insurance		\$1,257.76
			B 28 215 030	McI Life Insurance		\$532.53
			B 28 215 032	Long Term Disability		\$234.01
			B 28 215 036	Dental		\$2,476.65
PO#:	Voucher #:	11854	Invoice	Invoice No: M2026090	3/25/2026	Paid Amt: \$5,137.73
						Check Amount: \$5,137.73
CFB	203564			THE OMNI GROUP		Wire
			B 28 215 005	OMNI-TSA		\$1,483.34
PO#:	Voucher #:	11871	Invoice	Invoice No: M2026090	3/25/2026	Paid Amt: \$1,483.34
			B 28 215 005	OMNI-TSA		\$750.00
PO#:	Voucher #:	11869	Invoice	Invoice No: M2026090	3/25/2026	Paid Amt: \$750.00
			B 28 215 005	OMNI-TSA		\$9,761.67
PO#:	Voucher #:	11870	Invoice	Invoice No: M2026090	3/25/2026	Paid Amt: \$9,761.67
			B 28 215 005	OMNI-TSA		\$383.34
PO#:	Voucher #:	11867	Invoice	Invoice No: M2026090	3/25/2026	Paid Amt: \$383.34
			B 28 215 005	OMNI-TSA		\$1,200.00
PO#:	Voucher #:	11872	Invoice	Invoice No: M2026090	3/25/2026	Paid Amt: \$1,200.00
			B 28 215 005	OMNI-TSA		\$4,729.17
PO#:	Voucher #:	11868	Invoice	Invoice No: M2026090	3/25/2026	Paid Amt: \$4,729.17
						Check Amount: \$18,307.52
CFB	210605			MN DEPT OF REVENUE		Wire
			B 28 215 029	Guarnishee		\$1,009.84
PO#:	Voucher #:	11860	Invoice	Invoice No: M2026090	3/25/2026	Paid Amt: \$1,009.84

Detail Payment Register By Wire

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Check Number: 0-2147483647 Payment Date: 3.1.2026-3/31/2026 Period: 202601-202609 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
CFB	210605			MN DEPT OF REVENUE		Wire
			B 28 215 013	MN Tax		\$20,005.24
PO#:	Voucher #:	11863	Invoice	Invoice No: M2026090	3/25/2026	Paid Amt: \$20,005.24
						Check Amount: \$21,015.08
CFB	210675			MEDICA - Northwest Service Co-op		Wire
			B 28 215 025	Health Insurance		\$95,049.33
			B 28 215 025	Retirees		\$5,678.12
			B 28 215 025	9 month employee adj		(\$2,431.15)
PO#:	Voucher #:	11859	Invoice	Invoice No: M2026090	3/25/2026	Paid Amt: \$98,296.30
						Check Amount: \$98,296.30
CFB	210684			PUBLIC EMPLOYEES RETIREMENT AS		Wire
			B 28 215 017	PERA		\$24,357.05
PO#:	Voucher #:	11864	Invoice	Invoice No: M2026090	3/25/2026	Paid Amt: \$24,357.05
						Check Amount: \$24,357.05
CFB	210685			TEACHERS RETIREMENT ASSOCIATIO		Wire
			B 28 215 018	TRA		\$65,297.74
PO#:	Voucher #:	11866	Invoice	Invoice No: M2026090	3/25/2026	Paid Amt: \$65,297.74
						Check Amount: \$65,297.74
CFB	21589			IRS		Wire
			B 28 215 010	FICA		\$81,119.68
			B 28 215 011	Fed Tax		\$30,355.01
PO#:	Voucher #:	11855	Invoice	Invoice No: M2026090	3/25/2026	Paid Amt: \$111,474.69
						Check Amount: \$111,474.69
CFB	8729			Horace Mann Life Insurance Company		Wire
			B 28 215 030	Mcl Life Insurance		\$1,010.55
			B 28 215 030	ADJ to billing will bring us current Patty was p		\$164.97
PO#:	Voucher #:	11856	Invoice	Invoice No: M2026090	3/25/2026	Paid Amt: \$1,175.52
						Check Amount: \$1,175.52
CFB	11910			MN PFML		Wire
			B 28 215 019	MN Paid Family Medical Leave		\$2.28
PO#:	Voucher #:	11875	Invoice	Invoice No: M202609S0	3/27/2026	Paid Amt: \$2.28
						Check Amount: \$2.28
CFB	21589			IRS		Wire
			B 28 215 010	FICA		\$39.56
PO#:	Voucher #:	11874	Invoice	Invoice No: M202609S0	3/27/2026	Paid Amt: \$39.56
						Check Amount: \$39.56

Detail Payment Register By Wire

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Check Number: 0-2147483647 Payment Date: 3.1.2026-3/31/2026 Period: 202601-202609 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
RAM	8546			AMAZON		Wire
			E 01	200 407 740 433 000	Bus Ed Supp	\$42.06
			E 01	300 301 000 430 000	Inst Supplies - Ag	\$29.55
			E 01	300 298 000 401 002	Student Activity Account Purchases	\$144.82
			E 01	300 361 000 430 000	Inst Supplies	\$420.92
			E 01	300 292 000 401 001	Corp Sponsor AD Supplies	\$113.82
			E 01	005 850 302 555 000	Technology Equipment	\$177.98
			E 01	005 110 000 401 000	Gen Supplies	\$165.07
			E 01	300 361 000 430 000	Inst Supplies	\$87.93
			E 01	005 110 000 401 000	Gen Supplies	\$35.31
			E 01	300 361 000 430 000	Inst Supplies	\$131.98
			E 01	300 331 000 430 000	Inst Supplies	\$122.56
			E 01	005 110 000 401 000	Gen Supplies	\$40.75
			E 01	300 361 000 430 000	Inst Supplies	\$26.70
			E 01	005 850 302 555 000	Technology Equipment	\$59.98
			E 01	300 298 000 401 002	Student Activity Account Purchases	\$328.68
			E 01	300 260 000 430 000	Science Supplies	\$18.98
			E 01	300 240 000 430 000	Phy Ed/Health Supplies	\$59.98
			E 01	200 720 000 401 000	Health Aide Supplies	\$223.53
			E 01	200 720 000 401 000	Health Aide Supplies	\$426.56
			E 01	100 203 000 430 000	Inst Supplies	\$211.19
			E 01	100 203 000 430 000	Inst Supplies	\$72.75
			E 01	100 203 000 430 000	Inst Supplies	\$39.28
PO#:	Voucher #:	11716	Invoice	Invoice No: 03022601	3/2/2026	Paid Amt: \$2,980.38
						Check Amount: \$2,980.38
RAM	8816			Cardmember Service		Wire
			E 01	005 110 000 305 000	Consulting Fees/Fees	\$21.46
			E 01	005 640 316 366 000	Travel	\$1,448.63
			E 01	005 110 000 401 000	Gen Supplies	\$45.10
			E 01	200 402 740 433 000	Inst Supp	\$651.38
			E 01	300 361 000 430 000	Inst Supplies	\$97.69
			E 04	005 505 321 401 000	Gen Supplies	\$424.82
			E 02	005 770 701 490 000	Food	\$769.28
			E 01	300 292 000 366 000	Travel	\$40.00
			E 01	005 110 000 422 000	FLEX FUND	\$178.88
			E 01	300 211 302 460 000	Secondary Capital	\$4,151.00
			E 01	005 810 000 320 000	Telephone	\$87.76

Detail Payment Register By Wire

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Check Number: 0-2147483647 Payment Date: 3.1.2026-3/31/2026 Period: 202601-202609 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
RAM	8816			Cardmember Service		Wire
			E 01	005 850 302 555 000	Technology Equipment	\$233.40
			E 01	300 260 000 430 000	Science Supplies	\$337.12
			E 01	300 296 000 401 108	Supplies - SB	\$1,887.85
			E 01	200 405 740 433 000	Deaf & Hard of Hearing Supplies	\$35.99
			E 01	300 292 302 530 000	Equipment Purchases	\$2,415.95
			E 01	300 298 000 401 002	Student Activity Account Purchases	\$4,687.36
PO#:	Voucher #:	11806	Invoice	Invoice No: 03122601	3/20/2026	Paid Amt: \$17,513.67
						Check Amount: \$17,513.67
						Report Total: \$395,242.96

REGULAR SCHOOL BOARD MEETING

The regular monthly meeting of the Independent School District #2910 was called to order at 7:00 a.m. on Wednesday, March 11, 2026, by Chairperson Gretchen Rockstad in the Ada-Borup-West Board Room, Ada, Minnesota. Chairperson Gretchen Rockstad declared a quorum.

Board members present: Dena Bishop, Nancy Crompton, Faye DeLong, Janna Engel, Gretchen Rockstad, Barb Spilde, Josh Visser

Administration present: Aaron Cook, Josh Carlson, Bree Triplett, Kenley Wahlin, Sandy Gunderson

Citizens present: Jim Birkemeyer, Elizabeth Cakebread, Michael Erickson, Ruth Hayden, Pat Pfund

Pledge of Allegiance

Visser made the motion to approve adoption of the agenda. Motion seconded by Spilde. UC

Chairperson Rockstad called for public input: none

School Board Member Comments: none

Budget Report/Treasurer's Report given by Aaron Cook.

Superintendent Aaron Cook reported on:

1. PreK-12 Enrollment: 663
K-12: 599
2. Legislative update given
3. Baseball Field Maintenance
 - a. Need approval on \$50,729 quote from MN Sodding Company.
 - b. \$35,000 budgeted in FY27 LTFM plan. City of Ada approved paying \$15,000.
4. November 7 (State Volleyball) Make-Up Day Options:
 - a. Staff and student day on Monday, April 6
 - b. Staff only day on May 27
 - c. Have staff document additional hours
5. Policy Updates

High School Principal Josh Carlson reported on:

1. Master Schedule
2. Quarter 3 Unplugged Day – March 11
3. Senior Trip – March 20-21
4. Forensics Field Trip to BCA (Bemidji)
5. 10th Grade Career Day (area businesses) and ACT (juniors) – March 24
6. Community Education
 - a. Mariah Prussia's Self Defense Class – March 14
 - b. Shamrocks & Shenanigans Cookie Decorating Class – March 16
 - c. Mural All-Stars vs. Staff

Elementary Principal Bree Triplett reported on:

1. Parent/Teacher Conferences
2. I Love to Read Month/Read Across America – Thank you to the Read Committee
3. PAWgress Update
4. MCA Updates
5. Preschool Screening – March 9 and 23
6. 4th & 5th Grade Knowledge Bowl Meet – April 1 at 12:30 p.m.
7. Behavior Blitz

Activities Director Kenley Wahlin reported on:

1. Girls basketball finished the season with 11-13.
2. Boys basketball finished the season with 14-14.
3. eSports
 - a. The following teams finished 3rd at Sections (top two advance to State):
Marvel Rivals – Zuko Underwood, Alex Bravo, Chase Troutman, Bella Badolato, Destinee Yell, and Josiah Sjothun and Minecraft Bedwars – Cory Watt, Michael Smith, Josiah Sjothun, and Chase Troutman
 - b. Congratulations to the State qualifiers: Rocket League team seeded 15 in State – Ayden Peterson, Joe Rice, Myles Kroshus, Michael Smith, Payton Eggen, and Edgar Carranza. Oscar Tovar qualified in Super Smash Bros and is seeded 32nd and will be competing in a double elimination tournament. Two Fortnite teams that qualified: Joe Rice and Edgar Carranza are seeded 2nd and Myles Kroshus and Ayden Peterson are seeded 10th.

Emery Muhonen and Matthew Zacher are also attending State. State tournament is held at St. Cloud State University on March 13 and 14.

4. Murals – The Pick and Roll Pigs are season Champions. New this year, Staff vs. Mural All-Star game. The game will be played March 11. Thank you to Shock and Awe’s donation allowing all Murals to be free for all students.
5. FCCLA – State Convention is March 27-29. Thirty-two students will be attending.
6. FFA
 - a. National FFA Week – February 23-27
 - b. 5th Annual Career & College Fair was huge success – 44 vendors
 - c. The Companion Animal Team competed and placed 7th on February 25. Team members Gwen Vestergaard placed 9th individual, Hannah Brandt & Jozie Hyde
7. Music ensembles – March 10
8. Spring Athletics – Track & Field, softball, and baseball arm care started. Golf and baseball start March 16.
9. Speech – Six competing in Crookston March 14.
10. Activities Director Conference – March 23-26

Committees:

1. Bishop reported on Community Education committee meeting.
2. Bishop reported on Policy committee meeting.
3. Rockstad reported on Negotiations committee meeting.
4. Spilde reported on HS MEEP committee meeting.

Engel made the motion to approve district invoices. Motion seconded by Bishop. UC

New Business:

- A. DeLong made the motion to approve the Consent Agenda. Motion seconded by Spilde. UC
 - I. Approve minutes from the February 17, 2026, regular school board meeting.
- B. Visser made the motion to accept donations. Motion seconded by Spilde. UC
 - Frandsen Bank – State Volleyball Team Meal (\$500)
 - City of Ada – Community Education (\$500)
- C. Personnel:
 1. DeLong made the motion to accept the resignation of Abbie Savage as Agricultural Education Teacher and FFA Advisor at the end of the school year and approve posting for the position. Motion seconded by Spilde. UC
 2. Spilde made the motion to accept resignation of Janna Engel as Head Volleyball Coach and approve posting for the position. Motion seconded by DeLong. Abstained: Janna Engel. Motion Carried 6-1
 3. Rockstad made the motion to approve lane change request for Emily Brue from BA20 to MA. Motion seconded by Spilde. UC
- D. Engel made the motion to approve certified staff to document additional hours outside of the contracted school day for the November 7 state volleyball make-up day. There will be no student make-up day. Motion seconded by Bishop. UC
- E. Rockstad made the motion to approve quote from Minnesota Sodding Company for baseball field maintenance. Motion seconded by DeLong. UC
- F. Spilde made the motion to approve the following policies for their first and final reading. Motion seconded by DeLong. UC
 - 410 – Family & Medical Leave; 503 – Student Attendance; 515 – Protection & Privacy of Pupil Records; 615 – Testing Accommodations, Modifications, and Exemptions for IEP’s, Section 504 Plans, and LEP students; 701 – Establishment & Adoption of School District Budget
- G. Spilde made the motion to approve the following policies for their first reading. Motion seconded by Engel. UC
 - 213 – School Board Committees; 606.5 – Library Materials; 722 – Public Data Requests
- H. DeLong made the motion to approve the removing of the following policies. Motion seconded by Spilde. Motion passed 6-1(Visser)
 - 537 – Pediculosis; 617 – School District Ensurance of Preparatory and High School Standards; 715 – Transportation Charge
- I. Current Cell Phone Policy – Discussion

Board Business Reflection

Next Regular School Board Meeting on Tuesday, April 7, 2026, at 7:00 a.m.

Spilde made the motion to adjourn regular meeting at 8:35 a.m. Motion seconded by Engel. UC

Barb Spilde, Clerk

Minutes prepared by: Sandy Gunderson

RESOLUTION ACCEPTING GIFTS/DONATIONS							
WHEREAS, Ada-Borup-West ISD 2910, Ada, MN , is authorized to accept gifts or donations of real or personal property under Minnesota Statutes, Section 465.03; and							
WHEREAS, the following persons or entities have offered to contribute the items or funds set forth below to the district:							
Donations							
FROM	FOR	AMOUNT	DATE				
Land O Lakes Foundation	Matching Contribution	\$1,000	March 26				



MSBA School Board Handbook Template

Note to Users:

This handbook is designed as a place for your board to house essential information, guidelines, and best practices to support your role as a board member.

Throughout this handbook, you will find sections labeled District Customization that are highlighted in blue. These highlighted sections indicate areas where your district should tailor the content to reflect the unique policies, procedures, and norms of your district.

We encourage the board as a team to carefully review and customize these sections to ensure that the handbook accurately represents your board's practices and provides the most relevant information to you and your board. Once you have entered your district's information, remove this page and the notes contained in the blue highlighted sections to finalize the handbook.

This handbook was developed using valuable insights drawn from the school board handbooks of Austin Public Schools, West St. Paul-Mendota Heights-Eagan Area Schools, Hastings Public Schools, the Iowa Association of School Boards, and the Washington State School Directors' Association. We extend our sincere gratitude to these districts and associations, which have helped shape the content of this guide.

Ada-Borup-West ISD 2910 School Board Handbook



Last Updated: 3-18-2026



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Introduction

Navigating This Handbook

The purpose of this handbook is to outline the board's operating procedures and norms. It also includes important information on policies, meetings, committees, partnerships, and communication. Its ongoing guidance is meant to enable each board member to fulfill essential governance duties and to exercise their responsibilities as a board member, while also providing expectations and standards of behavior for the conduct of the board.

Handbook Maintenance and Review Procedure

- Annually, the handbook will undergo a review by the board. As part of this review, the board will:
 - Review mutual expectations of board norms;
 - Seek input and feedback regarding best practices, as needed;
 - Check the MSBA website for suggested handbook updates;
 - Adopt the updated handbook by a majority vote of the board.
- Board members may propose additions/revisions to the handbook by sending an email to the chair and superintendent requesting to add "handbook discussion" as a topic for an upcoming working session.
- The handbook may be updated to reflect adopted policy changes without further board action;
- Hyperlinks within the handbook may be updated without further board action;
- The date this handbook was last reviewed, updated, and/or revised, is included on the cover page of this handbook.



District Information

The effectiveness of your decisions as a board member hinges on your knowledge of the district's schools, staff, students, and the communities they inhabit. Recognizing the specific needs and aspirations of [Ada-Borup-West](#) will empower you to advocate for policies and initiatives that truly enhance our educational outcomes. By engaging with this information, you will not only enhance your ability to make informed decisions but also build trust and credibility with fellow board members, the community, staff, and students alike. Let this knowledge serve as the foundation of your tenure, guiding your decisions and initiatives to foster an environment where every student can succeed.



District Identity

Ada-Borup-West Public Schools serves a broad rural area of approximately 345 square miles, incorporating the communities of Ada, Borup, Halstad, Hendrum, Perley, and surrounding areas. The District was formed beginning with the 2021–22 school year through the consolidation of Ada-Borup Public Schools and Norman County West School District — a strategic decision bringing together community resources from multiple small towns to strengthen educational opportunities.

Today, the District operates two schools under one building (an elementary PK–5 school and a secondary 6–12 school) and serves roughly 670 students. With about 53 licensed educators the student-teacher ratio is approximately 12:1. The District’s student body is primarily Caucasian, with a growing minority population (notably Hispanic and multiracial), reflecting modest but meaningful diversity consistent with rural Minnesota demographics.

Ada-Borup-West takes pride in strong academic performance: it ranks among the top 20% of Minnesota public school districts in combined math and reading proficiency, and among the top 10% for science proficiency. The elementary school shows particularly robust performance, with math proficiency rates well above state averages and strong reading and science outcomes. Graduation rates consistently meet or exceed 90–95%.

The District’s programming distinguishes it from many small rural districts: students have access to a wide range of courses, “College in the High School” options, and scholarship support through the Dekko Scholarship Foundation. These offerings help prepare students for postsecondary education and success beyond high school.

Finally, the District’s identity is rooted in community — uniting several small towns, honoring the legacy of former districts, and relying on the cooperative efforts of students, staff, families, and local supporters. The consolidation has not only preserved educational opportunities but expanded them, making Ada-Borup-West a stronger, more resilient District for the 21st century.

Leadership Directory

Board Members

Name	Board Position	Phone Number	Email Address
Gretchen Rockstad	Chair		gretchenr@ada.k12.mn.us
Faye DeLong	Vice-Chair		fayed@ada.k12.mn.us
Barb Spilde	Clerk		barbs@ada.k12.mn.us
Janna Engel	Treasurer		jannae@ada.k12.mn.us
Dena Bishop	Director		denab@ada.k12.mn.us
Josh Visser	Director		joshv@ada.k12.mn.us
Nancy Crompton	Director		nancyc@ada.k12.mn.us



Superintendent's Office

Name	Position	Phone Number	Email Address
Aaron Cook	Superintendent	218-784-5300	acook@ada.k12.mn.us
Sandy Gunderson	Administrative Assistant	218-784-5300	sandyg@ada.k12.mn.us

Leadership Cabinet

Name	Position	Phone Number	Email Address
Bree Triplett	Elementary Principal	218-784-5300	breet@ada.k12.mn.us
Josh Carlson	High School Principal/Community Education	218-784-5300	joshc@ada.k12.mn.us
Kenley Wahlin	Activities Director	218-784-5300	kenleyw@ada.k12.mn.us
Deanne Flom	Testing Coordinator	218-784-5300	deannef@ada.k12.mn.us
Tiffany Litman – ASEC	Special Education Director	218-773-0924	tlitman@asec.net
Val Thom	Payroll/HR	218-784-5300	valt@ada.k12.mn.us
Brent Vanderplaats	Director of Buildings	218-784-5300	brentv@ada.k12.mn.us
Doug Slininger	Director of Grounds	218-784-5300	dougs@ada.k12.mn.us
Shawn Roux	Transportation Director	218-784-5300	shawnr@ada.k12.mn.us
Bob Kinkade	Food Service Director	218-784-5300	bobk@ada.k12.mn.us

District Facilities

Building	Address	Phone Number
Ada-Borup-West Prek-12	604 W Thorpe Ave Ada, MN 56510	218-784-5300

Schedule a Facility Visit or Tour

You have the same right as a parent or community member to visit the schools in your district as long as you adhere to the procedures the district has for visitors. You may also visit the schools in an official capacity with the board's authority or to fulfill a specific duty required of you as a board member. In any event, be sure to communicate with the superintendent and building administrator to schedule your visit.

You should use school visits to build good working relations with building principals and staff, to celebrate the positive accomplishments of the schools, and to show your pride as a member of the board. Look for opportunities to visit when a school is hosting a special event or recognition program for students and staff.

Strategic Framework



Strategic Plan Summary

Mission Statement

Ada-Borup-West Public Schools' mission is to educate and prepare all students for a successful tomorrow through academics, activities, arts, and attitude.

The District is committed to providing equitable learning opportunities, fostering the continual growth of every learner, and supporting student success through the collaborative efforts of motivated students, dedicated staff, caring families, and an involved community.

School Board Goals

- **Best place to learn, work, and grow.**
 - Foster high-performance outcomes among students and staff.
 - Action: School Leadership Team Formation
 - Action: Explore school volunteer program
 - Foster student and staff well-being, connection, commitment, and belonging
 - Action: Emphasize active participation in Fine Arts and Co-Curricular Activities
 - Action: School Leadership Team Formation
 - Action: Study Student Cell Phone Use Policy
 - Provide career exploration and technical infusion/assimilation at all grade levels
 - Action: Beneficial implementation of Artificial Intelligence among students and staff
 - Action: Engage community resources
- **Informed Families, Students, and Staff**
 - Provide timely information
 - Action: text, email, digital newsletters, ParentSquare app, and ABW School website
 - Action: Inclusive activities calendar
 - Highlight student achievements
 - School Promotion
 - Action: Launch campaign to attract new families
- **Thoughtful fiscal responsibility for District operations**



- Unassigned general fund balance of 25 -33% of general fund expenditures
 - Action: School Board member handbook development
 - Action: Study School Board committee re-alignment

References for Further Information

- [Ada-Borup-West Policy Manual](#)
- [Ada-Borup-West MDE Report Card](#)
- [Ada-Borup-West Audit Reports](#)
- [Comprehensive & Civic Readiness Presentation](#)
- [Truth in Taxation Presentation](#)
- [High School Handbooks](#)
- [Elementary Handbooks](#)
- [Chain of Communication](#)
- [ABW Teachers Master Agreement](#)
- [ABW Paraprofessional Master Agreement](#)
- [ABW Non-Certified Agreement](#)
- [ABW School Board Minutes](#)
- [Activities Calendar](#)



Board Membership

When considering your governance role, embracing the procedural steps that underpin the integrity of the democratic process is paramount. From post-election procedures to the establishment of board offices, each action reflects your commitment to transparency and accountability. By being diligent in these duties, you acknowledge the trust placed in you by constituents. Prioritizing effective governance ensures you serve the community and prioritize the needs of students.



Post-Election Procedures

Canvass and Declaration of Results

Between the third and tenth days after a district election, the board must canvass the returns and declare the results of the election. [Minn. Stat. 205A.10, Subd. 3.](#)

Certification of Results

The district clerk shall certify the results of the district election to the county auditor. [Minn. Stat. 205A.10, Subd. 3.](#)

Issuance of Certificate of Election

After canvassing the election and the time for contesting an election has passed (seven days after the canvassing board has declared the result of the election), the board shall issue a certificate of election to the candidate for each office who received the largest number of votes cast for the office. If there is a contest, the certificate of election to that office must not be issued until the outcome of the contest has been determined by the proper count. [Minn. Stat. 205A.10, Subd. 3](#); [Minn. Stat. 204C.40, Subd. 2.](#)

Campaign Financial Report Certification of Filing

The Certification of Filing is due no later than seven days after the general election. [Minn. Stat. 211A.05.](#)

Taking Office

Board members take office the first Monday in January. [Minn. Stat. 123B.14, Subd. 1.](#)

Official Oath of Office

The official oath of office is administered once elections have been canvassed, the candidates have turned in their certificate of campaign filing report, and the seven-day contest period has ended. When the contest period ends, the school election officer should give each winning candidate the certificate of election. Each winning candidate then has thirty days to sign the official oath and acceptance of office form in front of a notary. By signing this document, the individual officially becomes a board member on the first Monday in January. [Minn. Stat. 358.05.](#)

Ceremonial Oath of Office

The ceremonial oath of office is usually administered at the organizational meeting on the first Monday in January (or as soon thereafter as practicable). While the official oath of office is required, the ceremonial oath of office is optional.

Organizational Meeting

On the first Monday in January (or as soon as practicable thereafter) each year, newly elected board members' terms of office begin, and boards must meet to organize for the year. [Minn. Stat. 123B.14, Subd. 1.](#) During this meeting, ceremonial oaths of office may be administered, officers are elected, committee assignments are established, and meeting schedules are adopted. This process lays the groundwork for the board's operations, emphasizing collaboration and effective governance to serve the district and its stakeholders.

For more regarding organizational meetings see, [MSBA's First Monday in January Handbook.](#)



District Intake Paperwork

Meeting with Payroll/HR –

- Complete onboarding paperwork, including payroll paperwork
- Completing a background check

Meeting with the Superintendent –

- Setting up a district email
- Providing access to district electronic resources
- Providing MSBA login information
- Scheduling of Phase I & II MSBA trainings

Meeting with one-on-one board mentor

- Reviewing school board handbook
- Reviewing district procedures and policies

Board Organization

Eligibility Requirements

To run for a board seat, you must be (1) at least 21 years old, (2) an eligible voter, (3) a district resident for at least 30 days prior to election/appointment, and (4) not convicted of a felony. [Minn. Stat. 123B.09](#); [Minn. Stat. 204B.06, Subd. 1.](#)

Term of Office

Board members are elected to four-year terms and take office on the first Monday in January. The term of a member who has been appointed to fill a vacancy will be for the remainder of the predecessor's term until the date of the district's next general election. There is no limit on the number of consecutive terms a board member can serve. [Minn. Stat. 123B.09.](#)

Filling Vacancies

A vacancy on the board can occur for a number of reasons including when a member dies, resigns, or ceases to be a resident of the district. All vacancies will be filled according to [Minn. Stat. 123B.09.](#)

For more information, regarding filling vacancies see: [Steps to Fill a School Board Vacancy with Sample Application and Interview Questions.](#)

Board Composition

School boards in Minnesota are made up of either six or seven members. Some exceptions have been created by special legislation, often for consolidated districts. The superintendent is an ex-officio (non-voting) member of the board. [Minn. Stat. 123B.09.](#)

Board Offices

Officers of the board include chair, vice-chair (optional), clerk, and treasurer. These positions are determined annually at the organizational meeting. All board members, regardless of office, maintain equal rights and equal voices. See the Election of Board Officers section on page 27 for information regarding nominating and voting procedures.



Role of the Chair

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

Role of the Vice-Chair (optional)

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

Role of the Clerk (many duties completed by district office staff on behalf of the clerk)

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

Role of the Treasurer

- The treasurer shall deposit the funds of the district in the official depository.
- The treasurer shall make all reports which may be called for by the board and perform all duties a treasurer usually performs.



- In the event there are insufficient funds on hand to pay valid orders presented to the treasurer, the treasurer shall receive, endorse, and process the orders in accordance with [Minn. Stat. 123B.12.](#)
- By resolution, the board may combine the duties of clerk and treasure in a single person in the Office of Business Affairs. Typically, that single person almost always delegates at least some duties to others.

Associated Policy –*Policy 202 – School Board Officers*

Board Compensation

The clerk, treasurer, and superintendent of any district shall receive such compensation as may be fixed by the board. Unless otherwise provided by law, the other members of the board shall also receive such compensation as may be fixed by the board. All members of the board may receive reimbursement for transportation at the rate provided for in [Minn. Stat. 471.665](#). No board member or district employee shall receive any compensation or benefits based on incentives or other money provided to the district by or from a source of group insurance coverage referenced in [Minn. Stat. 471.6161, Subd. 1](#), except for a refund provided under [Minn. Stat. 123B.75, Subd. 10](#), or a wellness plan that is mutually agreed upon by the district and the exclusive representatives of employees.

Regular Monthly Meeting - \$80 per meeting

Committee Meeting - \$50 – maximum of \$100 if meeting is over one hour

Chairperson Salary - \$325 per year

Clerk Salary - \$125 per year

Full day Training - \$120 per day with a maximum of two days per year

Expense Reimbursement

Any expense reimbursement should be submitted to the Superintendent for approval. The Superintendent will then submit the request to be processed with payroll for reimbursement

Associated Policy –*Policies 212 – School Board Member Development, 214 – Out-of-State Travel by School Board Members, and 412 – Expense Reimbursement.*

Learning the Job

Learning from Board Colleagues

One of the most valuable resources at your disposal, outside of this handbook, is the wealth of experience and knowledge possessed by your fellow board members and district staff. Engaging with them can significantly enhance your understanding of board operations, policies, and educational best practices. Your colleagues on the board bring diverse backgrounds and perspectives that can provide invaluable insights. Here are a few ways to leverage their experience:

Workshops and Retreats – Participate actively in board workshops and retreats. These sessions are designed not only to address key issues but also to foster team building and collective learning.



Committee Participation – Join board committees that align with your interests and expertise. Working closely with other members on specific topics will deepen your understanding and contribute to your professional growth.

Informal Meetings – Work with the superintendent to schedule informal meetings with key staff members to discuss specific areas of interest. These one-on-one interactions can offer a more personalized learning experience and help you build strong working relationships.

Mentorship

The district recognizes the importance of supporting new board members as they transition into their roles. To facilitate this, the district has implemented a mentorship program designed to provide guidance, support, and valuable insights. Each new board member will be paired with an experienced mentor who will help them navigate their responsibilities and become effective contributors to the board. This mentor will be a seasoned board member with a deep understanding of the district's operations, policies, and culture. The assignment will be made by the board chair in consultation with the superintendent to ensure a good match based on experience and areas of expertise.

To support you in this transition, you and your mentor will use the [MSBA New Board Member Orientation Year At-a-Glance](#) to guide you through your first year. This program aims to provide you with the knowledge, tools, and support necessary to become an effective and confident board member. Mentor and mentee should schedule a time before each school board meeting to check-in regarding the upcoming agenda, policies, and procedures.

Our orientation program is structured to ensure you receive a balanced combination of printed materials, hands-on training, and personal mentorship. Throughout the year, you will engage in various learning sessions, attend MSBA training events, and participate in board meetings and district activities. These experiences are designed to deepen your understanding of board operations, district policies, and educational goals. By the end of your first year, you will have a solid foundation to effectively contribute to the board's mission of providing quality education for all students. Mentors are encouraged to attend the workshops and trainings with the mentees to make the information more relevant and specific to the district.

Ongoing Professional Development

Continuous learning is crucial for effective governance. Board members are encouraged to participate in school board and related workshops and activities sponsored by local, state, and national school boards associations, as well as in the activities of other educational groups. Each board member shall receive training in school finance and management developed in consultation with the Minnesota School Boards Association. [Minn. Stat 123B.09, Subd. 2.](#) Below is a full list of MSBA's Learning to Lead Phase Workshops.

- [Learning to Lead – School Board Basics: Phase I Workshop](#)
- [Leadership Foundations – School Finance and Management: Phase II Workshop](#)
- [Building a High-Performance School Board Team: Phase III Workshop](#)
- [Representing Your Community Through Policy and Engagement: Phase IV Workshop](#)



Other MSBA Professional Development Opportunities – To learn more about these opportunities, see the [Workshops and Events](#) section of the MSBA website.

In District Workshops	Events
Mutual Expectations Workshop School Board Self-Evaluation Workshop Superintendent Search Workshop Superintendent Evaluation Workshop	Leadership Conference Summer Seminar Delegate Assembly Day at the Capitol Advocacy Tour Coffee and Conversation Series Board Chair Chat Monthly Webinars
Regional Workshops	
Officers' Workshop Negotiations Seminars	

MSBA offers On Board U – an online learning platform that is designed to support school board members with practical, flexible and relevant governance learning.

To register for any MSBA or other workshops, contact the Superintendent for registration and any other needs

Associated Policy –MSBA Policy 212 – School Board Member Development

MSBA Series of Publications – New board members automatically receive the following publications to stay current on education related news.

- **eClippings** – Receive daily links to K-12 news from around the state.
- **Leader Newsletter** – Monthly updates regarding MSBA news and events, topical news items, administrative topics, and much more.
- **Journal Magazine** – Bimonthly magazine includes school features, exploration of leadership issues, in-depth stories on education trends, and a directory of vendors.

Individual Board Membership

Duties as an Individual Board Member

The position of board member carries with it a profound responsibility to uphold the highest ethical standards. A commitment to integrity, transparency, and accountability will not only enhance the effectiveness of educational policies but also strengthen the community's confidence in the board's decision-making. Remember that your actions and decisions will help shape the future of our students, schools, and community. Let the Code of Ethics in District Policy 209 guide you in navigating the complexities of governance with unwavering moral clarity and purposeful dedication.

Associated Policy –Policy 209 – Code of Ethics

Board Time Commitment

The time required to complete your board responsibilities will most vary by time of year. It will depend on how many meetings are scheduled, which committees you serve on, what issues are going on in the district at the time, and how much time you need to prepare for upcoming meetings. For example, if the district is going through a building project, hiring a superintendent, or developing the district budget,



the time needed for board meetings may be more extensive. On average, however, you can anticipate spending about nine to twelve hours a month on board service.

Conflict of Interest

As a board member, you are expected to uphold the highest standards of integrity by actively avoiding any conflicts of interest in your official capacity. This means refraining from any personal financial involvement in district transactions such as sales, leases, or contracts you oversee or participate in. If a potential conflict arises, you must fully disclose your interests and abstain from decision-making processes related to those interests. You will operate under stringent guidelines to ensure that any exceptions to this rule are handled transparently, with unanimous consent and clear documentation. This approach maintains the community's trust and ensures all decisions are made solely in the best interest of the district and its stakeholders.

Associated Policy –*Policy 210 – Conflict of Interest*

Working as a Board Team

At the heart of educational excellence lies the steadfast commitment of the board, entrusted with duties that shape the very fabric of our district's future. Defined by statute, yet driven by a passion for progress, the board's responsibilities encompass a profound dedication to nurturing thriving learning environments and supporting the endeavors of our administration. Crucial to fulfilling these responsibilities is the collaborative spirit of board teamwork, where collective wisdom and shared vision pave the path toward transformative change. By fostering an environment of mutual respect and collaboration, the board can harness its collective strength to address challenges, capitalize on opportunities, and ultimately, advance the educational journey of every student in our district.

Duties of the Board

- The board has powers and duties specified by statute. The board's authority includes implied powers in addition to specific powers granted by the legislature.
- The board exercises administrative functions. It also has certain powers of a legislative character and other powers of a quasi-judicial character.
- The board shall superintend and manage the schools of the district; adopt rules for their organization, government, and instruction; prescribe textbooks and courses of study; and make and authorize contracts.
- The board shall have the general charge of the business of the district, its facilities and property, and of the interest of the schools.
- The board, among other duties, shall perform the following in accordance with applicable law:
 - provide by levy of tax, necessary funds for the conduct of schools, the payment of indebtedness, and all proper expenses of the district;
 - conduct the business of the schools and pay indebtedness and proper expenses;
 - employ and contract with necessary qualified teachers and discharge the same for cause;
 - provide services to promote the health of its pupils;



- provide school buildings and erect needed buildings;
- purchase, sell, and exchange district property and equipment as deemed necessary by the board for school purposes;
- provide for payment of claims against the district, and prosecute and defend actions by or against the district, in all proper cases;
- employ and discharge necessary employees and contract for other services;
- provide for transportation of pupils to and from school, as governed by statute; and
- procure insurance against liability of the district, its officers, and employees.
- The board, at its discretion, may perform the following:
 - provide library facilities, public evening schools, adult and continuing education programs, summer school programs, and intersession classes of flexible school year programs;
 - furnish school lunches for pupils and teachers on such terms as the board determines;
 - enter into agreements with one or more other independent districts to provide for agreed upon educational services;
 - lease rooms or buildings for school purposes;
 - authorize the use of school facilities for community purposes that will not interfere with their use for school purposes;
 - authorize cocurricular and extracurricular activities;
 - receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose; and
 - perform other acts as the board shall deem to be reasonably necessary or required for the governance of the schools.

Associated Policy –Policy 201 – Legal Status of the School Board

Board Governance Model

The [MSBA Board Governance Model](#) delineates the distinct roles and responsibilities of the board and the superintendent, ensuring both governance and management functions are clearly articulated and understood. It outlines the board's role in setting expectations and parameters through policy adoption, budgeting, contracting, and focusing on student achievement for all. It also highlights the superintendent's responsibilities in providing leadership and supervision, thus ensuring policies and strategies set by the board are effectively implemented.

Standards for Board Leadership

The board is responsible to the community to govern efficiently and lead effectively to provide students an equitable education that results in high achievement. To assist in this journey, see the [Standards for School Board Leadership](#) developed by the MSBA. This document outlines best practices for board members and provides the standards we should strive to meet as part of a high-performing board team.

Attributes of High-Performing Board Teams

1. Everyone clearly understands the mission, goals, and role of the board; everyone knows who is, and who should be, doing what.



2. Board members are skilled in group leadership and/or membership functions.
3. Board members have a high degree of trust in one another.
4. Interaction occurs in a supportive atmosphere. Suggestions, comments, ideas, information, and criticism are all offered in a manner that is helpful. Respect is shown for varying team viewpoints.
5. Expectations for the group and its members are high. Goals are stretched.
6. The board is not dominated by an individual or sub-group; everyone participates and has the opportunity to influence the discussion.
7. The board has established procedures for operation including decision-making, conflict resolution, and meeting management.
8. The board is future focused. Decisions are made with long-term consequences and benefits in mind.
9. The board evaluates its performance periodically.

School Board Self-Evaluation

School Board self-evaluations can be an invaluable tool for assessing and enhancing the effectiveness of our governing body. This process allows us to reflect on our collective performance, identifying strengths, challenges, and opportunities for improvement. Engaging in a self-evaluation enables us to gain insights into individual contributions and understand the dynamics and overall functioning of the board. It also fosters open communication, promotes accountability, and strengthens teamwork among board members. By participating in the process, we can gain insights that will empower us to make informed decisions, enhance our effectiveness in serving the community, and contribute to the continuous improvement of the board's performance and impact.

The School Board may choose to conduct its own self evaluation, use an MSBA self evaluation tool, or an evaluation process from another entity.

Role of the Superintendent

The board employs a superintendent to lead and manage the district. The superintendent is an ex-officio, non-voting member of the board and the chief executive officer of the school system. The superintendent's duties and responsibilities are derived largely from three sources: statute, the employment contract, and the job description. Superintendents are responsible for the management of the schools, the administration of all board policies, and are directly accountable to the board. The superintendent must annually evaluate each principal assigned responsibility for supervising a school building in the district. Also, the superintendent may delegate responsibilities to other district personnel but shall continue to be accountable for actions taken under such delegation. [Minn. Stat. 123B.143.](#)

Hiring a Superintendent

One of the most critical responsibilities of the board is the hiring of a superintendent. The selection of the superintendent is a decision that shapes the future of the district, influencing the quality of education, the effectiveness of school management, and the overall success of students. The importance of this decision cannot be overstated. The superintendent's vision and leadership directly



impact educational outcomes and the district's ability to achieve its strategic goals. Therefore, it is imperative that the board conducts a thorough and meticulous search process, considering candidates' experience, leadership style, and alignment with the district's values and objectives. This decision requires careful deliberation and a commitment to finding a leader who will foster a positive educational environment, promote innovation, and address the diverse needs of the school community. In essence, the hiring of a superintendent is not just a routine administrative task but a defining moment that sets the course for the district's future.

Duties of the Superintendent

The Superintendent shall have charge of the administration of the schools under the direction of the School Board. The Superintendent shall be the chief executive officer of the School Board; shall direct and assign teachers and other employees of the schools under the Superintendent's supervision; shall organize, reorganize, and arrange the administrative and supervisory staff, including instruction and business affairs, as best serves the School District subject to the approval of the School Board; shall select all personnel subject to the approval of the School Board; shall, from time to time, suggest policies, regulations, rules, and procedures deemed necessary for the School District; and, in general, perform all duties incident to the office of the Superintendent and such other duties as may be prescribed by the School Board from time to time. The Superintendent shall abide by the policies, regulations, rules, and procedures established by the School Board and the State of Minnesota. The Superintendent shall have the right to attend all School Board meetings and all School Board and citizen committee meetings, serve as an ex-officio member of the School Board and all School Board committees, and provide administrative recommendations on each item of business considered by each of these groups.

Tenets of an Effective Board-Superintendent Relationship

Understanding and fostering a productive relationship between the board and the superintendent is critical for the success of our educational institution. The [17 Tenets of an Effective Board-Superintendent Relationship](#) provides a comprehensive guide outlining key principles and best practices for maintaining a collaborative and effective partnership. This document highlights essential responsibilities and expectations for both the board members and the superintendent, promoting a clear understanding of each party's role in governance and administration. By adhering to these tenets, our board can ensure decisions are made efficiently, communication remains open and transparent, and the strategic goals of our district are met.

Evaluating the Superintendent

Evaluation of a superintendent's performance is one of the board's most important responsibilities. The evaluation of the superintendent is an inherent managerial right of the board. Each board member should review the superintendent's employment contract to determine the evaluation-related provisions, if any, that may be included. Done correctly, an evaluation is a useful governance tool that helps drive school improvement. In fact, a high-quality evaluation process enhances positive school-superintendent relationships, improves communication, clarifies leadership roles, creates common understandings, and provides a mechanism for accountability and communication.

The School Board Chair will be in charge of the evaluation process and will inform other board members and the superintendent of the process being used and the requirements of each of them.



Board Communication Guide

Communication Between Board Members

Adhering to guidelines for effective and lawful communication with your fellow board members is crucial. While open and collaborative communication is vital for the board's success, remember that discussions outside of official board meetings must be handled carefully to avoid violating the Minnesota Open Meeting Law (OML). This law requires any gathering of a quorum of board members, where official business is discussed, must be conducted in public and notice must be provided to ensure transparency. (See exceptions in the Closed Meeting Chart on pages 25.) Therefore, while informal discussions can be valuable for building relationships and exchanging ideas, avoid veering into areas of official board business unless they are part of a scheduled public meeting.

Building Collaborative Relationships – School governance is founded on the belief that a group of very different people representing various constituencies in their district can make better decisions than any one person alone. That diversity is the board's strength. It's best to be open-minded about the opinions of your fellow board members. Your goal should not be to change them to your point of view, but rather to determine the best solution to an issue by working together to try and accommodate all views. You want the students to be the “winners” — not one board member or another.

Addressing Team Dysfunction – Open communication is critical to the proper functioning of the board. If you feel the board is not functioning well, it may be appropriate to suggest a workshop where the board reviews its ground rules, board policies on board operations, and board/administrative relations that establish how the leadership team will function. If these ground rules and policies are not effective, then consider modifications to them. The board may want to hire a facilitator to assist with discussions to improve the board's working relations. MSBA can help with a custom board in-service tailored to the board's specific situation.

Guidelines for interacting outside a board meeting

- **Do Not Discuss Board Business.** Focus on topics such as general education trends, personal updates, or board training and development without steering into specifics of pending decisions or board business.
- **Be Cautious with Written Communication.** Exercise caution with emails, texts, and social media interactions among board members. Avoid group messages or email chains discussing board business that could be construed as a meeting.
- **Be Transparent with Your Intentions.** Always make the purpose of any gathering clear, ensuring it is social or educational in nature and not meant for making decisions or deliberations that should be reserved for official meetings.
- **Consider Public Perception.** When planning to meet outside of formal board meetings, consider how such gatherings might be perceived by the public. It's crucial to remember any appearance of conducting board business or decision-making outside of the designated public meetings could undermine community trust and confidence.

Associated Policy – *Policy 205 – Open Meetings and Closed Meetings.*



Situation	District Protocol
I have general questions about board governance and/or operation.	<i>Speak to the Board Chair and/or Superintendent</i>
I have a concern or questions regarding board governance.	<i>Speak to the Board Chair and/or Superintendent</i>
I have a concern or questions regarding district operations.	<i>Speak to the Superintendent</i>

Communication with the Superintendent

You need to establish a productive working relationship with the superintendent. To do this, you need to communicate with that individual. If you have questions, it is better to call the superintendent and discuss them before the board meeting rather than surprise the superintendent at a public meeting. If the questions are concerns or relate to negative feelings from the community, superintendents appreciate knowing about them in advance of the board meeting so they can come prepared to address them. It is appropriate to call the superintendent, set up a meeting to discuss questions, or send an email for simple questions or requests. When contacting the superintendent, it is important for you to keep the scope of such contacts within reason, to permit adequate time to receive a response, and to generally remain cognizant of the superintendent's other responsibilities and demands on their time.

Disagreements with the Superintendent – Always treat your fellow board members, the superintendent, and other administrators with respect. However, don't be afraid to disagree on an issue. In fact, a discussion about an issue that reflects two or more views usually results in a better decision than if everyone agrees with the first solution offered. Be certain to debate the issue, not the person, and maintain decorum in debate.

Situation	District Protocol
I have general questions about the district.	<i>Speak to the Superintendent</i>
What if I disagree with a report or presentation to the board from the superintendent or other staff member?	<i>If the report is viewed prior to the meeting speak directly with the staff member prior to the meeting and address the issue at the meeting. If the issue is first brought up at the meeting, address the issue and meet with the staff member after the meeting</i>

Communication with District Administrators and Staff

You will likely come in contact with district employees, including administrators, teachers, and other staff members. While there's nothing wrong with talking to district staff, keep in mind that complaints should follow the chain of communication. Additionally, understand individual board members do not have authority to direct the work of district staff members. Directing requests through the superintendent can assist with appropriate prioritization, identifying information that may be readily available, and determining when it may be appropriate to have the full board weigh in regarding certain requests and project ideas.

Discussing Your Child with Staff – This can be a tricky area. No matter what you say about "speaking as a parent, not a board member," it may be difficult for some teachers to separate your role on the board from your role as a parent. Some board members have indicated their significant others frequently take the lead in speaking to their children's teachers. Make sure you're not using your



position as a board member to secure special treatment for your child. If there are issues you wish to discuss with a teacher, you should follow the normal procedures for contacting your child's teacher to discuss them. Keep in mind that you do not relinquish your parental rights now that you're a board member.

Communication with Constituents Including Staff, Students, Parents, and Community

Identify the person contacting you and ensure you have their contact information. Seek to understand the situation or interest but, generally, do not agree or commit to resolve it personally as that is not the role of individual board members. Here are some general expectations:

- Do not agree to confidentiality or commit to limit your options of notification.
- Do not get involved in staff employment or contractual issues.
- Do not attempt to work with a parent who is working on behalf of an organized group rather than on behalf of their own student.
- When applicable, redirect the person to the appropriate staff person or administrator to address the concern. – [ABW District chain of communication](#)
- Be alert to patterns of like concerns and notify the superintendent's office of the possibility.
- If the concern raises governance or public relations questions, contact the board chair in addition to the superintendent.
- Avoid forming and communicating opinions about a board decision before the board has discussed it in a board meeting.

Situation	District Protocol
If I get a phone call, email, or stopped in public from a constituent with concerns regarding the district.	<i>Listen to the constituent and direct them to the district chain of communication</i>
If I get a phone call, email, or stopped in public from a constituent regarding the board's decisions.	<i>Listen to the constituent</i>
If I get an email that is addressed to the entire board with concerns from a constituent.	<i>Allow the board chair to acknowledge receipt of the concern</i>
There is a situation that requires the district's legal counsel to be contacted.	<i>Contact the board chair and Superintendent</i>

Engaging with the Community

Be proactive. The board can engage key stakeholders by inviting and appointing them to participate in standing and ad hoc committees, advisory panels, focus groups, forums, and surveys to describe a vision for the district, set its goals, plan strategically, align resources with goals, and other actions offering them an opportunity to learn about public education and to influence governance decisions. Encourage all members of the community to visit their schools. Invite them to extracurricular activities, schedule a grandparents' day, and offer tours. In public education, familiarity often breeds support.

Use a variety of means to engage community members, inform them about the district, and learn about their interests, priorities, and concerns. Print and electronic media, social media (be mindful of emerging trends for younger parents), the district's website, and face-to-face conversations all play important roles in a year-round district campaign to inform and to be informed.



While accentuating the positive — student successes and district progress — don't neglect the negative. Be the first to let the community know about clouds looming on the horizon, and what the board is doing to dispel them. The board should be ambassadors for the district by scheduling dialogues with a cross section of the community — preferably in their neighborhoods as well as in online forums. And be prepared to address negative comments and feedback in a positive, proactive manner.

In addition, consider the varying expectations of the district's constituents. The parents of seniors may have far different expectations than the parents of kindergartners, and elderly community members with no students in the district may want completely different types of communication.

Associated Policy –Policy 612.1 – Development of Parent and Family Engagement Policies for Title I Programs.

Communication with the Media

It's important to handle media interactions with care to maintain the veracity and unified voice of the board. Maintaining a unified voice is crucial as it ensures all board communications are consistent, clear, and reflect the collective decisions and strategic direction of the board. This unified approach helps to build trust and credibility with the community, stakeholders, and the media.

Situation	District Protocol
If I am approached by the media regarding a concern or board decision.	<i>Direct the media to the School Board Chair</i>

Communication on Social Media

Social media plays a significant role in board members' responsibilities. To use social media effectively while avoiding potential pitfalls, remember your posts should reflect well on your role and set a good example for students and the community. Be careful not to share personal, confidential, or legally protected information about students, employees, or board members. Opt for face-to-face or telephone conversations for private matters instead of using social media. Control your emotions and avoid posting in anger or frustration, as negative statements can have lasting consequences and may lead to legal issues. Always use polite language and refrain from abusive, profane, or offensive comments. Additionally, avoid posting on behalf of the district or sharing commercial messages linked to the district. Use social media primarily for listening, making announcements, and gathering feedback rather than conducting board business. Finally, ensure you comply with all relevant laws and district policies, including those related to acceptable use, harassment, discrimination, and privacy. Your online actions should always reflect the values and responsibilities of your position within the district.

Situation	District Protocol
I know about an upcoming district event that should be featured on social media.	<i>You can post the event or contact the school to post the event on their social media pages</i>
I saw a post containing false or misleading information regarding the board or district.	<i>Direct the person with the misleading information to contact the school or board chair</i>



Using a District Email

You should use a district email account for your board communications. While this creates another account to monitor, the extra effort is well worth it. As an elected official, your communications related to your office are presumed to be public data unless a provision of law makes part or all of the email private. Your emails may contain private personnel data ([Minn. Stat. 13.43](#)), private educational data ([Minn. Stat. 13.32](#)), correspondence with a private individual ([Minn. Stat. 13.601](#)), or protected medical information.

Members of the public may request access to public government data for any reason. Government entities must respond to these requests, and any work required to separate private data from public data, known as redaction, cannot be charged to the requester. The government entity must keep public data readily accessible, and redacting private data is its responsibility. Often, decisions about redaction need to be made by legal counsel, which adds to the expense.

If you use a personal or work email account, access to the public data may require you to turn over the personal or work device on which the emails are stored. If you use a district email address, the district's computer system can be searched to respond to public data requests. As a result, you do not have to worry about your personal or work devices being unavailable or about your personal or work information being shared with others.

Using a separate email account also separates your board work from personal or business correspondence. This reduces the number of emails that need to be searched in preparation for responding to a public data request, saving the district time and money.

Another reason this separation is helpful is in how you think about your emails related to board work. Remembering the presumed public status of what you write in emails to other board members, the superintendent, and other district personnel about board work can save you from explanations and embarrassment. Public data may end up on the local news or social media, so it is wise to keep this in mind as you compose emails related to board work.

A final consideration is the potential to violate the OML. If a two-way communication about board business occurs among a quorum of the board (or a quorum of a board committee), it results in an OML violation, and the emails create a record of the violation.

Communicating with Board Members Via Email – To ensure OML compliance, you are strongly discouraged from using email to communicate with other board members about issues within the board's realm of authority, except for procedural elements like establishing meeting dates and locations. Generally, you should use email only for one-way communications to and from the board chair or superintendent to distribute information.

Situation	District Protocol
I have questions regarding an email I received from the board chair or superintendent.	<i>Call the board chair or superintendent</i>
Another board member emailed me regarding board business.	<i>Do not reply, call the board member and inform them this will be discussed at the open meeting</i>



I have important information that everyone on the board needs to know before the next board meeting.

Give the information to the Board Chair or Superintendent and allow them to send the information to the board

References for Further Information

- [Ada-Borup-West Policy Manual](#)
- [Ada-Borup-West MDE Report Card](#)
- [Ada-Borup-West Audit Reports](#)
- [Comprehensive & Civic Readiness Presentation](#)
- [Truth in Taxation Presentation](#)
- [High School Handbooks](#)
- [Elementary Handbooks](#)
- [Chain of Communication](#)
- [ABW Teachers Master Agreement](#)
- [ABW Paraprofessional Master Agreement](#)
- [ABW Non-Certified Agreement](#)
- [ABW School Board Minutes](#)
- [Activities Calendar](#)
- [MSBA's Board Development and Recognition Program](#)
- [MSBA Legal Requirements for School Board Members](#)
- [MSBA Common Acronyms Used in Education](#)
- [MSBA Glossary of Educational Terms](#)
- [MDE – School Finance Reports](#)
- [MN House Research – Minnesota School Finance: A Guide for Legislators](#)



Board Meetings and Governance

Board meetings are pivotal gatherings that dictate the course of educational policies and decisions within a district. Governed by a structured framework, these meetings encompass various types, from regular sessions to emergency convenings, each serving distinct purposes and following legal mandates outlined in Minnesota statutes. Moreover, the operational norms, roles of board officers, and adherence to parliamentary procedures shape the conduct of these meetings, ensuring efficiency, transparency, and accountability. In this comprehensive overview, we delve into the intricacies of board meetings, covering everything from meeting types and legal obligations to procedural guidelines and public participation protocols.



Meetings of the Board

Types of Meetings

Regular Board Meeting – Regular meetings of the board are held according to an established schedule. The schedule must be kept on file at the district office. No additional notice required unless the date, time, or place of the regular meeting is changed. [Minn. Stat. 13D.04, Subd. 1.](#)

Special Meeting – The board may hold a special meeting to conduct business as needed. A special meeting can provide extra time for presentations, such as review of building-level outcomes, or to deal with an issue that arises but is not likely to be ongoing. A special meeting requires three days' notice (posted on the district's main bulletin board and either published in the official newspaper or mailed/delivered to those persons requesting notice) of the date, time, place, and purpose of the meeting. Board discussion and action must fall within the posted purpose(s) of the meeting. [Minn. Stat. 13D.04, Subd. 2.](#)

Emergency Meeting – The board may hold an emergency meeting called to deal with a situation that requires immediate board consideration and possible action, such as a response to a school fire, a school safety issue, etc. The board determines when an emergency meeting is needed. Good faith effort must be made to notify the news media that have requested notice in the same manner as notice is given to board members. If the situation allows for a three-day notice, hold a special meeting. [Minn. Stat. 13D.04, Subd. 3.](#)

Other types of Meetings -

- **Business:** At business meetings, boards take action on policies, contracts, bid awards, personnel appointments, etc. This meeting may be a regular, a special, or an emergency meeting.
- **Work or Study Session:** A work or study session is a meeting of the board with selected staff or presenters to study and discuss in depth matters which potentially will come before the board. This meeting may be a regular or a special meeting.
- **Retreat/Workshop:** This is a leadership team meeting for board members and the superintendent, often led by a professional facilitator and dealing with evaluation and/or development issues. This is usually a special meeting.
- **Committee:** Board committee meetings are covered by the OML. Other committee meetings that include board members may also be covered by the OML. [Minn. Stat. 13D.01, Subd. 1.](#)

Organizational Meeting – The first meeting in January will be devoted to business required for the proper organization of the board. The agenda may include:

- Seating new members including administering the ceremonial oath of office
- Electing officers for chair, vice-chair (optional), clerk, and treasurer
- Setting the dates, time, and location(s) for regular board meetings
- Setting board member compensation
- Establishing standing committees and committee members
- Determining time, place, and manner for public comments
- Designating district depositories
- Selecting the official newspaper and the district's legal counsel



Open Meeting Law (OML)

The Open Meeting Law ([Minn. Stat. Ch. 13D.](#)) is intended to preserve the rights of the public to observe actions and decisions of its representatives. To satisfy this, all meetings of the board will be open to the public for attendance, and a schedule of the board's regular meetings and working sessions will include times and locations and shall be kept on file at the district office. (See the Closed Meeting Law Chart link below for exceptions). Additionally, the board will ensure a schedule of meetings is posted on the district's website. The OML applies to all meetings of the public body and, in general, meetings of its committees and subcommittees. For the law to apply, a quorum (a majority of the members of the board) must be present. Although the responsibility to ensure meetings are properly noticed lies with the board, this operational activity is typically carried out by the staff member who functions as the clerk to the board.

Closed Meetings

Minnesota's OML requires all board meetings to be open to the public with few exceptions. A public body must begin in an open meeting and state on the record the specific grounds permitting the meeting to be closed and describe the subject to be discussed. A majority vote is needed to close the meeting, with the time and place announced at the public meeting before going into closed session. Please review [Minn. Stat. 13D.05](#) before proceeding to close a meeting. For specific questions, consult with legal counsel.

For more information regarding closed meetings, see [MSBA's Closed Meeting Law Chart](#).

Meetings Conducted by Interactive Technology

In the ever-evolving landscape of governance, technology has become an indispensable tool for facilitating communication and collaboration. Section 13D.02 of the Minnesota Statutes acknowledges this reality by outlining the conditions under which meetings governed by section 13D.01 can be conducted using interactive technology.

For more information regarding remote meetings, see [Minn. Stat. 13D.02 Meetings Conducted by Interactive Technology](#).

Meeting Operations

Attendance of Meetings

All board members are expected to attend all meetings. However, it is recognized scheduling conflicts will occur.

If a board member is unable to attend a meeting, or they need to attend via interactive technology, they should inform the Superintendent and Board Chair

Acceptable Dress Code

Board members, administration, and public are expected to dress in a professional manner at meetings.

Location of Meetings

Meetings are held in the conference room in the district office



Addressing Others

Board members shall address all board members, administration and presentors with respect and in a professional manner.

Presentations

Anyone wishing to present to the school board should consult with the Superintendent or Board Chair prior to the meeting and ask to be placed on the agenda. If another board member wishes to have a presentor at the meeting, they should consult with the board chair or superintendent prior to the meeting. Board members may ask questions during or after the presentation.

Voting

Each elected member of the board will have one vote. A roll call vote will be taken when required by law or when requested by any board member.

Quorum of the Board

In order for a board meeting to be official and before any action can be taken by the board, at least a quorum of board members must be present. In the absence of a quorum, the only official action that the board may take is to adjourn the meeting. The gathering of a quorum constitutes a meeting if “members discuss, decide, or receive information as a group on issues relating to the official business of the district.”

Parliamentary Procedure During Meetings

The School Board follows basic parliamentary procedure to ensure meetings are fair, orderly, and efficient. The Board uses Robert’s Rules of Order as a guide when needed. The Chair runs the meeting, recognizes speakers, and keeps discussion focused on the agenda item. Members make motions, seconds are required, and action is taken by majority vote unless law requires otherwise. All members have the right to speak, ask questions, and vote. The goal is clear discussion, respectful debate, and decisions that reflect the will of the Board.

Associated Policies – Policy 203 – Operation of the School Board

Presiding Officer

The chair will preside over all board meetings. If the chair is unable to preside, the vice-chair (if one has been appointed), will perform the duties of the chair. Should both the chair and vice-chair be unable to preside, the clerk will perform the duties of the chair. In the unlikely event that the chair, vice-chair, and clerk are unable to preside, the treasurer will perform the duties of the chair.

Superintendent’s Role in Board Meetings

The superintendent is a key person at all board meetings. The superintendent and chair commonly plan the meeting agenda together. The superintendent makes certain the meeting room is set up as required and all tools needed are available, such as audio or visual recording equipment, internet access, microphones, etc. Each item on the agenda is introduced by the chair; however, for discussion or action items, the superintendent or a designee is often asked to explain the issue. The superintendent’s recommendation should be solicited before a vote is taken.

Board Committees

Committees may be established to address recurring needs of the board. Committees are in place to make the board’s work more efficient and effective. They serve in advisory capacities and bring



recommendations to the full board for decision making. Board committees should meet as often as necessary to accomplish their work and should meet only when there is substantive work to be done.

- *School board committee assignments can be found at the link below and are discussed at the organizational meeting each year in January*
- <https://www.ada.k12.mn.us/page/board-of-education>

Associated Policy –Policy 213 – School Board Committees.

Election of Board Officers

Minnesota law is silent on the method of electing officers, except that the election must be by open vote and not by any form of secret ballot. [Minn. Stat. 13D.01, Subd. 4](#). Subsequently, the board may establish its own procedures, including procedures for nominating officers and voting procedures. The board will establish procedures in advance of the meeting so that everyone will know what to expect from the outset. The board must follow the procedures, but the procedures can be changed if the majority of the board members agree.

For more information regarding officer elections, see [MSBA's First Monday in January Handbook](#).

- *When electing officers at the organizational meeting, the prior chair will chair the meeting until a new chair is elected.*
- *The chair will call for nominations. If there is only one nomination, and the nomination is excepted by the board member, the person nominated will be in that role*
- *If there are multiple nominations, a vote taken by show of hands will determine the board member for that role*
- *A school board member may nominate themselves for a role*

Guide to Board Meeting Roles and Responsibilities

Effective management and clear understanding of roles are essential for the smooth operation of board meetings. The [Guide to Board Meeting Roles and Responsibilities](#) provides a detailed outline of the duties and expectations for board members, the chair, the superintendent, and administrative staff before, during, and after meetings. This comprehensive guide helps ensure all participants are well-prepared, meetings are conducted efficiently, and follow-up actions are clearly defined. It covers everything from agenda preparation and legal advice to maintaining a positive meeting atmosphere and accurate record-keeping.

Data Privacy

It's essential to understand how data privacy relates to board meetings. When discussing district matters in board meetings, we encourage open dialogue. However, we need reasonable restrictions to ensure orderly proceedings and protect individuals' privacy and due process rights. These rights extend to both employees and students of the district. For employees, this includes the privacy of their personnel data. Similarly, students have privacy rights concerning their educational data. To uphold these privacy rights, we have procedures in place for handling agenda items and complaints.

Associated Policy –Policies 406 – Public and Private Personnel Data and 515 – Protection and Privacy of Pupil Records.

Public Comments to the Board



The board recognizes the value of participation by the public in deliberations and decisions on district matters. However, the board retains the right to determine whether and how public comment may occur.

Public comment will be allowed at the board meeting during the public comment period. The comment by any individual will be limited to five (5) minutes. If at any time personnel data or personal attacks are part of the comment, the school board chair will stop the public comment. The school board will not respond or take action on any public comment at that board meeting.

Associated Policy –*Policy 206 – Public Participation in School Board Meetings/Complaints About Persons at School Board Meetings and Data Privacy Considerations.*

Agendas and Minutes

Agenda Procedures

The board will conduct business during meetings through an adopted agenda that advances board work and district goals. The agenda serves as a roadmap for the meeting, outlining topics such as reports, presentations, discussions, and decisions. It is expected all board members will read the agenda and any supporting documents prior to the meeting. Each board member has the right to request additions, amendments, or revisions to the agenda prior to its adoption, and the board will determine if those changes are to be made.

- *The Board Chair and Superintendent will work to set the agenda*
- *Board members may look to add items to the agenda at the board meeting*
- *The board will either adopt the agenda as presented or adapted at the meeting*
- *The agenda will be available publicly three (3) days prior to the scheduled meeting*

Associated Policy –*Policy 203.5 – School Board Meeting Agenda.*

Consent Agenda

The superintendent, in consultation with the board chair, may place items on the consent agenda. A consent agenda is a part of the agenda that includes items typically approved together in one motion. These items may include meeting minutes, routine reports, personnel appointments, and other administrative matters. By grouping these items together, the board can streamline the meeting process and focus on more substantive discussions. If any board member wishes to discuss or vote separately on an item listed in the consent agenda, they can request to have it removed for individual consideration.

Meeting Minutes

Minutes will be carefully recorded to include all actions of the board and all votes taken at a board meeting by the board's clerk or designee. Minutes do not include discussion or editorial comments.

- *Minutes will be shared with the board and school community following the meeting*
- *The board will formally approve the previous months minutes at the following months meeting*

Associated Policy –*Policy 204 – School Board Meeting Minutes.*



