

## **Wrenshall Board of Education Meeting**

Monday, March 16, 2026 6:00 pm

Wrenshall School Music Room, 207 Pioneer Drive, Wrenshall, MN 55797

### **I. Call to Order**

### **II. Pledge of Allegiance**

### **III. Roll Call**

### **IV. Adoption of Agenda**

### **V. Regular Business**

#### **V.A. Approval of Minutes**

#### **V.B. Accept Business Office Report**

#### **V.C. Approval of Consent Agenda**

### **VI. Informational Items**

#### **VI.A. Principal's Report**

#### **VI.B. Community Education Report**

#### **VI.C. American Indian Cultural Liaison Report**

#### **VI.D. Enrollment Report**

#### **VI.E. Superintendent's Report**

#### **VI.F. Board Director or Committee Reports**

### **VII. Action Items**

#### **VII.A. Policy Review Cycle**

#### **VII.B. Acceptance of Donations**

#### **VII.C. Board's action plan for AIPAC recommendations**

#### **VII.D. Community Education Handbooks & Summer Program**

#### **VII.E. MDH Lead Remediation in Drinking Water Grant Agreement**

#### **VII.F. Memorandum of Understanding -- Coaches**

#### **VII.G. Ed Minnesota Master Agreement**

#### **VII.H. Ed Minnesota MOU - Staff Development Funds**

#### **VII.I. 2026-2027 School Calendar Approval**

### **VIII. Future Meetings**

## IX. Adjournment

**Wrenshall Board of Education Meeting**  
**March 16, 2026 6:00 PM    Open Forum 5:30 pm**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Adoption of Agenda
5. Regular Business
  - 5.a. Approval of Minutes
  - 5.b. Accept Business Office Report
  - 5.c. Approval of Consent Agenda
6. Informational Items
  - 6.a. Principal's Report
  - 6.b. Community Education Report
  - 6.c. American Indian Cultural Liaison Report
  - 6.d. Enrollment Report
  - 6.e. Superintendent's Report
  - 6.f. Board Director or Committee Reports
7. Action Items
  - 7.a. Policy Review Cycle
  - 7.b. Acceptance of Donations
  - 7.c. Board's action plan for AIPAC recommendations
  - 7.d. Community Education Handbooks & Summer Program
  - 7.e. MDH Lead Remediation in Drinking Water Grant Agreement
  - 7.f. Memorandum of Understanding – Coaches
  - 7.g. Ed Minnesota Master Agreement
  - 7.h. Ed Minnesota MOU - Staff Development Funds
  - 7.i. 2026-2027 School Calendar Approval
8. Future Meetings
9. Adjournment

Wrenshall Board of Education Work  
Session  
Monday, March 9, 2026 6:30 pm

Wrenshall School Music Room  
207 Pioneer Drive  
Wrenshall, MN 55797

Eric Ankrum: Present  
Jon Beck: Present  
Mary Carlson: Present  
Ben Johnson: Present  
Ashley Laveau: Present  
Erin Riley: Absent  
Present: 5, Absent: 1.

### 1. Call to Order

Meeting was called to order by vice chair Eric Ankrum

### 2. Preview of Regular Meeting Agenda for March 16.

Superintendent Schill previewed March 16 agenda items. Agenda items to be added included Ed Minnesota Master Agreement, and Ed Minnesota MOU - Staff Development Funds

#### 2.a. Board Committee Reports

- Mary Carlson & Eric Ankrum discussed legislative items while they attended the "Day at the Capitol". Items included: Compensatory Aid, School Trust Land & Permanent School Fund, Statewide Health Insurance for Employees, PSEO Courses, Special Education Funding.
- Ben Johnson discussed the "Build North Expo" to be held Saturday involving Wrenshall students
- Jon Beck reported that he is collecting data regarding NLA facilities rental proposal and will report at the regular meeting on March 16
- Ashley Lavea reported that the AIE liaison will be applying for a grant to enhance opportunities for students

#### 2.a.1. Wellness Committee

- Wellness committee minutes were reviewed.

#### 2.a.2. Consolidation

##### 2.a.2.a. Building Updates Discussion

Discussion took place regarding potential building updates at the South Terrace site, gym floor refinishing and updating at Wrenshall. The joint board meeting is scheduled for March 19 at Wrenshall

### 3. Strategic Planning

#### 3.a. Budget Update

##### 3.a.1. Budget Timing & Process

The business manager discussed the three attached budget documents.

3.a.2. Projected Enrollment 2026-2027

The board determined that a projected enrollment number of 300 be utilized for planning the budget for 2026-2027.

3.b. School Patrol Update -- Portable speed bumps

-Facilities Manager proposed installing speed strips and signage to reduce excessive speeding near the pickup/drop off area. Discussion also took place regarding the establishment of a fire lane. Fire Marshall report indicated one area for improvement that will be addressed.

3.c. Legislative Policy Updates

No updates to be discussed at this time.

3.d. AIPAC - Board Response

The board will receive the board response from committee members and will process it at the March 16 meeting.

3.e. Food Service Proposal

The board discussed adding a part-time position to stock and serve the salad bar. This FTE has been in the budget, but a person was not available to fill the position.

3.f. 2026-2027 School Calendar Draft

The board discussed the proposed school calendar.

3.g. Superintendent Contract 2026-2027

The board discussed the superintendent contract for the 2026-2027 school year. Board chairs and vice-chairs will set up a date/time to discuss details of the contract.

3.h. Memorandum of Understanding

The board reviewed the MOU for spring sports coaching positions that presently do not exist on Schedule "C".

4. Adjournment

Meeting Adjourned at 8:15 pm

Wrenshall Board of Education Meeting  
Monday, February 23, 2026 6:00 pm

Wrenshall School Music Room  
207 Pioneer Drive  
Wrenshall, MN 55797

Eric Ankrum: Present  
Jon Beck: Present  
Mary Carlson: Present  
Ben Johnson: Present  
Ashley Laveau: Present  
Erin Riley: Present  
Present: 6.

#### 1. Call to Order

#### 2. Pledge of Allegiance

#### 3. Roll Call

#### 4. Adoption of Agenda

Motion to approve. This motion, made by Ashley Laveau and seconded by Eric Ankrum, Carried.

Eric Ankrum: Yea, Jon Beck: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Ashley Laveau: Yea, Erin Riley: Yea  
Yea: 6, Nay: 0

#### 5. Regular Business

##### 5.a. Approval of Minutes

Motion to approve minutes. This motion, made by Jon Beck and seconded by Ben Johnson, Carried.

Eric Ankrum: Yea, Jon Beck: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Ashley Laveau: Yea, Erin Riley: Yea  
Yea: 6, Nay: 0

##### 5.b. Accept Business Office Report

Motion to accept business report as presented. This motion, made by Eric Ankrum and seconded by Ashley Laveau, Carried.

Eric Ankrum: Yea, Jon Beck: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Ashley Laveau: Yea, Erin Riley: Yea  
Yea: 6, Nay: 0

##### 5.c. Approval of Consent Agenda

No items for consideration in the consent agenda.

#### 6. Informational Items

##### 6.a. Student Essays Presentation

Ted Conover, Language Arts instructor introduced Jacob Wold a student who conducted research and reported on a local problem and solution. Jacob presented his findings relating to consolidation to the board. Mr. Conover then reported the research findings of another student, Molly Williams who researched elective course offerings and funding for Photo Journalism.

6.b. Senior Class Trip Presentation

John Peterson , Isabel Riley, and Molly Sheda reported to the board that sixteen seniors will be taking their senior class trip to Washington D.C. The group reported on the sites they would be attending and the funds that have been raised to offset the cost for attending the trip.

6.c. Principal's Report

Principal Michelle Blanchard and William Ricker, K12 counselor reported to the board.

6.d. Community Education Report

Blythe Bartl reported on upcoming summer programs, and fall programming. She also discussed changes to the handbooks for the upcoming school year.

6.e. American Indian Cultural Liaison Report

Kevin Kot reported ongoing and upcoming projects which included snow snakes, and sugar bush project.

6.f. AIPAC Compliance Vote Report

Carol Kot presented to the board a document of non concurrence from the AIPAC. Included was a document with suggestions for improvement from the AIPAC.

6.g. Enrollment Report

Enrollment report attached.

6.h. Superintendent's Report

Superintendent Schill reported to the board. (Attached)

6.i. Board Director or Committee Reports

Ben Johnson reported that new basketballs were provided through Irving Community Club. Eric Ankrum reported that the Buildings & Grounds committee is determining potential summer projects to complete using LTFM monies. Board Members examined the budget reduction list.

6.j. Special Election Regarding Proposed Consolidation of School District Absentee Voting Process Handled by Carlton County

Eric Ankrum read the resolution for a special election related to consolidation. Rosy will continue to work with Kevin DeVriendt from Carlton County on the election process to be held May 12, 2026.

7. Action Items

7.a. Approve Continuation of Part-Time Employment for School Board Directors

Motion to approve. This motion, made by Ashley Laveau and seconded by Jon Beck, Carried. Ben Johnson: Abstain (With Conflict), Erin Riley: Abstain (With Conflict), Eric Ankrum: Yea, Jon Beck: Yea, Mary Carlson: Yea, Ashley Laveau: Yea  
Yea: 4, Nay: 0, Abstain (With Conflict): 2

7.b. Student Volunteer Agreement (Wrenshall School) with Lake Superior College

Motion to approve. This motion, made by Eric Ankrum and seconded by Ashley Laveau, Carried.

Eric Ankrum: Yea, Jon Beck: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Ashley Laveau: Yea, Erin Riley: Yea

Yea: 6, Nay: 0

7.c. Approve Special Election Regarding Proposed Consolidation of School District Absentee Ballot Process to be Handled by Carlton County.

Motion to approve. This motion, made by Eric Ankrum and seconded by Jon Beck, Carried.

Eric Ankrum: Yea, Jon Beck: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Ashley Laveau: Yea, Erin Riley: Yea

Yea: 6, Nay: 0

7.d. Policy Review Cycle

Board reviewed 500 series policies.

7.e. Policy Updates (Final Reading)

Motion to approve. This motion, made by Ashley Laveau and seconded by Eric Ankrum, Carried.

Eric Ankrum: Yea, Jon Beck: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Ashley Laveau: Yea, Erin Riley: Yea

Yea: 6, Nay: 0

7.f. Acceptance of Donations

Motion to accept donation with gratitude. This motion, made by Erin Riley and seconded by Ashley Laveau, Carried.

Eric Ankrum: Yea, Jon Beck: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Ashley Laveau: Yea, Erin Riley: Yea

Yea: 6, Nay: 0

7.g. Farm to School Grant

Motion to approve. This motion, made by Ben Johnson and seconded by Eric Ankrum, Carried.

Eric Ankrum: Yea, Jon Beck: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Ashley Laveau: Yea, Erin Riley: Yea

Yea: 6, Nay: 0

7.h. Program Reduction Resolution

Motion to table. This motion, made by Mary Carlson and seconded by Erin Riley, Tabled.

Eric Ankrum: Yea, Jon Beck: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Ashley Laveau: Yea, Erin Riley: Yea

Yea: 6, Nay: 0

7.i. CTE Project Resolution

7.j. Master Agreement with Ed Minnesota Wrenshall - Teachers

Motion to approve. This motion, made by Mary Carlson and seconded by Ashley Laveau, Carried.

Eric Ankrum: Yea, Jon Beck: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Ashley Laveau: Yea, Erin Riley: Yea

Yea: 6, Nay: 0

Motion passed by the board to approve the Master agreement with a date correction on page 32 and a MOU releasing staff development funds from Ed Wrenshall.

7.k. Resolution Membership Renewal with Northern Lights Special Education Cooperative  
Motion to approve. This motion, made by Eric Ankrum and seconded by Jon Beck, Carried.  
Eric Ankrum: Yea, Jon Beck: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Ashley Laveau:  
Yea, Erin Riley: Yea  
Yea: 6, Nay: 0

#### 7.l. Accept AIPAC Resolution

Motion to approve. This motion, made by Ashley Laveau and seconded by Erin Riley,  
Carried.

Eric Ankrum: Yea, Jon Beck: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Ashley Laveau:  
Yea, Erin Riley: Yea  
Yea: 6, Nay: 0

The board accepted the vote of non-concurrence from the AIPAC.

7.m. ICS Communications Services Proposal  
Postponed Indefinitely.

#### 8. Future Meetings

Joint board meeting to be held on 2.25.2026 @ 6 pm at Wrenshall.

Wrenshall work session to be held on 3.9.2026 at Wrenshall.

#### 9. Adjournment

Motion to adjourn. This motion, made by Eric Ankrum and seconded by Ashley Laveau, Carried.

Eric Ankrum: Yea, Jon Beck: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Ashley Laveau: Yea,  
Erin Riley: Yea

Yea: 6, Nay: 0

Meeting Adjourned at 9:44 pm

Carlton-Wrenshall Joint Boards Special  
Meeting  
Wednesday, February 25, 2026 6:00 pm

Wrenshall School Music Room  
207 Pioneer Drive  
Wrenshall, MN 55797

Eric Ankrum: Present  
Jon Beck: Present  
Mary Carlson: Present  
Ben Johnson: Present  
Ashley Laveau: Present  
Erin Riley: Present  
Present: 6.

#### 1. Call to Order

#### 2. Roll Call - Board Clerks

Carlton Roll Call taken with Laura Nilsen, Ryan Leonzal, Sue Karp, Daniel Solarz, Ben Nilsen, and Sam Ojibway present.

Wrenshall Roll Call taken with Mary Carlson, Eric Ankrum, Jon Beck, Erin Riley, Ben Johnson present. Ashley Laveau present remotely.

#### 3. Adoption of the Agenda

Motion by Eric Ankrum, second by Jon Beck to approve the agenda. Unanimous approval.

Motion by Ryan Leonzal, second by Ben Nilson to approve the agenda. Unanimous approval.

#### 4. Boards Discussion of Facilities Scenarios

Discussion took place among the Carlton and Wrenshall board members. Each board member shared his/her opinion on which educational delivery model was appropriate for the consolidated district. Board discussion continued.

Board recess at 7:45 pm

Board reconvened at 7:53 pm with continued discussion. Carlton board consensus was overwhelmingly for Model A and the majority of Wrenshall board members in favor of Model B to A. Several Wrenshall board members were in favor of Model B to C as an option.

Board recess at 9:50 pm

Board reconvened at 10:00 pm with continued discussion.

#### 5. Action Items

##### 5.a. Wrenshall School Board Vote on Building Facility Scenario.

##### 5.a.1. Building Scenario A

A vote was called for to approve Building Scenario A from the Wrenshall board chairperson Mary Carlson. Motion by Eric Ankrum, second by Jon Beck to approve building scenario A. Jon Beck, Eric Ankrum, Ben Johnson, Mary Carlson - Aye; Erin Riley, Ashley Laveau - Nay. Motion approved 4-2.

##### 5.a.2. Building Scenario C

5.a.3. Building Scenario B Transitioning to Building Scenario A

5.a.4. Building Scenario B Transitioning to Building Scenario C

5.b. Carlton School Board Vote on Building Facility Scenario.

5.b.1. Building Scenario A

A vote was called for to approve the building scenario A from the Carlton board chairperson Laura Nilsen. Motion by Ryan Leonzal, second by Sam Ojibway to approve building scenario A. Ryan Leonzal, Sam Ojibway, Sue Karp, Daniel Solarz, Ben Nilsen, Laura Nilsen - Aye. Motion approved 6-0.

5.b.2. Building Scenario C

5.b.3. Building Scenario B Transitioning to Building Scenario A

5.b.4. Building Scenario B Transitioning to Building Scenario C

6. Adjournment

Meeting adjourned at 11:45 pm.

**Wrenshall School ISD #100**  
**Detail Payment Register By Check**  
**Fund Summary**

| <b>Fund</b>         | <b>Description</b>         | <b>Total</b>        |
|---------------------|----------------------------|---------------------|
| 01                  | General Fund               | \$131,936.20        |
| 02                  | Food Services Fund         | \$9,537.15          |
| 03                  | Transportation (Sub of 01) | \$11,589.72         |
| 04                  | Community Service          | \$2,774.72          |
| 05                  | Capital Outlay (Sub of 01) | \$9,230.47          |
| 07                  | Debt Redemption Fund       | \$3,250.00          |
| 21                  | Student Activities         | \$18,759.47         |
| <b>Report Total</b> |                            | <b>\$187,077.73</b> |

**Wrenshall School ISD #100**  
**Exp/Rev Summary - Fd**  
**Period Ending February 28, 2026**

Sequence: L, Fd

|                |                            | Adopted26      |               |                |       |              |       | % YTD          | Remaining |
|----------------|----------------------------|----------------|---------------|----------------|-------|--------------|-------|----------------|-----------|
| Description    |                            | Annual Budget  | Period 202608 | Year To Date   | % YTD | Encumbrances | + Enc | Balance        |           |
| E              | Expenditure                |                |               |                |       |              |       |                |           |
| 01             | General Fund               | 4,857,681.00   | 424,351.47    | 2,701,496.50   | 56%   | 1,728.82     | 56%   | 2,154,455.68   |           |
| 02             | Food Services Fund         | 215,346.00     | 18,367.23     | 118,544.15     | 55%   | 0.00         | 55%   | 96,801.85      |           |
| 03             | Transportation (Sub of 01) | 432,272.00     | 33,075.93     | 252,024.00     | 58%   | 0.00         | 58%   | 180,248.00     |           |
| 04             | Community Service          | 190,043.00     | 14,547.48     | 116,113.90     | 61%   | 0.00         | 61%   | 73,929.10      |           |
| 05             | Capital Outlay (Sub of 01) | 155,196.00     | 9,230.47      | 211,272.20     | 136%  | 3,233.80     | 138%  | (59,310.00)    |           |
| 07             | Debt Redemption Fund       | 947,210.00     | 3,250.00      | 946,985.00     | 100%  | 0.00         | 100%  | 225.00         |           |
| 18             | Custodial                  | 0.00           | 0.00          | 200.00         | 0%    | 0.00         | 0%    | (200.00)       |           |
| 21             | Student Activities         | 0.00           | 18,961.72     | 28,432.33      | 0%    | 0.00         | 0%    | (28,432.33)    |           |
| E              | Expenditure                | 6,797,748.00   | 521,784.30    | 4,375,068.08   | 64%   | 4,962.62     | 64%   | 2,417,717.30   |           |
| R              | Revenue                    |                |               |                |       |              |       |                |           |
| 01             | General Fund               | (4,999,462.00) | (406,955.01)  | (2,956,159.94) | 59%   | 0.00         | 59%   | (2,043,302.06) |           |
| 02             | Food Services Fund         | (216,700.00)   | (23,859.83)   | (120,156.07)   | 55%   | 0.00         | 55%   | (96,543.93)    |           |
| 03             | Transportation (Sub of 01) | (253,307.00)   | 0.00          | (202.28)       | 0%    | 0.00         | 0%    | (253,104.72)   |           |
| 04             | Community Service          | (188,427.00)   | (6,778.35)    | (121,510.20)   | 64%   | 0.00         | 64%   | (66,916.80)    |           |
| 05             | Capital Outlay (Sub of 01) | (149,909.00)   | 0.00          | 0.00           | 0%    | 0.00         | 0%    | (149,909.00)   |           |
| 07             | Debt Redemption Fund       | (966,060.00)   | (143.00)      | (89,942.75)    | 9%    | 0.00         | 9%    | (876,117.25)   |           |
| 21             | Student Activities         | 0.00           | (1,410.00)    | (55,226.83)    | 0%    | 0.00         | 0%    | 55,226.83      |           |
| R              | Revenue                    | (6,773,865.00) | (439,146.19)  | (3,343,198.07) | 49%   | 0.00         | 49%   | (3,430,666.93) |           |
| Report Totals: |                            | 23,883.00      | 82,638.11     | 1,031,870.01   | 4321% | 4,962.62     | 4341% | (1,012,949.63) |           |

**Wrenshall School ISD #100**  
**Receipt Listing Report with Detail by Deposit**  
**Fund Summary**

| <b>Fund</b>         | <b>Total</b>        |
|---------------------|---------------------|
| 01                  | \$405,884.46        |
| 02                  | \$23,859.83         |
| 04                  | \$6,778.35          |
| 07                  | \$143.00            |
| 21                  | \$1,410.00          |
| <b>Report Total</b> | <b>\$438,075.64</b> |

## FEBRUARY 2026 - EXPENSE SUMMARY

| Check No. | Vendor                      | Amount      | Date           | Description                       |
|-----------|-----------------------------|-------------|----------------|-----------------------------------|
| 58136     | 218 SUPPLY LLC              | \$177.84    | 2/9/2026 0:00  | General Supplies-Food Svc         |
| 58137     | CARLTON COUNTY HUMAN SVCS   | \$14,752.26 | 2/9/2026 0:00  | School Social Worker              |
| 58138     | CENTURY LINK                | \$340.28    | 2/9/2026 0:00  | Communication Srvc-Telephone      |
| 58139     | CITY OF WRENSHALL           | \$644.54    | 2/9/2026 0:00  | Water & Sewage                    |
| 58140     | CLOQUET SANITARY SERVICE    | \$993.32    | 2/9/2026 0:00  | Contr Svc- Garbage                |
| 58141     | CMH RAITER FAMILY CLINIC    | \$50.00     | 2/9/2026 0:00  | Physicals/Drug Testing            |
| 58142     | CMH RAITER FAMILY CLINIC    | \$100.00    | 2/9/2026 0:00  | Physicals/Drug Testing            |
| 58143     | CMH RAITER FAMILY CLINIC    | \$50.00     | 2/9/2026 0:00  | Physicals/Drug Testing            |
| 58144     | CMH RAITER FAMILY CLINIC    | \$50.00     | 2/9/2026 0:00  | Physicals/Drug Testing            |
| 58145     | COMO OIL AND PROPANE        | \$722.10    | 2/9/2026 0:00  | Fuel For Vehicles                 |
| 58146     | COMO OIL AND PROPANE        | \$485.66    | 2/9/2026 0:00  | Fuel For Vehicles                 |
| 58147     | COMO OIL AND PROPANE        | \$516.11    | 2/9/2026 0:00  | Fuel For Vehicles                 |
| 58148     | COMO OIL AND PROPANE        | \$380.43    | 2/9/2026 0:00  | Fuel For Vehicles                 |
| 58149     | COMO OIL AND PROPANE        | \$431.99    | 2/9/2026 0:00  | Fuel For Vehicles                 |
| 58150     | DANIEL DANIELSON            | \$115.00    | 2/9/2026 0:00  | Officiating Expense - BOYS BBALL  |
| 58151     | DARREN SHELDON              | \$125.15    | 2/9/2026 0:00  | Officiating Expense - GIRLS BBALL |
| 58152     | DARREN SHELDON              | \$115.00    | 2/9/2026 0:00  | Officiating Expense - BOYS BBALL  |
| 58153     | DELANEY KNUDSON             | \$190.47    | 2/9/2026 0:00  | Class of 2027-Expense             |
| 58154     | DSC COMMUNICATIONS          | \$70.00     | 2/9/2026 0:00  | Communication Srvc-Telephone      |
| 58155     | DSC COMMUNICATIONS          | \$460.00    | 2/9/2026 0:00  | Communications Serv               |
| 58156     | DSC COMMUNICATIONS          | \$70.00     | 2/9/2026 0:00  | Communication Srvc-Telephone      |
| 58157     | DSC COMMUNICATIONS          | \$140.00    | 2/9/2026 0:00  | Communications Serv               |
| 58158     | EHLERS INVESTMENT PARTNERS  | \$1,275.00  | 2/9/2026 0:00  | Fees for Svc-Consolidation/Ref    |
| 58159     | GERALD UJDUR                | \$133.12    | 2/9/2026 0:00  | Officiating Expense - BOYS BBALL  |
| 58160     | HENRY WILKINSON             | \$92.12     | 2/9/2026 0:00  | Officiating Expense - BOYS BBALL  |
| 58161     | ICS CONSULTING LLC 138006   | \$1,000.00  | 2/9/2026 0:00  | Fees for Svc-Consolidation/Ref    |
| 58162     | JAYCE WALRATH               | \$92.12     | 2/9/2026 0:00  | Officiating Expense - BOYS BBALL  |
| 58163     | KEMPS LLC                   | \$378.20    | 2/9/2026 0:00  | Milk                              |
| 58164     | MELANIE HUMMEL Ed S         | \$2,793.75  | 2/9/2026 0:00  | To Non-Ed Agency-SpEd General     |
| 58165     | MICHELLE BLANCHARD          | \$198.65    | 2/9/2026 0:00  | Travel-Admin Staff Development    |
| 58166     | MN TELECOMMUNICATIONS       | \$604.50    | 2/9/2026 0:00  | Svc Purch from MN Joint-Powers    |
| 58167     | MSBA                        | \$265.00    | 2/9/2026 0:00  | Travel-Admin Staff Development    |
| 58168     | MSBA                        | \$265.00    | 2/9/2026 0:00  | Travel-Admin Staff Development    |
| 58169     | MSBA                        | \$265.00    | 2/9/2026 0:00  | Travel-Admin Staff Development    |
| 58170     | MSBA                        | \$265.00    | 2/9/2026 0:00  | Travel-Admin Staff Development    |
| 58171     | MSBA                        | \$265.00    | 2/9/2026 0:00  | Travel-Admin Staff Development    |
| 58172     | PINE KNOT LLC               | \$74.00     | 2/9/2026 0:00  | Communications Serv- Sports       |
| 58173     | SCHMITT DIRECTOR CENTER     | \$52.00     | 2/9/2026 0:00  | Instru Supplies-Music             |
| 58174     | SCHMITT MUSIC DULUTH        | \$130.00    | 2/9/2026 0:00  | Repairs-Band Instruments          |
| 58175     | SCHMITT MUSIC DULUTH        | \$22.49     | 2/9/2026 0:00  | Instru Supplies-Music             |
| 58176     | SCHMITT MUSIC DULUTH        | \$22.49     | 2/9/2026 0:00  | Instru Supplies-Music             |
| 58177     | SCHMITT MUSIC DULUTH        | \$269.96    | 2/9/2026 0:00  | Instru Supplies-Music             |
| 58178     | SCHOLASTIC BOOK FAIRS       | \$975.31    | 2/9/2026 0:00  | Library Books-Elem                |
| 58179     | SFM                         | \$1,050.00  | 2/9/2026 0:00  | Payroll Taxes-Workers Comp        |
| 58180     | THOMAS ONEILL               | \$125.15    | 2/9/2026 0:00  | Officiating Expense - GIRLS BBALL |
| 58181     | THOMAS ZBACNIK              | \$125.15    | 2/9/2026 0:00  | Officiating Expense - GIRLS BBALL |
| 58182     | UHL / ABE                   | \$4,564.00  | 2/9/2026 0:00  | Repairs & Maint Serv-MECH SYS     |
| 58183     | UHL / ABE                   | \$1,470.25  | 2/9/2026 0:00  | Repairs & Maint Serv-MECH SYS     |
| 58184     | UHL / ABE                   | \$1,858.26  | 2/9/2026 0:00  | Repairs & Maint Serv-MECH SYS     |
| 58185     | UPPER LAKES FOODS INC       | \$4,048.10  | 2/9/2026 0:00  | Food-Lunch                        |
| 58186     | US BANK EQUIPMENT FINANCE   | \$532.00    | 2/9/2026 0:00  | Lease Principal                   |
| 58187     | WIEDIGER SPEECH & LANG SVCS | \$12,782.00 | 2/9/2026 0:00  | To Non-Ed Agency                  |
| 58188     | BLAKE EIDY                  | \$88.50     | 2/13/2026 0:00 | Officiating Expense - GIRLS BBALL |
| 58189     | BRAD EMANUEL                | \$115.00    | 2/13/2026 0:00 | Officiating Expense - GIRLS BBALL |

|       |                              |             |                |                                    |
|-------|------------------------------|-------------|----------------|------------------------------------|
| 58190 | BRIAN KMECIK                 | \$88.00     | 2/13/2026 0:00 | Officiating Expense - BOYS BBALL   |
| 58191 | BRIAN KMECIK                 | \$88.50     | 2/13/2026 0:00 | Officiating Expense - GIRLS BBALL  |
| 58192 | COMO OIL AND PROPANE         | \$1,319.89  | 2/13/2026 0:00 | Fuel For Vehicles                  |
| 58193 | COMO OIL AND PROPANE         | \$407.03    | 2/13/2026 0:00 | Fuel For Vehicles                  |
| 58194 | COMO OIL AND PROPANE         | \$368.85    | 2/13/2026 0:00 | Fuel For Vehicles                  |
| 58195 | COMO OIL AND PROPANE         | \$706.51    | 2/13/2026 0:00 | Fuel For Vehicles                  |
| 58196 | DARREN SHELDON               | \$129.50    | 2/13/2026 0:00 | Officiating Expense - GIRLS BBALL  |
| 58197 | DARRIN COIL                  | \$143.00    | 2/13/2026 0:00 | Officiating Expense - BOYS BBALL   |
| 58198 | DSC COMMUNICATIONS           | \$140.00    | 2/13/2026 0:00 | Communications Serv                |
| 58199 | DSC COMMUNICATIONS           | \$460.00    | 2/13/2026 0:00 | Communications Serv                |
| 58200 | DSC COMMUNICATIONS           | \$70.00     | 2/13/2026 0:00 | Communication Srvc-Telephone       |
| 58201 | DSC COMMUNICATIONS           | \$70.00     | 2/13/2026 0:00 | Communication Srvc-Telephone       |
| 58202 | EAN ACKLEY                   | \$88.00     | 2/13/2026 0:00 | Officiating Expense - BOYS BBALL   |
| 58203 | EMC INSURANCE COMPANIES      | \$7,736.17  | 2/13/2026 0:00 | Insurance                          |
| 58204 | GERALD UJDUR                 | \$115.00    | 2/13/2026 0:00 | Officiating Expense - BOYS BBALL   |
| 58205 | HIBBING GIRLS HOOP CLUB      | \$125.00    | 2/13/2026 0:00 | Supplies-Boys/Girls Athletics      |
| 58206 | ISD 695 CHISHOLM HIGH SCHOOL | \$150.00    | 2/13/2026 0:00 | Supplies-Boys/Girls Athletics      |
| 58207 | JACOB MARXHAUSEN             | \$88.50     | 2/13/2026 0:00 | Officiating Expense - GIRLS BBALL  |
| 58208 | JUSTIN KRYCH                 | \$129.50    | 2/13/2026 0:00 | Officiating Expense - GIRLS BBALL  |
| 58209 | KAREN SWANSON                | \$115.00    | 2/13/2026 0:00 | Officiating Expense - GIRLS BBALL  |
| 58210 | KEMPS LLC                    | \$321.90    | 2/13/2026 0:00 | Milk                               |
| 58211 | KRIS ANDERSON                | \$48.57     | 2/13/2026 0:00 | Travel-PERKINS Staff Dev           |
| 58212 | L & M SUPPLY INC             | \$240.19    | 2/13/2026 0:00 | Supplies                           |
| 58213 | LAURA WALSH                  | \$88.50     | 2/13/2026 0:00 | Officiating Expense - GIRLS BBALL  |
| 58214 | MARUDAS PRINT GRAPHICS       | \$80.36     | 2/13/2026 0:00 | Fees-Bus Office                    |
| 58215 | MINNESOTA POWER              | \$7,968.40  | 2/13/2026 0:00 | Electricity                        |
| 58216 | MN ENERGY RESOURCES          | \$967.32    | 2/13/2026 0:00 | Fuel For Bldgs                     |
| 58217 | MN ENERGY RESOURCES          | \$643.55    | 2/13/2026 0:00 | Fuel For Bldgs                     |
| 58218 | MN PEIP                      | \$39,568.30 | 2/13/2026 0:00 | Health Insurance                   |
| 58219 | PAN-O-GOLD BAKING            | \$339.64    | 2/13/2026 0:00 | Food-Lunch                         |
| 58220 | PAUL J RAJ                   | \$115.00    | 2/13/2026 0:00 | Officiating Expense - GIRLS BBALL  |
| 58221 | RICH THOMSEN                 | \$129.50    | 2/13/2026 0:00 | Officiating Expense - GIRLS BBALL  |
| 58222 | RICK KOLANCZYK               | \$115.00    | 2/13/2026 0:00 | Officiating Expense - BOYS BBALL   |
| 58223 | TK ELEVATOR CORP             | \$646.06    | 2/13/2026 0:00 | Prof & Tech Services-PHYS HAZ      |
| 58224 | FRANK SCHILL                 | \$7,083.33  | 2/25/2026 0:00 | Superintendent- Consult Fees/Serv  |
| 58225 | BLACK BEAR CASINO / RESORT   | \$2,581.52  | 2/27/2026 0:00 | Father/Daughter Ball General Suppl |
| 58226 | BRIAN KMECIK                 | \$89.22     | 2/27/2026 0:00 | Officiating Expense - BOYS BBALL   |
| 58227 | CARDMEMBER SERVICE           | \$23,689.16 | 2/27/2026 0:00 | Supplies-Staff Dev                 |
| 58228 | CARLTON COUNTY HUMAN SVCS    | \$100.00    | 2/27/2026 0:00 | Communication Srvc-Telephone       |
| 58229 | CHASE ERNSTE                 | \$129.50    | 2/27/2026 0:00 | Officiating Expense - GIRLS BBALL  |
| 58230 | CHRIS GUSTAFSON              | \$40.45     | 2/27/2026 0:00 | Travel-PERKINS Staff Dev           |
| 58231 | COMO OIL AND PROPANE         | \$291.07    | 2/27/2026 0:00 | Fuel For Vehicles                  |
| 58232 | COMO OIL AND PROPANE         | \$702.65    | 2/27/2026 0:00 | Fuel For Vehicles                  |
| 58233 | COMO OIL AND PROPANE         | \$832.17    | 2/27/2026 0:00 | Fuel For Vehicles                  |
| 58234 | DANIEL DANIELSON             | \$230.00    | 2/27/2026 0:00 | Officiating Expense - GIRLS BBALL  |
| 58235 | DARREN SHELDON               | \$230.00    | 2/27/2026 0:00 | Officiating Expense - BOYS BBALL   |
| 58236 | DARREN SHELDON               | \$115.00    | 2/27/2026 0:00 | Officiating Expense - GIRLS BBALL  |
| 58237 | DELTA DENTAL OF MINNESOTA    | \$3,173.70  | 2/27/2026 0:00 | Dental Insurance                   |
| 58238 | EAN ACKLEY                   | \$103.00    | 2/27/2026 0:00 | Officiating Expense - GIRLS BBALL  |
| 58239 | EHLERS INVESTMENT PARTNERS   | \$3,250.00  | 2/27/2026 0:00 | Other Cost                         |
| 58240 | GERALD UJDUR                 | \$130.22    | 2/27/2026 0:00 | Officiating Expense - BOYS BBALL   |
| 58241 | GIACOMO SKYE FABBRO          | \$144.00    | 2/27/2026 0:00 | Officiating Expense - BOYS BBALL   |
| 58242 | HUNTER TRUSCOTT              | \$88.50     | 2/27/2026 0:00 | Officiating Expense - GIRLS BBALL  |
| 58243 | INTEGRATED FOOD SERVICE      | \$231.86    | 2/27/2026 0:00 | Food-Lunch                         |
| 58244 | ISD #0094 CLOQUET            | \$4,302.39  | 2/27/2026 0:00 | Fed Subaward <\$25,000             |
| 58245 | ISD #0095 CROMWELL           | \$536.20    | 2/27/2026 0:00 | Fed Subaward <\$25,000             |
| 58246 | ISD #0099 ESKO               | \$5,397.01  | 2/27/2026 0:00 | Fed Subaward <\$25,000             |
| 58247 | ISD #0381 LAKE SUPERIOR      | \$1,309.61  | 2/27/2026 0:00 | Fed Subaward <\$25,000             |

|       |                           |                     |                |                                   |
|-------|---------------------------|---------------------|----------------|-----------------------------------|
| 58248 | ISD #0577 WILLOW RIVER    | \$1,204.42          | 2/27/2026 0:00 | Fed Subaward <\$25,000            |
| 58249 | ISD #0700 HERMANTOWN      | \$647.22            | 2/27/2026 0:00 | Fed Subaward <\$25,000            |
| 58250 | ISD #0700 HERMANTOWN      | \$504.40            | 2/27/2026 0:00 | Fed Subaward <\$25,000            |
| 58251 | ISD #0700 HERMANTOWN      | \$501.60            | 2/27/2026 0:00 | Fed Subaward <\$25,000            |
| 58252 | JIM KARNAS                | \$115.00            | 2/27/2026 0:00 | Officiating Expense - BOYS BBALL  |
| 58253 | JORDAN PORTER             | \$115.00            | 2/27/2026 0:00 | Officiating Expense - BOYS BBALL  |
| 58254 | JOSTENS INC               | \$2,760.32          | 2/27/2026 0:00 | Annual Yearbook-Supplies          |
| 58255 | KEMPS LLC                 | \$548.60            | 2/27/2026 0:00 | Milk                              |
| 58256 | KEMPS LLC                 | \$453.40            | 2/27/2026 0:00 | Milk                              |
| 58257 | LUKE WARGIN               | \$35.10             | 2/27/2026 0:00 | Reimb to MN Dist                  |
| 58258 | MATTHEW ERICKSON          | \$189.00            | 2/27/2026 0:00 | Officiating Expense - BOYS BBALL  |
| 58259 | MATTHEW ERICKSON          | \$144.00            | 2/27/2026 0:00 | Officiating Expense - GIRLS BBALL |
| 58260 | MOLLI WILLIAMS            | \$29.44             | 2/27/2026 0:00 | Class of 2027-Expense             |
| 58261 | NATHANAEL DELOACH         | \$129.50            | 2/27/2026 0:00 | Officiating Expense - GIRLS BBALL |
| 58262 | RAY KOSEY                 | \$115.00            | 2/27/2026 0:00 | Officiating Expense - GIRLS BBALL |
| 58263 | SAM'S CLUB-SYNCHRONY BANK | \$94.20             | 2/27/2026 0:00 | Wrens Club General Supplies       |
| 58264 | THERESA SARKELA           | \$74.00             | 2/27/2026 0:00 | Officiating Expense - GIRLS BBALL |
| 58265 | THOMAS ONEILL             | \$115.00            | 2/27/2026 0:00 | Officiating Expense - BOYS BBALL  |
| 58266 | TIMOTHY G HOLMSTROM       | \$115.00            | 2/27/2026 0:00 | Officiating Expense - GIRLS BBALL |
| 58267 | TROY GEARY                | \$88.50             | 2/27/2026 0:00 | Officiating Expense - GIRLS BBALL |
| 58268 | TYLER ERZAR               | \$245.22            | 2/27/2026 0:00 | Officiating Expense - BOYS BBALL  |
| 58269 | UPPER LAKES FOODS INC     | \$3,037.61          | 2/27/2026 0:00 | Food                              |
| 58270 | WILLIAM RICKER            | \$47.63             | 2/27/2026 0:00 | Supplies-Admin Staff Dev          |
|       |                           | <b>\$187,077.73</b> |                |                                   |



# WRENSHALL PUBLIC SCHOOL DISTRICT



Dr. Frank Schill, Superintendent  
Michelle Blanchard, Principal

March 16, 2026

## **Consent Agenda**

- *Any Director may request to remove any item from this consent agenda and place it on the regular meeting agenda for individual consideration.*

## **Appointments:**

1. Daimen LaFave, Assistant Track Coach, per MOU, effective immediately
2. Kevin Hufziger, Junior High Track Coach, per MOU, effective immediately
3. Shannon McNamara, Assistant Cook, 6 hours per day

## **Changes of Assignment:**

## **At-Will Agreements:**

## **Leaves of Absence:**

## **Resignations:**

**0100 WRENSHALL District**

207 PIONEER DRIVE, WRENSHALL, MN 55797-0068  
Generated on 03/12/2026 03:08:15 PM Page 1 of 1

**Student Enrollment Summary Report**

Effective Date: 03/12/2026 Enrollment Types: P, S, N

Total Race/Ethnicities: 4 of 7 Total Schools: 2

Race/Ethnicity Source: Federal Male/Female/Total: 159/168/327

**Student Population by Race/Ethnicity and Grade Level (Male/Female/Total)****Wrenshall Elementary**

| Grade      | 1:Hispanic/Latino | 2:American Indian or Alaska Native | 3:Asian | 4:Black or African American | 5:Native Hawaiian or Other Pacific Islander | 6:White   | 7:Two or more races | Total     |
|------------|-------------------|------------------------------------|---------|-----------------------------|---------------------------------------------|-----------|---------------------|-----------|
| 01         | 3/2/5             | 1/0/1                              | -       | -                           | -                                           | 9/14/23   | 0/1/1               | 13/17/30  |
| 02         | 1/0/1             | 1/0/1                              | -       | -                           | -                                           | 8/10/18   | 1/2/3               | 11/12/23  |
| 03         | 1/0/1             | -                                  | -       | -                           | -                                           | 15/11/26  | 0/2/2               | 16/13/29  |
| 04         | -                 | 1/0/1                              | -       | -                           | -                                           | 5/9/14    | 2/4/6               | 8/13/21   |
| 05         | -                 | 0/1/1                              | -       | -                           | -                                           | 13/10/23  | 0/1/1               | 13/12/25  |
| 06         | 0/1/1             | 1/0/1                              | -       | -                           | -                                           | 7/10/17   | 1/1/2               | 9/12/21   |
| EC         | -                 | -                                  | -       | -                           | -                                           | 7/3/10    | -                   | 7/3/10    |
| KA         | 0/1/1             | -                                  | -       | -                           | -                                           | 7/12/19   | -                   | 7/13/20   |
| All Grades | 5/4/9             | 4/1/5                              | -       | -                           | -                                           | 71/79/150 | 4/11/15             | 84/95/179 |

**Wrenshall High School**

| Grade      | 1:Hispanic/Latino | 2:American Indian or Alaska Native | 3:Asian | 4:Black or African American | 5:Native Hawaiian or Other Pacific Islander | 6:White   | 7:Two or more races | Total     |
|------------|-------------------|------------------------------------|---------|-----------------------------|---------------------------------------------|-----------|---------------------|-----------|
| 07         | -                 | 0/1/1                              | -       | -                           | -                                           | 9/12/21   | 1/2/3               | 10/15/25  |
| 08         | -                 | 1/0/1                              | -       | -                           | -                                           | 11/9/20   | 0/1/1               | 12/10/22  |
| 09         | 0/1/1             | 0/1/1                              | -       | -                           | -                                           | 11/11/22  | 1/4/5               | 12/17/29  |
| 10         | -                 | -                                  | -       | -                           | -                                           | 12/6/18   | 0/1/1               | 12/7/19   |
| 11         | 1/0/1             | -                                  | -       | -                           | -                                           | 14/9/23   | 0/2/2               | 15/11/26  |
| 12         | 1/1/2             | 1/0/1                              | -       | -                           | -                                           | 10/12/22  | 2/0/2               | 14/13/27  |
| All Grades | 2/2/4             | 2/2/4                              | -       | -                           | -                                           | 67/59/126 | 4/10/14             | 75/73/148 |

**Student Population Excluding White not of Hispanic Origin**

| School                | Total | Percentage |
|-----------------------|-------|------------|
| Wrenshall Elementary  | 29    | 16.20%     |
| Wrenshall High School | 22    | 14.86%     |
| Total                 | 51    | 15.60%     |

## **Superintendent Report**

**3.16.2026**

1. Finances -
  - a. Continue to work with Beth and monitor expenditures
    - i. Consolidated Budget
    - ii. Stand-alone Budget
2. Technology -
  - a. Work with Deb & Kris
  - b. Chromebook Storage Room
  - c. CITON report (Tech Replacement Cycle 2026-2031)
3. Student Behavior –
  - a. Continue to process discipline models. Committee Members - Bridget Stensaas, Kelli Perrault, Kaylee Krogstad, Kirk Hill.
    - i. Examine several discipline models.
4. PD committee –
  - a. Committee Members - Theresa Vermeersch, Laura Lemke, Aaron Lattu, Molly Kidd.
5. Sports Coop –
  - a. AD Position
    - i. Communicate with Luke
    - ii. MOU Spring Coaching Positions
    - iii. MOU AD Position for 2026-2027
6. Governance Board Relations –
  - a. Continue to work with board members to lead above stated initiatives and the consolidation process.
7. Other
  - a. Buildings and Grounds
    - i. Work with Josiah regarding projects and maintenance issues.
8. Consolidation
  - a. Work with Carlton superintendent.
    - i. Scheduling Meeting & Scheduling Process

- b. Attend committee meetings and provide data and input.

Prepared for: Wrenshall Schools ISD #100    Created on: Mar 1, 2026    Created by: Dan Murto

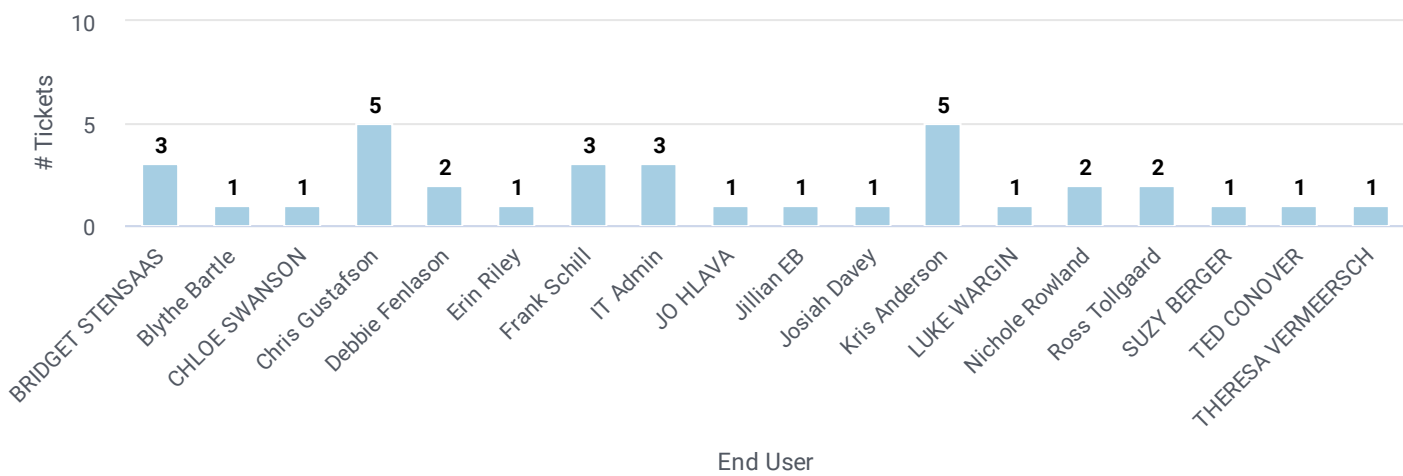
24

Tickets created last month  
Tickets

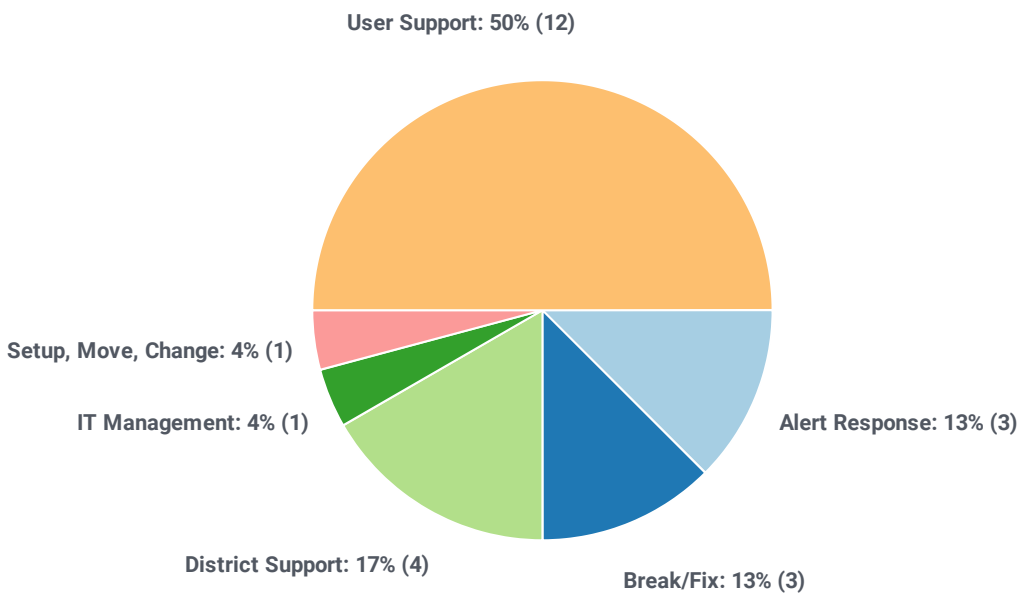
0

All Open Service Tickets  
Open Tickets

## Tickets by User - Previous Month



## Service Ticket Type Last Month



## **Policy Review Cycle 12.8.2025**

**101 LEGAL STATUS OF THE SCHOOL DISTRICT** - The power to provide for public education is a state function vested in the state legislature and delegated to local school districts. The purpose of this policy is to clarify the legal status of the school district.

**101.1 NAME OF THE SCHOOL DISTRICT** - The purpose of this policy is to clarify the name of the school district. The name of the school district shall be Wrenshall School. In official communications and on school district ballots, the school district shall be referred to as Independent School District No. 100 Wrenshall,

**102 EQUAL EDUCATIONAL OPPORTUNITY** - The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district. The school district prohibits harassment and discrimination of any individual based on any of the protected classifications listed above.

**103 COMPLAINTS – STUDENTS, EMPLOYEES, PARENTS, OTHER PERSONS** - The purpose of this policy is to provide a procedure that may be used.

**104 SCHOOL DISTRICT MISSION STATEMENT** - The purpose of this policy is to establish a clear statement of the purpose for which the school district exists.

- Mission Statement: A small school where WE cultivate big futures.
- Vision Statement: Celebrating and investing in each student to lay the foundation for limitless opportunities.

**201 LEGAL STATUS OF THE SCHOOL BOARD** - The purpose of this policy is to define the authority, duties, and powers of the school board in carrying out its mission.

**202 SCHOOL BOARD OFFICERS** - The purpose of this policy is to delineate those responsibilities of school board officers.

**203 OPERATION OF THE SCHOOL BOARD – GOVERNING RULES** - Rules of order for school board meetings shall be as follows:

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

**203.1 SCHOOL BOARD PROCEDURES; RULES OF ORDER** - The purpose of this policy is to provide specific rules of order to conduct meetings of the school board.

203.2 ORDER OF THE REGULAR SCHOOL BOARD MEETING - The purpose of this policy is to ensure consistency in the order of business at regular school board meetings.

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

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

204 SCHOOL BOARD MEETING MINUTES - The purpose of this policy is to establish procedures relating to the maintenance of records of the school board and the publication of its official proceedings.

205 OPEN MEETINGS AND CLOSED MEETINGS - The purpose of this policy is to provide guidelines to assure the rights of the public to be present at school board meetings, while also protecting an individual's rights to privacy under law, and to close meetings when the public interest so requires as recognized by law.

206 PUBLIC PARTICIPATION IN SCHOOL BOARD MEETINGS/COMPLAINTS ABOUT PERSONS AT SCHOOL BOARD MEETINGS AND DATA PRIVACY CONSIDERATIONS - The purpose of this policy is to provide procedures to assure open and orderly public discussion as well as to protect the due process and privacy rights of individuals under the law.

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

208 DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES - The purpose of this policy is to emphasize the importance of the policy-making role of the school board and provide the means for it to be an ongoing effort.

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

210 CONFLICT OF INTEREST – SCHOOL BOARD MEMBERS - The purpose of this policy is to observe state statutes regarding conflicts of interest and to engage in school district business activities in a fashion designed to avoid any conflict of interest or the appearance of impropriety.

211 CRIMINAL OR CIVIL ACTION AGAINST SCHOOL DISTRICT, SCHOOL BOARD MEMBER, EMPLOYEE, OR STUDENT - The purpose of this policy is to provide guidance about the school district's position, rights, and responsibilities when a civil or criminal action is pending against the school district, or a school board member, school district employee, or student.

212 SCHOOL BOARD MEMBER DEVELOPMENT – The purpose of this policy is to encourage the members of the school board to participate in professional development activities designed for them so that they may perform their responsibilities.

213 SCHOOL BOARD COMMITTEES - The purpose of this policy is to provide for the structure and the operation of committees or subcommittees of the school board.

**213A SCHOOL BOARD COMMITTEES – Update ---**

214 OUT-OF-STATE TRAVEL BY SCHOOL BOARD MEMBERS - The purpose of this policy is to control out-of-state travel by school board members as required by law.

301 SCHOOL DISTRICT ADMINISTRATION - The purpose of this policy is to clarify the role of the school district administration and its relationship with the school board.

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

303 SUPERINTENDENT SELECTION - The purpose of this policy is to convey to the school community that the authority to select and employ a superintendent is vested in the school board.

304 SUPERINTENDENT CONTRACT, DUTIES, AND EVALUATION - The purpose of this policy is to provide for the use of an employment contract with the superintendent, a position description, and the use of an approved instrument to evaluate performance.

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

306 ADMINISTRATOR CODE OF ETHICS - The purpose of this policy is to establish the requirements of the school board that school administrators adhere to the standards of ethics and professional conduct in this policy and Minnesota law.

401 EQUAL EMPLOYMENT OPPORTUNITY - The purpose of this policy is to provide equal employment opportunity for all applicants for school district employment and for all school district employees.

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

403 DISCIPLINE, SUSPENSION, AND DISMISSAL OF SCHOOL DISTRICT EMPLOYEES - The purpose of this policy is to achieve effective operation of the school district's programs through the cooperation of all employees under a system of policies and rules applied fairly and uniformly.

404 EMPLOYMENT BACKGROUND CHECKS - The purpose of this policy is to maintain a safe and healthful environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, the school district will seek a criminal history background check for applicants who receive an offer of employment with the school district and on all individuals, except enrolled student volunteers.

405 VETERAN'S PREFERENCE - The purpose of this policy is to comply with the Minnesota Veterans Preference Act (VPA) which provides preference points for veterans applying for employment with political subdivisions, including school districts, as well as additional rights for veterans in the discharge process.

406 PUBLIC AND PRIVATE PERSONNEL DATA - The purpose of this policy is to provide guidance to school district employees as to the data the school district collects and maintains regarding its employees, volunteers, independent contractors, and applicants ("personnel").

407 EMPLOYEE RIGHT TO KNOW – EXPOSURE TO HAZARDOUS SUBSTANCES - The purpose of this policy is to provide school district employees a place of employment and conditions of employment free from recognized hazards that are likely to cause death or serious injury or harm.

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

409 EMPLOYEE PUBLICATIONS, INSTRUCTIONAL MATERIALS, INVENTIONS, AND CREATIONS - The purpose of this policy is to identify and reserve the proprietary rights of the school district to certain publications, instructional materials, inventions, and

creations which employees may develop or create, or assist in developing or creating, while employed by the school district.

410 FAMILY AND MEDICAL LEAVE POLICY - The purpose of this policy is to provide for family and medical leave to school district employees in accordance with the Family and Medical Leave Act of 1993 (FMLA) and also with parenting leave under state law.

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

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

414 MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE - The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected child neglect or physical or sexual abuse.

415 MANDATED REPORTING OF MALTREATMENT OF VULNERABLE ADULTS - The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected maltreatment of vulnerable adults.

416 DRUG, ALCOHOL, AND CANNABIS TESTING - The school board believes that a work environment free of drug, alcohol, and cannabis use will be not only safer, healthier, and more productive but also more conducive to effective learning. To provide such an environment, the purpose of this policy is to provide authority so that the school board may require all employees and/or job applicants to submit to drug, alcohol, and cannabis testing in accordance with the provisions of this policy and as provided in federal law and Minnesota Statutes, sections 181.950-181.957.

417 CHEMICAL USE AND ABUSE - The purpose of this policy is to assist the school district in its goal to prevent chemical use and abuse by providing procedures for education and intervention.

418 DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL - The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, edible cannabinoid products, and controlled substances without a physician's prescription.

419 TOBACCO-FREE ENVIRONMENT; POSSESSION AND USE OF TOBACCO, TOBACCORELATED DEVICES, AND ELECTRONIC DELIVERY DEVICES; VAPING

**AWARENESS AND PREVENTION INSTRUCTION** - The purpose of this policy is to maintain a learning and working environment that is tobacco free.

**419.1 SMUDGING** - It is the purpose of this policy to establish a standard for smudging ceremonies to be followed in the Wrenshall Public School District. This policy allows for students, staff, elders, and cultural teachers who identify as members of an American Indian Tribe to conduct individual or group smudging.

**420 STUDENTS AND EMPLOYEES WITH SEXUALLY TRANSMITTED INFECTIONS AND DISEASES AND** - Public concern that students and staff of the school district be able to attend the schools of the district without becoming infected with serious communicable or infectious diseases, including, but not limited to, Human Immunodeficiency Virus (HIV), Acquired Immunodeficiency Syndrome (AIDS), Hepatitis B, and Tuberculosis, requires that the school board adopt measures effectively responding to health concerns while respecting the rights of all students, employees, and contractors, including those who are so infected. The purpose of this policy is to adopt such measures.

**421 GIFTS TO EMPLOYEES AND SCHOOL BOARD MEMBERS** - The purpose of this policy is to avoid the appearance of impropriety or the appearance of a conflict of interest with respect to gifts given to school district employees and school board members.

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

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

**424 LICENSE STATUS** - The purpose of this policy is to ensure that qualified teachers are employed by the school district and to fulfill its duty to ascertain the licensure status of its teachers.

**425 STAFF DEVELOPMENT AND MENTORING** - The purpose of this policy is to establish a staff development program and structure to carry out planning and reporting on staff development that supports improved student learning.

427 WORKLOAD LIMITS FOR CERTAIN SPECIAL EDUCATION TEACHERS - The purpose of this policy is to establish general parameters for determining the workload limits of special education staff who provide services to children with disabilities receiving direct special education services 60 percent or less of the instructional day.

### **February 23, 2026 Meeting**

501 SCHOOL WEAPONS POLICY - The purpose of this policy is to assure a safe school environment for students, staff and the public.

502 SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS, AND STUDENT'S PERSON - The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the school district's policies against contraband.

503 STUDENT ATTENDANCE - The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive. B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class.

504 STUDENT DRESS AND APPEARANCE - The purpose of this policy is to enhance the education of students by establishing expectations that support educational goals. Students and their families have the primary and joint responsibility for student clothing and appearance. Teachers and other district staff should exemplify and reinforce student clothing and appearance standards and help students develop an understanding of appropriate appearance in the school environment.

505 DISTRIBUTION OF NONSCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES - The purpose of this policy is to protect the exercise of students' and employees' free speech rights, taking into consideration the educational objectives and responsibilities of the school district.

506 STUDENT DISCIPLINE - The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary.

507 CORPORAL PUNISHMENT AND PRONE RESTRAINT - The purpose of this policy is to describe limitations on the use of corporal punishment and prone restraint upon a student.

508 EXTENDED SCHOOL YEAR FOR CERTAIN STUDENTS WITH INDIVIDUALIZED EDUCATION PROGRAMS - The purpose of this policy is to ensure that the school district complies with the overall requirements of law as mandated for certain students

subject to individualized education programs (IEPs) when necessary to provide a free appropriate public education (FAPE).

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

**510 SCHOOL ACTIVITIES** - The purpose of this policy is to impart to students, employees, and the community the school district's policy related to the student activity program.

**511 STUDENT FUNDRAISING** - The purpose of this policy is to address student fundraising efforts.

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

**513 STUDENT PROMOTION, RETENTION, AND PROGRAM DESIGN** - The purpose of this policy is to provide guidance to professional staff, parents, and students regarding student promotion, retention, and program design.

**514 BULLYING PROHIBITION POLICY** - The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

**515 PROTECTION AND PRIVACY OF PUPIL RECORDS** - The school district recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

**516 STUDENT MEDICATION AND TELEHEALTH** - The purpose of this policy is to set forth the provisions that must be followed when administering nonemergency prescription medication to students at school.

**517 STUDENT RECRUITING** - The purpose of this policy is to prevent school district employees from exerting undue influence for purposes of securing or retaining the attendance of a student in a school.

**518 DNR-DNI ORDERS** - The purpose of this policy is to provide guidance to school district staff and parents or guardians in these situations.

519 INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES - The purpose of this policy is to establish the procedures for access to students by authorized individuals during the school day.

520 STUDENT SURVEYS - The purpose of this policy is to establish the parameters of information that may be sought in student surveys.

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

522 TITLE IX SEX NONDISCRIMINATION POLICY, GRIEVANCE PROCEDURE AND PROCESS - The school district is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

523 POLICIES INCORPORATED BY REFERENCE - Certain policies as contained in the school district's policies are applicable to students as well as to employees. To avoid undue duplication, the school district provides notice by this section of the application and incorporation by reference of the following policies that also apply to students.

524 INTERNET, TECHNOLOGY, AND CELL PHONE ACCEPTABLE USE AND SAFETY POLICY - The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

525 VIOLENCE PREVENTION [APPLICABLE TO STUDENTS AND STAFF] - The purpose of this policy is to recognize that violence has increased and to identify measures that the school district will take in an attempt to maintain a learning and working environment that is free from violent and disruptive behavior.

526 HAZING PROHIBITION - The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

527 STUDENT USE AND PARKING OF MOTOR VEHICLES; PATROLS, INSPECTIONS, AND SEARCHES - The purpose of this policy is to provide guidelines for use and parking of motor vehicles by students in school district locations, to maintain order and discipline in the schools, and to protect the health, safety, and welfare of students and school personnel.

**528 STUDENT PARENTAL, FAMILY, AND MARITAL STATUS NONDISCRIMINATION**

- The purpose of this school district policy is to provide equal educational opportunity for all students and to prohibit discrimination on the grounds of sex, parental, family, or marital status.

**529 STAFF NOTIFICATION OF VIOLENT BEHAVIOR BY STUDENTS** - The purpose of this policy is to address the circumstances in which data should be provided to classroom teachers and other school staff members about students with a history of violent behavior and to establish a procedure for notifying staff regarding the placement of students with a history of violent behavior.

**530 IMMUNIZATION REQUIREMENTS** - The purpose of this policy is to require that all students receive the proper immunizations as mandated by law to ensure the health and safety of all students.

**531 THE PLEDGE OF ALLEGIANCE** - The purpose of this policy is to provide for recitation of the Pledge of Allegiance and instruction in school to help further that end.

**532 USE OF PEACE OFFICERS AND CRISIS TEAMS TO REMOVE STUDENTS WITH IEPs FROM SCHOOL GROUNDS** - The purpose of this policy is to describe the appropriate use of peace officers and crisis teams to remove, if necessary, a student with an individualized education program (IEP) from school grounds.

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

**534 SCHOOL MEALS POLICY** - The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges.

**535 SERVICE ANIMALS IN SCHOOLS** - The purpose of this policy is to establish parameters for the use of service animals by students, employees, and visitors within school buildings and on school grounds.

**March 16, 2026 Meeting**

**601 SCHOOL DISTRICT CURRICULUM AND INSTRUCTION GOALS** - The purpose of this policy is to establish broad curriculum parameters for the school district that encompass the Minnesota Academic Standards and federal law and are aligned with comprehensive achievement and civic readiness.

602 ORGANIZATION OF SCHOOL CALENDAR AND SCHOOL DAY - The purpose of this policy is to provide for a timely determination of the school calendar and school day.

603 CURRICULUM DEVELOPMENT - The purpose of this policy is to provide direction for continuous review and improvement of the school curriculum.

604 INSTRUCTIONAL CURRICULUM - The purpose of this policy is to provide for the development of course offerings for students.

605 ALTERNATIVE EDUCATIONAL SERVICES - The purpose of this policy is to recognize the need for alternative educational services for some school district students.

606 TEXTBOOKS AND INSTRUCTIONAL MATERIALS - The purpose of this policy is to provide direction for selection of textbooks and instructional materials.

606.2 WS INDEPENDENT SCHOOL DISTRICT LIBRARY MEDIA MATERIALS SELECTION POLICY – Details to Policy 606.

606.5 LIBRARY MATERIALS - The purpose of this policy is to provide direction and to delegate responsibility for selection and reconsideration of library materials.

607 ORGANIZATION OF GRADE LEVELS - The purpose of this policy is to address the grade level organization of schools within the school district.

608 INSTRUCTIONAL SERVICES – SPECIAL EDUCATION - The purpose of this policy is to set forth the position of the school board on the need to provide special educational services to some students in the school district.

609 RELIGION AND RELIGIOUS AND CULTURAL OBSERVANCES - The purpose of this policy is to identify the status of religion as it pertains to the programs of the school district.

610 FIELD TRIPS - The purpose of this policy is to provide guidelines for student trips and to identify the general process to be followed for review and approval of trip requests.

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

612.1 DEVELOPMENT OF PARENT AND FAMILY ENGAGEMENT POLICIES FOR TITLE I PROGRAMS - The purpose of this policy is to encourage and facilitate involvement by parents of students participating in Title I in the educational programs and experiences of students.

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

614 SCHOOL DISTRICT TESTING PLAN AND PROCEDURE - The purpose of this policy is to set forth the school district's testing plan and procedure.

615 TESTING ACCOMMODATIONS, MODIFICATIONS, AND EXEMPTIONS FOR IEPs, SECTION 504 PLANS, AND LEP STUDENTS - The purpose of the policy is to provide adequate opportunity for students identified as having individualized education program (IEP), Rehabilitation Act of 1973, Section 504 accommodation plan (504 plan), or English Learner (EL) needs to participate in statewide assessment systems designed to hold schools accountable for the academic performance of all students.

616 SCHOOL DISTRICT SYSTEM ACCOUNTABILITY - The purpose of this policy is to focus public education strategies on a process that promotes higher academic achievement for all students and ensures broad-based community participation in decisions regarding implementation of the Minnesota K-12 Academic Standards and federal law.

617 SCHOOL DISTRICT ENSURANCE OF PREPARATORY AND HIGH SCHOOL STANDARDS - The purpose of this policy is to ensure that all locally adopted preparatory and high school content standards of the Profile of Learning are addressed directly in both curriculum and assessment for all students, including those with special needs.

618 ASSESSMENT OF STUDENT ACHIEVEMENT - The purpose of this policy is to institute a process for the establishment and revision of assessments to measure achievement toward meeting the Minnesota Academic Standards, track academic progress over time, and provide Minnesota graduates information related to career and college readiness.

619 STAFF DEVELOPMENT FOR STANDARDS - The purpose of this policy is to establish opportunities for staff development which advance the staff's ability to work effectively with the Graduation Assessment Requirements and with students as they progress to achievement of those Graduation Assessment Requirements and meet the requirements of federal law.

620 CREDIT FOR LEARNING - This policy recognizes student achievement that occurs in postsecondary enrollment option and other advanced enrichment programs.

621 LITERACY AND THE READ ACT - This policy aligns with Minnesota law established in the Read Act and on other topics related to reading.

623 MANDATORY SUMMER SCHOOL INSTRUCTION - The purpose of this policy is to establish program parameters and student attendance guidelines and requirements

for the school district relating to the provision of mandatory summer school educational services.

624 ONLINE INSTRUCTION - The purpose of this policy is to recognize and govern online instruction options of students enrolled in the school district for purposes of compulsory attendance and address enrollment of students with an online instruction site for supplemental or full-time online learning.

Updated: February 2026



# Wrens Club Child Care Handbook – Summer 2026

---

|                                                           |
|-----------------------------------------------------------|
| 207 Pioneer DR Wrenshall MN 55797<br>wrensclub@isd100.org |
|-----------------------------------------------------------|

---

## Welcome to Wrens Club!

Wrenshall Public School in conjunction with Community Education, offers the Wrens Club program which is designed to meet the needs of children of working parents. Our primary purpose is to provide high quality care for children in pre-kindergarten through grade six. Wrens Club offers a fun, safe, caring environment that fosters recreational, social, educational and developmentally appropriate experiences that compliment your child's school day. Wrens Club is a state certified child care program allowing us to accept CCAP payments for families using assistance.

## Program Standards

Community Education is part of the Wrenshall School District and all district policies apply to and are followed by Community Education personnel. Wrens Club staffing and program standards are approved by the Wrenshall Public School Board. School policies are determined by the school board. The Board of Education is elected by the people of this district and reflects their will and their authority. The determination of school policies rests solely with the school board. The superintendent and administrators execute these policies. The district reserves the right to change policies and procedures at any time. The Wrens Club staff meet the required qualifications and training and they dedicate themselves to making a positive difference in the lives of children. Wrens Club staff are under the direct guidance of the Wrens Club Coordinator and Community Education Coordinator. The Wrens Club program maintains a 1 staff to 15 children ratio in K-5, and 1-10 ratio for Pre-K as recommended by the Minnesota School Age Child Care Alliance.

## **Staff**

In accordance with MN State Statute section 123B.03, all staff are required to have a background study done. Certified centers require 6 hours of study in child development and behavior guidance every year. Coordinators must have 16 hours of training.

The Wrens Club staff consists of experienced and well-trained people who care about children. They provide successful experiences, safety, appropriate developmental tasks, and a caring environment. Staff members attend training throughout the year provided by the school district, community education, and other community resources.

Wrens Club staff always appreciates parental input. Please communicate with the staff about daily concerns, family illnesses, or anything that might affect how your child's day might go.

We also encourage parents to share any special skill, activity or occupation with children and staff. We want to model this program around the children and families. Any suggestions or ideas would be welcomed and appreciated.

**According to MN State Statute 245H.14 our staff are required to be trained in...**

- First aid and Cardiopulmonary resuscitation annually.
- Abusive head trauma.
- Child development.
- Blood borne pathogens.
- We are required to have in service hours each year.

## **Abuse Reporting (Mandatory Reporters):**

According to MN Statute 626.556, a professional or his or her delegate, who is engaged in the practice of... education, who has knowledge or reasonable cause to believe a child is being neglected or physically or sexually abused, shall immediately report the information to the local welfare agency, liaison officer, or the County Sheriff..." An oral report shall be made immediately by telephone or otherwise...and shall be followed within 72

hours, exclusive of weekends or holidays, by a report in writing. For matters occurring within the family unit, concerned school personnel will contact the Children's Service Intake Worker - Carlton County Human Services at 218-879-4583.

Staff must promptly inform a building principal of all reports filed and documentation will be kept on file. Principals, counselors, and the school psychologist are available to assist in the process.

### **Data Privacy:**

All staff must be familiar with the Data Privacy Act. No verbal or written information about a student's school performance should be shared except within the school district for educationally relevant reasons. As a rule of thumb, any data arising out of the education of a student which identifies a student, except for directory information, is private data. Directory information is defined as a student's name, date and place of birth, major fields of study, weight and height of athletic team members, etc. Care should be taken to ensure students cannot overhear private data shared in conferences or telephone calls with staff, students, or parents; care should also be taken so that students do not view other students' grades.

## **Emergency Preparedness**

According to MN State Statute 245H.15 Wrens Club has a written safety plan including...

- Fire related emergencies.
- Weather related emergencies.
- Intruder based emergencies.
- We follow the district's guidelines for fire and lockdown drills.
- In the event of an actual emergency, parents would be notified through the District communication site.

## **Emergency Closing or Dismissal**

If Wrens Club has to close due to severe weather, or other emergency, Wrens club will notify parents, and you will have 1 hour to pick up your child.

## **Medications**

According to MN State Statute 245H.13 Health and Safety Requirements...

- Exclusion of sick children and infectious disease outbreak control. We must supervise and isolate a child from other children in the program when a child becomes sick and immediately notify the sick child's parent or legal guardian. We must post or give notice to the parent or legal guardian of an exposed child the same day the program is notified of a child's contagious reportable disease specified in Minnesota Rules, or scabies, impetigo, ringworm, or chicken pox.

- Immunizations. By a child's date of attendance we must maintain or have access to a record detailing the child's current immunizations or applicable exemption.
- Administration of Medicine. We may administer personal prescriptions under the following guidelines:
  - We will not administer the first dose of any medication due to possible reactions.
  - For long-term medications (prescribed for more than two weeks), a written statement from the family physician indicating the need for such medication to be administered during Wrens Club hours must be on file.
  - The medication will be stored in a safe, appropriate place with access restricted to the Wrens Club staff only.
  - Under NO circumstances shall Wrens Club personnel give aspirin, Tylenol, cough medicines, etc. without a physician's prescription and signed parent permission.
  - NO medication should be sent with the child – parents must deliver it personally. The medication must be in the original bottle, properly labeled. The medication cannot be improperly labeled in containers such as plastic bags or envelopes.
  - EPI-Pens must be dropped off by the parent the first week of school.

## Illness or Emergency

In an instance of severe illness or injury, the staff will make an evaluation and contact parents. **PLEASE DO NOT** bring a sick child to Wrens Club. **A sick child must be fever/vomit-free without medication for 24 hours before returning to child care programs.** The site is not equipped to handle sick children. You must email Wrens Club. No call/No Show fee will be billed to you.

Children who receive minor injuries will be given first aid and the parent will be notified when picking up the child.

In the event of an emergency, parents will be notified immediately and, if necessary, the child will be transported to a parent-specified hospital by the local emergency responders for treatment at the parent's expense. Parents are responsible for the child's health insurance/accident coverage.

## Food Allergies

If your child has any food allergies, it is VERY IMPORTANT that you indicate these allergies on the Wrens Club Enrollment Form. Please be specific about possible reactions. You should send an Epi-pen for severe reactions. Please consider sending snacks with your child or provide a list of approved snacks so we can accommodate them better.

## Breakfast, Lunch & Snacks

- Breakfast and Lunch will be **made on location** and provided to all students
- Afternoon
- Breakfast will be provided – 8:00 AM
- Lunch will be provided – 12:00 pm
- Afternoon snack will be at – 3:00 PM (brought from home)

## Eligibility

- Children must be three years old
- Children must be able to use the toilet and clean themselves independently.
- Children should not be wearing diapers or pull-ups as we do not have adequate facilities or training for changing diapers. Please notify staff regarding any concerns in this area.

- Recurring bathroom accidents will require a parent meeting with Child Care Coordinator and Community Education Coordinator and could lead to potential discontinuation of services..

## Children with Special Needs/IEPs

- Every effort will be made to accommodate children with special needs.
- We can not guarantee one on one care for students.
- Parents must schedule a meeting with the program coordinator to provide information about the child and devise a plan for Wrens Club to meet the needs of the child prior to enrollment.
- If the family expresses a need for accommodations for their child to participate in Wrens Club or Wrens Club staff determines special accommodations are needed for participation, Wrens Club will work with the family to come up with a plan to help the child succeed in the program. Items to consider:
  - The student's ability to function in an environment of 20-30 kids.
  - The student's ability to function on the playground without individual supervision.
  - The student's ability to function with a staff to child ratio of 1:15.
- Accommodations that are agreed upon will be outlined in a document to be shared with the family and entered into the child's record at Wrens Club.
- It is important that our program is assessed to determine if we are able to provide the best care for every child.

## Registration Process

To register your child for Wrens Club, you will need to read all of the materials in this handbook and complete the following before your child may attend:

- Signed last page of the Family Handbook.
- Wrens Club Enrollment Form.
- **\$30 registration fee per family.**
- Any past due balances with Community Education are paid in full.  
(*This may include past due balances for School Readiness or Wrens Club bills.*)
- ALL registration materials listed in brightwheel

## Parent's To-Do List...

- Sign your child "In" & "Out" each day. This means walking your child to the Wrens Club room. Parents will need to sign out in our software-brightwheel program each day when they pick up.
- Keep your child's enrollment information up-to-date to ensure your child's safety.
- Make sure your child is picked up by **5:30 pm** to avoid a late pick up fee.
- **Adequately dress your child for indoor and outdoor play.**
- Label your child's personal belongings.
- ☐ **Water bottle daily.**
- ☐ **Please sign the sunscreen & bug spray document**
- **We will provide breakfast, lunch. Please pack an afternoon snack from home.**
- **Do not send your child with any electronic devices - There will be special days**

## Children's Clothing/Belongings

Children should be adequately dressed each day for indoor and outdoor activities. Wrens Club follows the same policy regarding outerwear as the Elementary School. Outerwear should be labeled with the child's name. The program is not responsible for lost or stolen articles. For younger children, please send an extra set of clothing.

Please do not allow your child to bring any toys, games, or electronic toys. For preschoolers please remember to send indoor shoes during the wintertime.

Children at any age are NOT allowed to be on any electronic devices while at care. If a child brings a cell phone or electronics to care, it will be kept at the desk until the parent picks up the child.

## Hours of Operation (2026)

### Summer 2026

Wrens Club Child Care is open 6:30 am – 5:30 pm

Summer program begins wednesday June 3rd 2026

Summer program ends Friday August 21st or 28th 2026 dependent on school calender

Closed Summer dates:

Thursday June 19th 2026

Friday July 3rd and 6th 2026

## Program Fees

Annual registration fee per family: \$30

### Option 1 – Per month

Child 1: \$700 – full time – everyday we are open –

Sibling: \$560 – full time – 20% discount

### Option 2 – Per month

Child 1: \$450 – part time – 3 days a week during each week –

Sibling: \$360 – part time – 20% discount

### Option 3

Wondering Wednesdays – field trip or participation in fun days held at or around the school – ONLY

\$45 / per child – for every Wednesday – Must be registered and approved five days before

### Option 4

“Same” day childcare must request a spot no later than the night before of the day of needing child care, or up to a week in advance

\$20 half day

\$40 full day

**LIMITED SPOTS AVAILABLE**

**3 DAYS A MONTH MINIMUM/ \$60 dollar fee a month**

All Schedules need to be entered or messaged in the Brightwheel program a minimum of one week prior to care.

**Financial assistance through CCAP**

Billing will be conducted off the monthly schedule submitted. Cancellations made less than one week in advance for any reason will not be deducted from billing. This will help us maintain our staff numbers.

\*No Call/No Show Finders fee               \$10

\*Show up fee – child here without being scheduled \$10 plus \$45 daily fee.

\*Late Pick-up/Early drop-off fee (before 6:30 AM/after 5:30 PM)\*\$10 first minute-\$1 per minute after 1<sup>st</sup> minute

\*Refunds are NOT issued for absences from scheduled days. To avoid No Call/No Show fee, email Wrens Club staff before **10 am** when they will not be attending child care for any reason. \*Parents who have frequent **No Call No Shows** or late pick up charges may have their child care suspended

**If your payments are not made and you go over 30 days you will be charged a \$20.00 late fee. If your payments are not made and you go over 60 days you will be charged a \$40.00 late fee. If your payments are not made and you go over 90 days you will automatically be sent to collections and your child care will be discontinued. If you are sent to collections you will be charged an extra 37% to your bill for collection fees.**

Invoices will be made available to pay online. A 2% convenience fee is added to all credit card/debit card payments. ACH (checking account transfers) have a .6% fee added to them. Checks or money orders will be accepted during Community Education Office hours. Community Education hours are:

**In the event your schedule changes....**

**Absent Notification:** – The safety of your child(ren) is our primary concern. **Please email [wrensclub@isd100.org](mailto:wrensclub@isd100.org) or message on brightwheel-** You may email at any time. If we are not here, we will get the message first thing in the morning.

In the event that you will not be able to pick up your child on time, notify the Wrens Club staff immediately of the alternate arrangements. A late pick-up fee of \$10 for the first minute and \$1 each additional minute after 5:30 PM will be assessed. In addition, the following will happen:

**Attempt to Contact Time Frame:** If you are late in picking up your child, the following procedure will be followed:

After 10 minutes:                       Call parent/guardian

After 15 minutes:                       Call emergency contacts listed for child

After 30 minutes: Call the police. If you are more than thirty minutes late and we are unsuccessful in reaching you or an emergency contact person, the police will be called for further assistance.

If you have picked up your child late more than once, or if you cancel your child's schedule on a consistent basis you are subject to discontinuation of child care.

### Release of Children

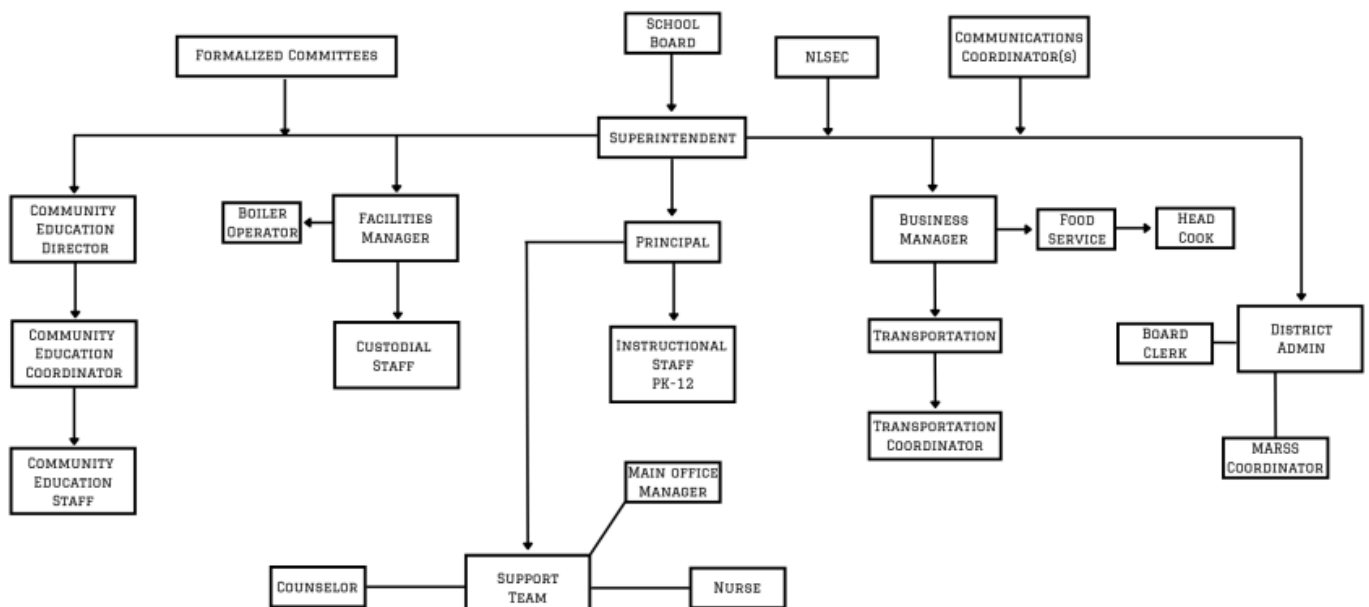
Wrens club will only release children to the parent or person authorized on your emergency pick up list. They must be at least 16 years old to sign out your child. Please email [wrensclub@isd100.org](mailto:wrensclub@isd100.org) or message us on brightwheel to inform us if someone other than you will pick up your child/ren. If a parent or other person appears physically/emotionally impaired to the extent that the staff is concerned that the child is at risk of danger, the staff person will call other people listed on the emergency list. If no one can be reached, we may need to call 911.

### Wrens Club Child Care offers:

- Educational and Recreational theme-based activities.
- Audio, Visual & Hands-on play and learning experiences.
- Physical Activity – Gym, Outside.
- Manipulative & Sensory Play.
- Quiet/Homework Time.
- Breakfast and Lunch Program
- Technology.
- Skill Building.
- Games.
- Free Choice, Creative Play.

### Wrens Club Child Care Organization Chart:

## WRENSHALL SCHOOL DISTRICT ORGANIZATIONAL CHART



**Wrens Club seeks to provide a quality program where:**

- Kids can be kids.
- The atmosphere is comfortable, relaxed, happy, and busy.
- The environment is conducive to a wide-range of opportunities both active and passive.
- There are a variety of age-appropriate activities and choices offered.
- The activities offered provide children with educational, social and recreational experiences.
- Individual differences are respected and valued.
- Staff are flexible and responsive to meet the needs of all children enrolled.
- There are clear and consistent rules enforced that ensure safety.
- Kids learn to resolve conflicts in a positive and effective manner.
- Parents are well informed about the program and feel comfortable with their choice of childcare.
- Families find the program to be flexible and affordable.

**Behavior**

**Wrenshall Public Schools Policy 514 expressly prohibits bullying, and outlines the procedures and regulations for bullying prevention and intervention, including:**

A person who engages in an act of bullying, reprisal, or false reporting of bullying shall be subject to discipline for the act in accordance with school district's policies and procedures. Consequences for students who commit prohibited acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion. The school district may take into account the following factors:

- The developmental and maturity levels of the parties involved.
- The levels of harm, surrounding circumstances, and nature of the behavior.
- Past incidences or past or continuing patterns of behavior.
- The relationship between the parties involved.
- The context in which the alleged incidents occurred.

**Wrens Club Behavior Expectations**

Please see attached behavior policy plans, one for PreK-2<sup>nd</sup> grade and one for grades 3-5. It is the goal of the Wrens Club program to guide children to be happy, responsible, cooperative participants in the program. We use positive, nonthreatening techniques that help the child become responsible for his/her actions. The child should also respect the rights and feelings of others.

- Respect authority.
- Respect the rights of others.
- Respect property.
- Respect boundaries

### Steps for behavior concerns

first step parents and students have been aware of behavior concerns

second step is notify parents and send home a fix it ticket and they get 3 chances with those

The third step is the behavior and once they have been put on those 3 more strikes and care can be stopped.

**Our door is always open. Feel free to drop by our Wrens Club program any time. If you have concerns, concerns, or problems with our program, please email or call Blythe Bartl**

Email: [bbartl@isd100.org](mailto:bbartl@isd100.org)

Phone number: 218-384-4274 Ext. 2600

## Summer Wrens Child Care Club Registration Process

To register your child for Summer Wrens Club you will need to read all of the materials in this handbook and complete the following before your child may attend:

- ☐ Wrens Club Enrollment Form
- ☐ Signed last page of the Family Handbook
- ☐ Pay the \$30 Registration fee
- ☐ Schedule Request
- ☐ Fill out all forms on brightwheel
- ☐ Any past due balances with Wrenshall Community Education are paid in full.

## Hours of Operation for Summer 2026

Wrens Club is open 6:30 am – 5:30 pm, Monday-Friday

- ☐ Wrens Club first day of Summer care will be Wednesday June 3rd
- ☐ Wrens Club will be closed: Thursday June 19th, July 3rd and 6th
- ☐ Wrens Club last day of Summer Care will be Friday, August 21st. or 28th dependent on school calendar
- ☐ We plan occasional Wednesday (mostly on Wed.) field trip days. If you attend you must come for a full day, all teachers go on the field trip.
- ☐ Breakfast, and lunch is provided
- ☐ afternoon snack is to brought from home

- ☐ Please provide sunscreen for use in the summer program.

**Summer Program Fees**

- ☐ deposit
- ☐ Monthly summer rate:option 1,2,3,or 4
- ☐ Late pick-up fees are \$10.00 for the first minute past 5:30 pm and \$1.00 every minute past 5:31 pm

*\*\*Parents who have frequent late pick up charges may have their child care discontinued.*

*If you do not pay your bill, your child's care will be discontinued until the balance due is paid in full. NO REFUNDS for any schedule changes if the child is called off after Wednesday prior to the next week.*

**PARENTAL HAND BOOK NOTIFICATION FORM**

Please sign and date below, indicating that you have read and understand all of the information provided in this Wrens Club Family Handbook.

*This form must be returned to Wrens Club staff along with your child's Enrollment Form and schedule, prior to their first day in the Wrens Club Program (one form per family).*

Name of Child/Children:

-----

Print Parent/Guardian Name:

-----

Parent/Guardian Signature

Date

-----



## Preschool Parent Handbook 2026-27

---

207 Pioneer DR Wrenshall MN 55797  
[bbartl@isd100.org](mailto:bbartl@isd100.org)  
[jengstrombrula@isd100.org](mailto:jengstrombrula@isd100.org)

---

## Welcome to School Readiness Programs

Wrenshall Early Learning Preschool is a 4-star Parent Aware rated program for children 3 to 5 years of age. This program, through age-appropriate curriculum, prepares children to enter into kindergarten with the necessary skills, behavior and stability they need to flourish and progress. The program is staffed by qualified licensed teachers.

Characteristics of Wrenshall Early Learning Preschool include:

Child observation and assessment

Emphasis on emerging literacy

Enhancing personal, social, and physical development

Collaboration with Early Childhood Special Education

### Staff

Our preschool staff consist of a licensed Teacher and a Program Assistant.

Wrenshall Preschool staff appreciate parental input. Please communicate with the staff about daily concerns, family illnesses, or anything that might affect your child's day.

We encourage parents to share any special skills, activities, or their profession with the class. We want to introduce the children to new experiences, and including family members is a great way to make connections and provide additional knowledge from a variety of areas. Any scheduled visitors will be welcomed and appreciated!

The staff is required, by Minnesota State Law, to report any suspected cases of child abuse or neglect to authorities.

### **What classes we offer**

Hatchlings (3 year olds): Students must be 3 years on/before September 1st. This class meets on Tuesday and Thursday mornings from 8:20AM - 12:30 PM.

Little Wrens (4 - 5 year olds): Students must be 4 on/before September 1st. This class meets on Mondays, Wednesdays, and Fridays. Class runs from 8:20AM - 3:00 PM.

- Wilderness Wednesdays: On Wednesdays, Little Wrens will take their learning beyond the classroom walls and into our school forest and other outdoor locations. These nature-based experiences are designed to reinforce and extend what we are learning in class through hands-on exploration, discovery, and play.

By engaging with the natural environment, children will deepen their understanding of classroom concepts while building curiosity, confidence, and a meaningful connection to the world around them.

The preschool program will follow the same start date as the rest of Wrenshall Public School.

### **Fees**

Option 1: Hatchlings (3 year olds)

- Fill out the Hatchlings Program Sliding Fee Scale Sheet - attached
- Tuesdays and Thursdays from 8:20am-12:30pm

Option 2: Little Wrens (4-5 year olds)

- Fill out the Little Wrens Program Sliding Fee Scale Sheet - attached
- Mondays, Wednesdays, and Fridays from 8:20am-3:00pm

### **Program Extra Options:**

Option 3: Bus ONLY (if space is available and 4 years old) with breakfast and 20 minutes of childcare before start of class (8:00-8:20) - \$5/week

- Monday, Wednesday, and Friday

Option 4: Wrap Around Childcare

- Little Wrens: \$320/month
  - Tuesday and Thursday from 6:30am-5:30pm
- Hatchlings:
  - Monday, Wednesday, and Friday from 6:30am-5:30pm (\$480/month)
  - Tuesday and Thursday from 12:30-3:00 (\$60/month)

Wrens Club is open from 6:30-8:00am and 3:05-5:30pm if you need childcare before or after school. Contact [Blythe Bartl](#) at [bbartl@isd100.org](mailto:bbartl@isd100.org)

**Sliding Fee scale annual income****Little Wrens**

| family size |              |                         |                |                |          |
|-------------|--------------|-------------------------|----------------|----------------|----------|
| 2           | below 19,720 | 19,721-36,482           | 36,483- 56,201 | 56,202- 66,061 | 66,062+  |
| 3           | below 24,860 | 24,861-45,991           | 45,992- 50,729 | 50,730- 67,639 | 83,281+  |
| 4           | below 30,000 | 30,001-55,500           | 55,501- 63,989 | 63,990- 85,319 | 100,500+ |
| 5           | below 35,140 | 35,141- 65,009          | 65,010- 77,249 | 77,250-103,999 | 117,719+ |
| 6           | below 40,280 | 40,281-74,518           | 74,519- 90,509 | 90,510-120,679 | 134,938+ |
| category    | A            | B                       | C              | D              | E        |
|             |              | full and Monthly<br>fee |                |                |          |
|             | A            | B                       | C              | D              | E        |
| Monthly     | \$217        | \$228                   | \$236          | \$244          | \$247    |
| yearly      | 1,950        | 2,050                   | 2,125          | 2,200          | 2,225    |

We highly encourage all families to apply for the pathways scholarship. As some families in higher brackets are still awarded a scholarship. You should have gotten an application with your packet of enrollment paperwork. If not, ask the staff for an application.

I understand that my fee is \$\_\_\_\_\_ and my payment is due on the 15th of each month.

I certify that the information is true and correct. I understand that school officials may verify information via tax forms and that deliberate misrepresentation may be grounds for prosecution under applicable laws.

Signature of parent or guardian: \_\_\_\_\_

Print Name \_\_\_\_\_ Date: \_\_\_\_\_

**Sliding fee scale annual income**

**Hatchlings**

| family size |              |                      |                |                |          |
|-------------|--------------|----------------------|----------------|----------------|----------|
| 2           | below 19,720 | 19,721-36,482        | 36,483- 56,201 | 56,202- 66,061 | 66,062+  |
| 3           | below 24,860 | 24,861-45,991        | 45,992- 50,729 | 50,730- 67,639 | 83,281+  |
| 4           | below 30,000 | 30,001-55,500        | 55,501- 63,989 | 63,990- 85,319 | 100,500+ |
| 5           | below 35,140 | 35,141- 65,009       | 65,010- 77,249 | 77,250-103,999 | 117,719+ |
| 6           | below 40,280 | 40,281-74,518        | 74,519- 90,509 | 90,510-120,679 | 134,938+ |
| category    | A            | B                    | C              | D              | E        |
|             |              | full and Monthly fee |                |                |          |
|             | A            | B                    | C              | D              | E        |
| Monthly     | \$78         | \$89                 | \$100          | \$111          | \$122    |
| yearly      | 700          | 800                  | 900            | 1,000          | 1,100    |

We highly encourage all families to apply for the pathways scholarship. As some families in higher brackets are still awarded a scholarship. You should have gotten an application with your packet of enrollment paperwork. If not, ask the staff for an application.

I understand that my fee is \$\_\_\_\_\_ and my payment is due on the 15th of each month.

I certify that the information is true and correct. I understand that school officials may verify information via tax forms and that deliberate misrepresentation may be grounds for prosecution under applicable laws.

Signature of parent or guardian: \_\_\_\_\_

Print Name \_\_\_\_\_ Date: \_\_\_\_\_

**Bussing**

Bussing is available for Wrenshall residents that are **4 years of age** and others if space is available and you have signed up for child care.

### **Program Standards**

Our preschool programming and staff are approved by the Wrenshall Public School Board. Our teachers are licensed with a Bachelor degree in Education, and have many years of experience working in a preschool setting. All staff are required to be CPR and first aid certified.

We maintain a two staff to twenty children ratio.

### **Arrival**

Students must arrive at **8:20 AM**. Please do not arrive at the classroom before that as the teachers are getting ready for the day.

#### **Arrival Procedures (Before 8:20 AM)**

If you are dropping off your child before 8:20 AM, please walk your child to the hallway outside the classroom and place their belongings neatly against the wall. All preschool students should then be walked to the cafeteria to join the rest of the class for breakfast time, even if they choose not to eat. This ensures proper supervision for all children. An adult will escort all preschool students back to the classroom once breakfast has ended.

#### **Late Arrival Procedure (After 8:20 AM)**

If you arrive after 8:20 AM, please bring your child directly to the front office.

- Ring the doorbell and inform the office staff that you are dropping off your child for preschool.
- The office staff will contact the preschool classroom.
- A preschool staff member will come to the office to greet your child.

Please say your goodbyes at the front office. A preschool staff member will then escort your child safely to the classroom.

Please message the preschool teacher via Brightwheel as soon as you know your child will be late.

### **Departure**

Some children get quite nervous if all of the children are picked up and their parents have not arrived for pick up. *Please make sure to arrive to pick your child up prior to class dismissal.* If no one picks up

the child within 5 minutes of class dismissal we will begin calling the parents. If we cannot reach one of the parents we will begin calling their emergency contacts. If you arrive late, not only does this add stress to your child's day, but it takes away from time needed for staff prep. Thank you for making every effort to arrive on time when picking up at the end of class.

### **Change in**

**Departure** - If there is a change in the way your child is going home please message the preschool teacher by the following times:

- Hatchlings: message before 11:30am
- Little Wrens: 2:30pm

If there is no communication or message was sent after the stated times

### **Correspondence**

We have multiple ways we communicate with parents. It is very important that parents monitor all communication routes.

Our first, and most common route of connecting with parents, is through brightwheel. Please make us aware of any changes the night prior to class or morning drop off.

We also use daily folders.. Parents are required to provide a communication folder (a two pocket folder with prongs inside). This folder is used regularly for teachers to send messages home after class, and to send projects home for your child to share with you. It is very important that parents monitor this folder each day after class to keep up with school happenings.

### **Authorization to pick up child**

No child will be released to a person not authorized by a parent to pick up the child. If you have a new person picking up your child, not on the emergency pick up list, we will need a note stating that you approve this pick up.

If someone attempts to pick your child up who is unauthorized or incapacitated we will immediately attempt to call you. Please ensure that we have updated phone numbers for you at all times. If we cannot reach you we will call 911.

### **Emergency Closing or Dismissal**

When Wrenshall schools are closed due to severe weather, or emergency, preschool will also close. If Wrenshall school releases early, our program will also be dismissed at that time. (ex. If they send out an alert that school will be closing at 1pm, due to weather conditions, we will also close at 1pm)

When Wrenshall Schools are delayed due to severe weather, or emergency, preschool will follow these procedures depending on the day of the delay:

- If the delay occurs on a Monday, Wednesday, or Friday - Little Wrens will open at the same time as the rest of the school.
- If the delay occurs on a Tuesday or Thursday - Hatchlings will be closed for the school day.

On scheduled school wide half-days, preschool will be closed.

### **General Health, Illness or Emergency**

In an instance of severe illness or injury the staff will bring your child to the nurse, and will notify parents. At other times, staff will make an evaluation and contact the parents. DO NOT bring a sick child to school. This not only does not benefit your child, but it leaves room for spreading of germs and illness. Children who receive minor injuries will be given first aid and the parent will be notified when picking up the child.

In the event of an emergency, parents will be notified immediately. If necessary, the child will be transferred to a local hospital (we will send your child to a parent specified hospital only if you had specified on the emergency card), by the local emergency responders, for treatment at the parent's expense. Parents are responsible for the child's health insurance/accident coverage.

The staff is required, by Minnesota State Law, to report any suspected cases of child abuse or neglect to authorities.

### **Preschool Biting & Physical Behavior Policy**

#### **Our Philosophy**

Preschool-aged children are still developing language, emotional regulation, and social skills. At times, children may express frustration, excitement, or big emotions through physical behaviors such as biting, hitting, kicking, pushing, or scratching.

Our goal is to:

- Keep all children and staff safe
- Teach appropriate social and emotional skills
- Support children in learning positive ways to communicate
- Partner with families to address ongoing concerns

In the event that biting or physical behaviors occur in a single day the following 3 step procedure will be followed and documented:

- First bite/physical behavior: Staff will calmly and quickly separate the children. The child who was hurt will receive immediate comfort and first aid. The child who displayed the behavior will be addressed in a calm, firm manner, and will be sent to the calm down area of the classroom.
- Second bite/physical behavior: Staff will calmly and quickly separate the children. The child who was hurt will receive immediate comfort and first aid. Family of the child who displayed the behavior will be contacted and alerted of the situation.
- Third bite/physical behavior: Staff will calmly and quickly separate the children. The child who was hurt will receive immediate comfort and first aid. Family of the child who displayed the behavior will be contacted, and required to pick up their child.

If blood is drawn, the child who bit or had the physical behavior will be required to be picked up immediately. And will be out of the program the rest of the day.

Continued biting/physical behaviors may require a parent conference and the development of a behavior plan before the child returns to school.

### **Elopement**

Your child's safety is our top priority. We work carefully to ensure all children remain safely supervised throughout the day.

#### **What is elopement?**

Elopement occurs when a child leaves a classroom, playground, or supervised group without permission.

If a child elopes three (3) times within one school day, the family will be contacted immediately. For the safety of the child and others, the child will be required to be picked up and sent home for the remainder of the day.

Continued elopement behaviors may require a parent conference and the development of a safety plan before the child returns to school.

### **Medications**

- Under NO circumstances shall School Readiness staff give prescription medications or over the counter medicines without a physician's instruction and signed parent permission.
- All medications will be distributed by the staff during school days. Children may not take medication on their own.
- For long-term medications (prescribed for more than two weeks), a written statement from the family physician indicating the need for such medication to be administered during preschool hours is required to be on file.
- The medication will be stored in a safe and appropriate place, with access restricted to our preschool staff only.
- NO medication should be sent with the child - parents must deliver it personally. The medication must be in the original bottle and properly labeled. The medication cannot be labeled in containers such as plastic bags or envelopes.
- EPI-Pens must be dropped off by parents the first week of school.

### **Food Allergies**

If your child has any food allergies, it is VERY IMPORTANT that you indicate these allergies on the Wrenshall Early Learning Student Health Summary page of the enrollment paperwork.

Please be specific about possible reactions.

### **Snack**

We ask that you send your child, each day, with a healthy snack (veggies, fruit cups/applesauce, crackers, etc) and a water bottle. Please try your best to avoid sugary snacks. We only allow the

children to have one snack for snack time. Please make sure to only send one item along with them. When more are sent along they have to choose, and that makes for unhappy children - as they may want both items.

### **Birthday Policies/Pre-K Spotlight**

- Each week we will have 1 student from each preschool class in our "Pre-K Spotlight". The week before your student's spotlight week, they will receive a yellow folder with a packet to fill out all about them. Please take some time to fill this out together. Please return this folder and packet, along with up to 5 pictures that will be displayed in class by the beginning of the spotlight week.
- This is also when we will celebrate birthdays.
  - Students will be in the Pre-K Spotlight on or around their birthday depending on how many birthdays there are that week.
  - If a birthday lands on a week day we will celebrate the day of.
  - If a birthday lands on a weekend or Summer birthday, we will celebrate the Monday/Tuesday of their spotlight week.
- You are more than welcome to bring in birthday treats for the class. We just ask that treats are store bought in their original boxes so we can check labels for allergies if needed.
- We only allow handing out birthday invitations in class if you plan to invite the entire class. If you are inviting only a few we ask that you make alternate arrangements to get invitations to those particular children. Thank you for your help with this!

### **Clothing/Belonging Policy**

Children should be adequately dressed each day for indoor and outdoor activities. Please make every effort to dress students for each day's weather. Also, keep in mind that if there should be a case of an emergency (fire, evacuation, etc) where we need to leave the building immediately, we do not stop to put on coats/sweaters/sweatshirts. Whatever your child has on is what they will be walking outdoors with should an emergency arise.

Outerwear should be labeled with the child's name on each individual item. The Wrenshall Preschool program is not responsible for any lost or stolen articles.

Please provide an extra set of clothing to keep at school in a gallon sized ziplock bag with their name clearly written on it. We will store these bags of clothing at school for the year. This clothing will need to be replaced if we end up using it as a change of clothes for your child during a particular school day. The intent of having this change of clothing is as a backup plan. (For example: a toilet accident, spilling something on themselves, or playing outdoors and accidentally slipping on mud or sliding into a puddle) If soiled clothing is ever sent home with your child you should send a new set along with your child for the next class date in a clean labeled bag.

Please do not allow your child to bring toys or games along - unless it is for their personal show & tell day. These extra items can be distracting to the classroom, and they also run the risk of breaking or being misplaced.

Remember to send extra shoes along during boot season. You may leave a pair of shoes at the school during the boot season so that you don't have to keep sending them daily. Each class has a shoe bin to store extra shoes. These shoes must be labeled with children's names on each shoe.

## Teaching Responsibility

All kids must be potty trained to attend including wiping on their own with limited assistance. And no pull ups

Our Little Wrens class (4-5 year olds) will be teaching the children personal responsibilities. They will need to be able to unload and load their own items into their backpacks, zip their bags up, and put on their own outerwear as needed. Please keep this in mind as you prepare your child for school throughout the year. Practice at home will make this learning process run far more smoothly. Also, please keep this in mind when picking out the size of their backpack, and when allowing students to bring items from home. We realize that many of our students also attend Wrens Club child care, and have some items they need for that time of day (lunch, blanket, etc). We want you to start thinking about how your child is going to handle all of the items independently, and help to set them up for success.

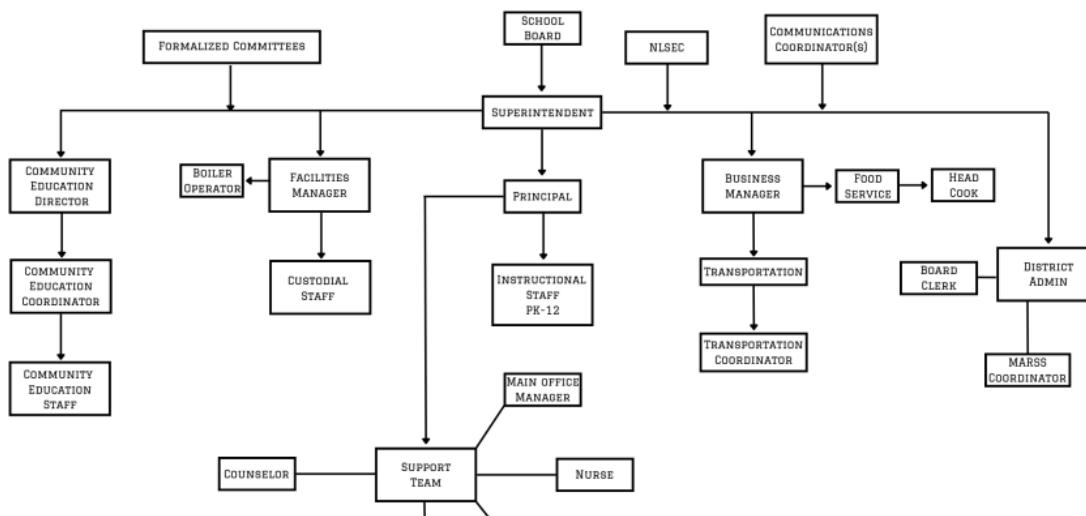
Our Hatchlings class (3-4 year olds) will get a bit more support with this learning experience, but as the year progresses they will also be expected to handle these tasks independently. Please begin practicing these skills at home. Although it seems easier to help children when learning how to put on coats and boots, in the long run, they need to be able to handle these tasks themselves. It is definitely a step-by-step developmental process. They will need your modeling and support.

## Registration Process

To register your child for any preschool programs, you will need to read all of the materials in this handbook and complete the following before your child may attend:

- Child must be 3 years old on/or before September 1st - Hatchlings
- Child must be 4 years old on/or before September 1st - Little Wrens
- Child MUST be potty trained (no pull ups)
- Signed the last page of the preschool parent handbook
- Enrollment Form.
- \$50 registration fee
- Any past due balances with Community Education are paid in full.  
(This may include past due balances for School Readiness or Wrens Club bills.)
- ALL registration materials listed in brightwheel

## WRENSHALL SCHOOL DISTRICT ORGANIZATIONAL CHART



**PARENTAL HAND BOOK NOTIFICATION FORM**

Please sign and date below, indicating that you have read and understand all of the information provided in this preschool parent handbook

*This form must be returned to Community education with any other paperwork prior to their first day in the preschool program or signed on brightwheel (one form per family).*

Name of Child/Children:

---

Print Parent/Guardian Name:

---

Parent/Guardian Signature

---

Date

---