

Regular School Board Meeting
Thursday, January 22, 2026 7:00 PM Central

FLAS District Office
6100 N. 210th Street
Forest Lake, MN 55025

1. CALL TO ORDER & PLEDGE OF ALLEGIANCE
2. ROLL CALL OF ATTENDANCE
3. APPROVE MEETING AGENDA
4. SCHEDULED / UNSCHEDULED VISITORS
5. COMMITTEE REPORTS
6. ~~MSBA Superintendent Search Presentation~~
7. APPROVE CONSENT AGENDA
 - 7.1. Bills as of January 22, 2026
 - 7.2. Classified Personnel
 - 7.3. Licensed Personnel
8. ACTION ITEMS
 - 8.1. Designate Official School Newspaper
 - 8.2. Resolution Regarding Paraprofessional Short Call Substitutes
 - 8.3. Appointment of School District Legal Counsel
 - 8.4. Award Wyoming Elementary School Bid
 - 8.5. Permission to Bid Technology
 - 8.6. Appointment of Vacant School Board Seat
 - 8.7. ~~Superintendent Search Discussion~~
9. NEW BUSINESS
 - 9.1. Discussion — Strategic Plan
 - 9.2. Discussion — Public Participation in a School Board Meeting Policy 1206
10. ADJOURN

SOURCEWELL
 DATE: 01/14/2026
 TIME: 09:16:47

FOREST LAKE AREA SCHOOLS ISD #831
 VOUCHER REGISTER

PAGE NUMBER: 1
 VENCHK11
 ACCOUNTING PERIOD: 7/26

FUND - 01 - GENERAL

CHECK NUMBER	CASH ACCT	DATE ISSUED	-----VENDOR-----	ACCT	-----DESCRIPTION-----	AMOUNT
V11541	A101.00	01/23/26	E43260 ASHLEY KAY BERUBE	366	MILEAGE REIMB	117.81
V11541	A101.00	01/23/26	E43260 ASHLEY KAY BERUBE	401	RANGER WEAR REIMB	200.00
	TOTAL VOUCHER					317.81
V11542	A101.00	01/23/26	E7766 MOLLY A BONNETT	366	MILES/MEALS/UBER REIM	297.69
V11543	A101.00	01/23/26	E6665 MARK J CARNES	366	ELECTRICAL LICENSE	19.00
V11544	A101.00	01/23/26	E40723 JOCELYN N CHAPLIN	366	MILEAGE REIMB	55.02
V11545	A101.00	01/23/26	E5283 CHAD E CHELGREN	366	MILEAGE REIMB	169.47
V11546	A101.00	01/23/26	E8457 MOLLY M CHRISTIANSON	366	MILEAGE REIMB	161.42
V11546	A101.00	01/23/26	E8457 MOLLY M CHRISTIANSON	366	MILEAGE REIMB	117.04
V11546	A101.00	01/23/26	E8457 MOLLY M CHRISTIANSON	366	MILEAGE REIMB	217.56
V11546	A101.00	01/23/26	E8457 MOLLY M CHRISTIANSON	366	MILEAGE REIMB	332.43
	TOTAL VOUCHER					828.45
V11547	A101.00	01/23/26	E9934 LESLIE K DAVIS	366	MILEAGE REIMB	108.22
V11548	A101.00	01/23/26	E7836 LAURIE A DROLSON	366	MILEAGE REIMB	168.00
V11549	A101.00	01/23/26	E7577 DANIEL P FORGA	366	MILEAGE REIMB	65.38
V11550	A101.00	01/23/26	E42989 MELANIE RAE HAAS	366	MILEAGE REIMB	65.45
V11550	A101.00	01/23/26	E42989 MELANIE RAE HAAS	366	MILEAGE REIMB	69.37
	TOTAL VOUCHER					134.82
V11551	A101.00	01/23/26	E40142 HEATHER M SENGER	366	MILEAGE REIMB	144.90
V11551	A101.00	01/23/26	E40142 HEATHER M SENGER	366	BOILER LICENSE REIMB	130.00
V11551	A101.00	01/23/26	E40142 HEATHER M SENGER	366	ELECTRICAL LICENSE	19.00
	TOTAL VOUCHER					293.90
V11552	A101.00	01/23/26	E9983 STORMY M IRISH	401	BUS FLUID REIMB	25.18
V11553	A101.00	01/23/26	E41979 MEGAN ROSE ANTCZAK	366	MILEAGE REIMB	107.52
V11554	A101.00	01/23/26	E8383 DIANNE C JENSEN	366	MILEAGE REIMB	50.12
V11555	A101.00	01/23/26	E8520 JAMES W LARTER	366	MILEAGE REIMB	278.11
V11556	A101.00	01/23/26	E6298 STEVEN D MASSEY	366	MILEAGE REIMB	1,272.46
V11557	A101.00	01/23/26	E8626 GINA R MILLETTE	401	HOLIDAY PARTY REIMB	270.53
V11558	A101.00	01/23/26	E7802 MICHAEL F MIRON	366	MILEAGE REIMB	203.70
V11559	A101.00	01/23/26	E40211 CARMEL A MURPHY	366	MILEAGE REIMB	80.64
V11560	A101.00	01/23/26	E43243 TOMMIE CHARLES PARKMAN JR	366	MILEAGE REIMB	7.07
V11560	A101.00	01/23/26	E43243 TOMMIE CHARLES PARKMAN JR	366	ELECTRICAL LICENSE	14.00
	TOTAL VOUCHER					21.07
V11561	A101.00	01/23/26	E43262 LAURA ELIZABETH RED	366	MILEAGE REIMB	39.27
V11562	A101.00	01/23/26	E8638 JENNIFER L SARDESON	366	MILEAGE REIMB	42.00

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FOREST LAKE AREA SCHOOLS ISD #831
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FUND - 01 - GENERAL

CHECK NUMBER	CASH ACCT	DATE ISSUED	-----VENDOR-----	ACCT	-----DESCRIPTION-----	AMOUNT
V11563	A101.00	01/23/26	E40171 SHELLY L STEMMANN	366	MILEAGE REIMB	105.63
V11564	A101.00	01/23/26	E43225 MARY ELIZABETH STOTTS	366	MILEAGE REIMB	138.81
V11565	A101.00	01/23/26	E42230 KATHERINE E SULOFF	366	MILEAGE REIMB	29.40
V11566	A101.00	01/23/26	E9800 KRISTIN M TROTTO	366	MILEAGE REIMB	20.58
V11567	A101.00	01/23/26	E3961 SUSAN M WAATAJA	366	MILEAGE REIMB	183.82
TOTAL FUND						5,326.60
TOTAL REPORT						5,326.60

SOURCEWELL
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 SELECTION CRITERIA: payable.batch='ER12326'

FOREST LAKE AREA SCHOOLS ISD #831
 CASH REQUIREMENTS - CHECK FORMAT - DUE DATE: 01/23/2026

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PAYMENT TYPE: EFT ONLY

VENDOR	BUDGET CODE	ACCOUNT	PURCHASE OR INVOICE	AMOUNT	DESCRIPTION
E43260	01005810000000	401	12/31/25	200.00	RANGER WEAR REIMB
ASHLEY KAY BERUBE	02005770701000	366	12/31/25	117.81	MILEAGE REIMB
TOTAL VOUCHER PAID TO ASHLEY KAY BERUBE				317.81	
E7766	15005365628000	366	12/23/25	297.69	MILES/MEALS/UBER REIM
MOLLY A BONNETT					
TOTAL VOUCHER PAID TO MOLLY A BONNETT				297.69	
E6665	01005810000000	366	1/7/26	19.00	ELECTRICAL LICENSE
MARK J CARNES					
TOTAL VOUCHER PAID TO MARK J CARNES				19.00	
E40723	45632412740000	366	12/23/25	55.02	MILEAGE REIMB
JOCELYN N CHAPLIN					
TOTAL VOUCHER PAID TO JOCELYN N CHAPLIN				55.02	
E5283	01005810000000	366	12/31/25	169.47	MILEAGE REIMB
CHAD E CHELGREN					
TOTAL VOUCHER PAID TO CHAD E CHELGREN				169.47	
E8457	45005420740000	366	1/5/26-A	161.42	MILEAGE REIMB
MOLLY M CHRISTIANSON	45005420740000	366	1/5/26-B	117.04	MILEAGE REIMB
	45005420740000	366	1/5/26-C	217.56	MILEAGE REIMB
	45005420740000	366	1/5/26-D	332.43	MILEAGE REIMB
TOTAL VOUCHER PAID TO MOLLY M CHRISTIANSON				828.45	
E9934	01600203000000	366	12/23/25	108.22	MILEAGE REIMB
LESLIE K DAVIS					
TOTAL VOUCHER PAID TO LESLIE K DAVIS				108.22	
E7836	04586585332000	366	12/31/25	168.00	MILEAGE REIMB
LAURIE A DROLSON					
TOTAL VOUCHER PAID TO LAURIE A DROLSON				168.00	
E7577	01005810000000	366	1/7/26	65.38	MILEAGE REIMB
DANIEL P FORGA					
TOTAL VOUCHER PAID TO DANIEL P FORGA				65.38	
E42989	04005505321000	366	12/30/25	65.45	MILEAGE REIMB
MELANIE RAE HAAS	04512505321000	366	12/30/25-A	69.37	MILEAGE REIMB
TOTAL VOUCHER PAID TO MELANIE RAE HAAS				134.82	
E40142	01005810000000	366	12/26/25	144.90	MILEAGE REIMB
HEATHER M SENGER	01005810000000	366	12/26/25-A	130.00	BOILER LICENSE REIMB
	01005810000000	366	12/30/25	19.00	ELECTRICAL LICENSE
TOTAL VOUCHER PAID TO HEATHER M SENGER				293.90	
E9983	03005760720410	401	1/1/26	25.18	BUS FLUID REIMB
STORMY M IRISH					
TOTAL VOUCHER PAID TO STORMY M IRISH				25.18	
E41979	45632412740000	366	12/23/25	107.52	MILEAGE REIMB
MEGAN ROSE ANTCZAK					
TOTAL VOUCHER PAID TO MEGAN ROSE ANTCZAK				107.52	

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PAYMENT TYPE: EFT ONLY

VENDOR	BUDGET CODE	ACCOUNT	PURCHASE OR INVOICE	AMOUNT	DESCRIPTION
E8383 DIANNE C JENSEN TOTAL VOUCHER PAID TO DIANNE C JENSEN	04005570321000	366	1/2/26	50.12 50.12	MILEAGE REIMB
E8520 JAMES W LARTER TOTAL VOUCHER PAID TO JAMES W LARTER	01005810000000	366	1/13/26	278.11 278.11	MILEAGE REIMB
E6298 STEVEN D MASSEY TOTAL VOUCHER PAID TO STEVEN D MASSEY	01005020000000	366	1/5/26	1,272.46 1,272.46	MILEAGE REIMB
E8626 GINA R MILLETTE TOTAL VOUCHER PAID TO GINA R MILLETTE	18005110000000	401	1/8/26	270.53 270.53	HOLIDAY PARTY REIMB
E7802 MICHAEL F MIRON TOTAL VOUCHER PAID TO MICHAEL F MIRON	01100211000000	366	12/23/25	203.70 203.70	MILEAGE REIMB
E40211 CARMEL A MURPHY TOTAL VOUCHER PAID TO CARMEL A MURPHY	01600203000000	366	12/23/25	80.64 80.64	MILEAGE REIMB
E43243 TOMMIE CHARLES PARKM TOTAL VOUCHER PAID TO TOMMIE CHARLES PARKMAN JR	01005810000000 01005810000000	366 366	12/26/25 12/30/25	7.07 14.00 21.07	MILEAGE REIMB ELECTRICAL LICENSE
E43262 LAURA ELIZABETH RED TOTAL VOUCHER PAID TO LAURA ELIZABETH RED	45632412740000	366	1/8/26	39.27 39.27	MILEAGE REIMB
E8638 JENNIFER L SARDESON TOTAL VOUCHER PAID TO JENNIFER L SARDESON	45005420740000	366	1/5/26	42.00 42.00	MILEAGE REIMB
E40171 SHELLY L STEMMANN TOTAL VOUCHER PAID TO SHELLY L STEMMANN	45005420740000	366	12/23/25	105.63 105.63	MILEAGE REIMB
E43225 MARY ELIZABETH STOTT TOTAL VOUCHER PAID TO MARY ELIZABETH STOTTS	45632412740000	366	12/23/25	138.81 138.81	MILEAGE REIMB
E42230 KATHERINE E SULLOFF TOTAL VOUCHER PAID TO KATHERINE E SULLOFF	04005582344000	366	12/23/25	29.40 29.40	MILEAGE REIMB
E9800 KRISTIN M TROTTO TOTAL VOUCHER PAID TO KRISTIN M TROTTO	04005505321000	366	12/30/25	20.58 20.58	MILEAGE REIMB

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PAYMENT TYPE: EFT ONLY

VENDOR	BUDGET CODE	ACCOUNT	PURCHASE OR INVOICE	AMOUNT	DESCRIPTION
E3961	04005570321000	366	12/30/25	183.82	MILEAGE REIMB
SUSAN M WAATAJA					
TOTAL VOUCHER PAID TO SUSAN M WAATAJA				183.82	

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PAYMENT TYPE: EFT ONLY

VENDOR	BUDGET CODE	ACCOUNT	PURCHASE OR INVOICE	AMOUNT	DESCRIPTION
TOTAL CASHABLE CHECKS				.00	
TOTAL EFT VOUCHERS				5,326.60	
TOTAL CONTROL PAY VOUCHERS				.00	
TOTAL REPORT				5,326.60	
NUMBER OF CHECKS TO BE ISSUED : 0					
NUMBER OF EFT VOUCHERS TO BE ISSUED : 27					
NUMBER OF CONTROL PAY VOUCHERS TO BE ISSUED - 0					

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FUND - 01 - GENERAL

CHECK NUMBER	CASH ACCT	DATE ISSUED	-----VENDOR-----	ACCT	-----DESCRIPTION-----	AMOUNT
A11537	A101.00	01/22/26	02905 BSN SPORTS LLC	401	BOYS HOCKEY JACKETS	1,260.00
A11537	A101.00	01/22/26	02905 BSN SPORTS LLC	401	BLACK LONG SLEEVE TEES	250.00
	TOTAL	CONTROL PAY				1,510.00
A11538	A101.00	01/22/26	03209 CANVAS HEALTH	305	THERAPEUTIC ASSISTANCE PR	7,625.00
A11539	A101.00	01/22/26	00403 SCAN AIR FILTER INC	401	FILTERS	1,200.93
A11540	A101.00	01/22/26	11749 TRIO SUPPLY COMPANY	401	DEC 2025 INVOICES	1,774.31
	TOTAL FUND					12,110.24
	TOTAL REPORT					12,110.24

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SELECTION CRITERIA: payable.batch='PP12226'

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PAYMENT TYPE: CONTROL PAY ONLY

VENDOR	BUDGET CODE	ACCOUNT	PURCHASE OR INVOICE		AMOUNT	DESCRIPTION
02905	18114292000355	401	P262579	932663762	1,260.00	BOYS HOCKEY JACKETS
BSN SPORTS LLC	18114292000355	401	P262578	932714510	250.00	BLACK LONG SLEEVE TEES
TOTAL CONTROL PAY PAID TO BSN SPORTS LLC					1,510.00	
03209	01114211000000	305	P262627	INV004421	7,625.00	THERAPEUTIC ASSISTANCE PR
CANVAS HEALTH						
TOTAL CONTROL PAY PAID TO CANVAS HEALTH					7,625.00	
00403	01116810000411	401		165876	1,200.93	FILTERS
SCAN AIR FILTER INC						
TOTAL CONTROL PAY PAID TO SCAN AIR FILTER INC					1,200.93	
11749	02005770701000	401		DEC 2025 INVOICES-A	1,774.31	DEC 2025 INVOICES
TRIO SUPPLY COMPANY						
TOTAL CONTROL PAY PAID TO TRIO SUPPLY COMPANY					1,774.31	

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PAYMENT TYPE: CONTROL PAY ONLY

VENDOR	BUDGET CODE	ACCOUNT	PURCHASE OR INVOICE	AMOUNT	DESCRIPTION
TOTAL CASHABLE CHECKS				.00	
TOTAL EFT VOUCHERS				.00	
TOTAL CONTROL PAY VOUCHERS				12,110.24	
TOTAL REPORT				12,110.24	
NUMBER OF CHECKS TO BE ISSUED :				0	
NUMBER OF EFT VOUCHERS TO BE ISSUED :				0	
NUMBER OF CONTROL PAY VOUCHERS TO BE ISSUED -				4	

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CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
563779	A101.00	01/22/26	17433 COLLABORATIVE STUDENT TRA	364	CONTRACTED STUDENT TRANSP	30,049.86
563779	A101.00	01/22/26	17433 COLLABORATIVE STUDENT TRA	364	CONTRACTED STUDENT TRANSP	51,055.80
563779	A101.00	01/22/26	17433 COLLABORATIVE STUDENT TRA	360	TRANSP SERVICES	1,557.37
TOTAL CHECK						82,663.03
563780	A101.00	01/22/26	15363 ADAM'S PEST CONTROL	305	PEST CONTROL	45.00
563780	A101.00	01/22/26	15363 ADAM'S PEST CONTROL	305	PEST CONTROL	45.00
563780	A101.00	01/22/26	15363 ADAM'S PEST CONTROL	305	PEST CONTROL	45.00
563780	A101.00	01/22/26	15363 ADAM'S PEST CONTROL	305	PEST CONTROL	45.00
563780	A101.00	01/22/26	15363 ADAM'S PEST CONTROL	305	PEST CONTROL	40.00
563780	A101.00	01/22/26	15363 ADAM'S PEST CONTROL	305	PEST CONTROL	45.00
563780	A101.00	01/22/26	15363 ADAM'S PEST CONTROL	305	PEST CONTROL	45.00
563780	A101.00	01/22/26	15363 ADAM'S PEST CONTROL	305	PEST CONTROL	45.00
563780	A101.00	01/22/26	15363 ADAM'S PEST CONTROL	305	PEST CONTROL	45.00
563780	A101.00	01/22/26	15363 ADAM'S PEST CONTROL	305	PEST CONTROL	45.00
TOTAL CHECK						400.00
563781	A101.00	01/22/26	17327 ADS ON BOARDS	401	ARENA-GOALIE PEGS	400.00
563782	A101.00	01/22/26	20061 ADVANCED COMMERCIAL KITCH	350	FS-DISH MACHINE REPAI	271.50
563783	A101.00	01/22/26	01836 ALL SAFE GLOBAL	305	HS-ANNUAL INSPEC	2,458.49
563784	A101.00	01/22/26	20808 MSC-CHISAGO01 LLC	330	DEC 2025 SUMMARY	3,718.75
563785	A101.00	01/22/26	17227 AMERICAN SCHOOL FOR THE D	390	OUT OF STATE TUITION FOR	1,212.00
563785	A101.00	01/22/26	17227 AMERICAN SCHOOL FOR THE D	392	OUT OF STATE TUITION FOR	13,938.15
TOTAL CHECK						15,150.15
563786	A101.00	01/22/26	06428 BATTERIES PLUS #784	401	MAINT-BATTERIES	755.80
563786	A101.00	01/22/26	06428 BATTERIES PLUS #784	401	MAINT-BATTERIES	153.15
TOTAL CHECK						908.95
563787	A101.00	01/22/26	14812 BAYADA HOME HEALTH CARE I	394	CONTRACTED NURSING SERVIC	2,351.25
563788	A101.00	01/22/26	11717 BIX PRODUCE CO	490	DEC 2025 INVOICES	9,100.09
563789	A101.00	01/22/26	10002 BREDEMUS HARDWARE CO INC	401	MAINT SUPPLIES	941.06
563790	A101.00	01/22/26	15689 BROOKS NANETTE	460	HOMESCHOOL REIMB	116.95
563791	A101.00	01/22/26	13143 CENTURY COLLEGE	394	EDUCATIONAL PYMNTS	1,580.22
563791	A101.00	01/22/26	13143 CENTURY COLLEGE	394	EDUCATIONAL PYMNTS	2,106.96
563791	A101.00	01/22/26	13143 CENTURY COLLEGE	394	EDUCATIONAL PYMNTS	2,370.33
563791	A101.00	01/22/26	13143 CENTURY COLLEGE	394	EDUCATIONAL PYMNTS	6,847.62
563791	A101.00	01/22/26	13143 CENTURY COLLEGE	394	EDUCATIONAL PYMNTS	4,213.92
563791	A101.00	01/22/26	13143 CENTURY COLLEGE	394	EDUCATIONAL PYMNTS	41,085.72
563791	A101.00	01/22/26	13143 CENTURY COLLEGE	394	EDUCATIONAL PYMNTS	53,727.48
563791	A101.00	01/22/26	13143 CENTURY COLLEGE	394	EDUCATIONAL PYMNTS	13,431.87
563791	A101.00	01/22/26	13143 CENTURY COLLEGE	394	EDUCATIONAL PYMNTS	19,489.38
563791	A101.00	01/22/26	13143 CENTURY COLLEGE	394	EDUCATIONAL PYMNTS	27,390.48
TOTAL CHECK						172,243.98
563792	A101.00	01/22/26	00617 NCS PEARSON INC	433	ESTIMATED SHIPPING/HANDLI	95.46
563792	A101.00	01/22/26	00617 NCS PEARSON INC	433	ITEM 30805	125.20
563792	A101.00	01/22/26	00617 NCS PEARSON INC	433	ITEM A103000372264	1,784.00
TOTAL CHECK						2,004.66

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563793	A101.00	01/22/26	14979 CINTAS CORPORATION	401	FS-SUPPLIES	29.86
563793	A101.00	01/22/26	14979 CINTAS CORPORATION	401	FS-SUPPLIES	37.42
	TOTAL CHECK					67.28
563794	A101.00	01/22/26	21930 CARLSON COMMUNITY SOLAR L	330	12/1-31/2025	238.04
563795	A101.00	01/22/26	18795 CORNERSTONE OCCUPATIONAL	305	DOT PHYSICAL MARK LEWANDO	62.00
563796	A101.00	01/22/26	21634 CORNILLIE 2 COMMUNITY SOL	330	12/1-31/2025	110.73
563797	A101.00	01/22/26	19479 COYLE MEGAN	305	SKATE COACH	45.00
563798	A101.00	01/22/26	08851 CRAWFORD DOOR SALES OF TH	350	HS-DOOR REPAIR	910.00
563799	A101.00	01/22/26	22033 DOH DOH NAW	461	HOMESCHOOL REIMB	113.00
563800	A101.00	01/22/26	00420 ECM PUBLISHERS INC	305	SB PUBLISHING	185.25
563800	A101.00	01/22/26	00420 ECM PUBLISHERS INC	305	SB PUBLISHING	81.25
	TOTAL CHECK					266.50
563801	A101.00	01/22/26	20701 ESTES INDURSTRIES LLC	430	C6-5 ENGINE BULK PACKS	1,143.90
563802	A101.00	01/22/26	21967 EVERWAY LLC	406	ORBIT NOTE GROUP LICENSE	676.50
563802	A101.00	01/22/26	21967 EVERWAY LLC	406	READ AND WRITE GROUP LICE	2,031.00
563802	A101.00	01/22/26	21967 EVERWAY LLC	406	NEWS2YOU SUBSCRIPTION	259.99
	TOTAL CHECK					2,967.49
563803	A101.00	01/22/26	11696 FOREST LAKE ACE HARDWARE	401	MAINT SUPPLIES	42.96
563804	A101.00	01/22/26	16107 FUN AND FUNCTION LLC	433	SM MESH PRESSURE VEST	42.99
563804	A101.00	01/22/26	16107 FUN AND FUNCTION LLC	433	XS WEIGHTED COMPRESSION V	182.98
563804	A101.00	01/22/26	16107 FUN AND FUNCTION LLC	433	XSM MESH PRESSURE VEST	42.99
563804	A101.00	01/22/26	16107 FUN AND FUNCTION LLC	433	XXSM WEIGHTED COMPRESSION	182.98
	TOTAL CHECK					451.94
563805	A101.00	01/22/26	22035 GOLDBLOOM TANYA	460	HOMESCHOOL REIMB	164.40
563806	A101.00	01/22/26	19934 GREEN BROOKE	305	SKATE COACH	100.00
563807	A101.00	01/22/26	19768 GUSTAFSON AMANDA	460	HOMESCHOOL REIMB	132.98
563808	A101.00	01/22/26	04410 HANCE LOCATING & SERVICES	350	MIN CHARGE	250.00
563809	A101.00	01/22/26	17939 HANSON LYNN MARIE	305	SKATE COACH	100.00
563810	A101.00	01/22/26	21669 HAWKINSON EMILY	305	C ED-VBALL-REF	280.00
563811	A101.00	01/22/26	22037 HAWKINSON MARIA	305	C ED-VBALL-REF	280.00
563812	A101.00	01/22/26	12938 HILLBERG ILIANA G	305	CULTURAL LIASON CONS	1,500.00
563813	A101.00	01/22/26	01045 HILLYARD INC	401	CUSTODIAL SUPPLIES	1,602.30
563813	A101.00	01/22/26	01045 HILLYARD INC	401	CUSTODIAL SUPPLIES	82.88
563813	A101.00	01/22/26	01045 HILLYARD INC	401	CUSTODIAL SUPPLIES	1,602.30
563813	A101.00	01/22/26	01045 HILLYARD INC	401	CUSTODIAL SUPPLIES	432.16

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563813	A101.00	01/22/26	01045 HILLYARD INC	401	CUSTODIAL SUPPLIES	260.92
563813	A101.00	01/22/26	01045 HILLYARD INC	401	CUSTODIAL SUPPLIES	5,713.92
563813	A101.00	01/22/26	01045 HILLYARD INC	401	CUSTODIAL SUPPLIES	59.07
TOTAL CHECK						9,753.55
563814	A101.00	01/22/26	19341 HIRSI IDIL	305	CULTURAL LIASON CONS	1,500.00
563815	A101.00	01/22/26	17899 HYRKAS KENNETH	305	EMT/EMR TRAIN/ASSMNT	700.00
563815	A101.00	01/22/26	17899 HYRKAS KENNETH	305	EMT/EMR TRAIN/ASSMNT	420.00
TOTAL CHECK						1,120.00
563816	A101.00	01/22/26	20859 IMPERIAL DADE	305	ARENA-CUSTODIAL SUPPL	335.60
563816	A101.00	01/22/26	20859 IMPERIAL DADE	305	ARENA-CUSTODIAL SUPPL	78.10
TOTAL CHECK						413.70
563817	A101.00	01/22/26	20721 INCWEBS INC	305	BUS CONDUCT RENEWAL INVOI	1,428.00
563818	A101.00	01/22/26	12510 INDUSTRIAL WASTE SERVICES	305	OIL FILTER RECYCLING	192.98
563819	A101.00	01/22/26	05371 INDUSTRIAL HEALTH SERVICE	305	DOT DRUG SCREEN INVOICE #	499.00
563820	A101.00	01/22/26	19084 INVISION SERVICES, INC	394	CONTRACTED B/VI SERVICES	7,787.50
563821	A101.00	01/22/26	19870 KARLSBURGER FOODS	490	FS-FOOD SUPPLIES	114.52
563822	A101.00	01/22/26	20517 KEMPS LLC	495	DEC 2025 INVOICES	26,700.12
563823	A101.00	01/22/26	22044 KENNEDY LIZ	R601	LUNCH ACCT REFUND	3.50
563824	A101.00	01/22/26	15465 KENNICOTT BROTHERS CO.	430	73-48-07 - #73 6" PLASTIC	21.00
563824	A101.00	01/22/26	15465 KENNICOTT BROTHERS CO.	430	INSTANT FLORAL FOAM MAXLI	51.16
563824	A101.00	01/22/26	15465 KENNICOTT BROTHERS CO.	430	CARNATION FANCY	51.75
563824	A101.00	01/22/26	15465 KENNICOTT BROTHERS CO.	430	CDN ASSORTED	71.88
563824	A101.00	01/22/26	15465 KENNICOTT BROTHERS CO.	430	ESTIMATED SHIPPING/HANDLI	25.00
563824	A101.00	01/22/26	15465 KENNICOTT BROTHERS CO.	430	LEATHER LEAF	112.50
563824	A101.00	01/22/26	15465 KENNICOTT BROTHERS CO.	430	LIMONIUM	43.96
563824	A101.00	01/22/26	15465 KENNICOTT BROTHERS CO.	430	MINI-CARNATION	83.88
563824	A101.00	01/22/26	15465 KENNICOTT BROTHERS CO.	430	RUSCUS ITALIAN 200GR	209.85
TOTAL CHECK						670.98
563825	A101.00	01/22/26	01651 LAKES CENTER FOR YOUTH &	305	MENTAL HEALTH GRANT	2,761.81
563826	A101.00	01/22/26	05167 LANGUAGE LINE SERVICE	394	DECEMBER LANGUAGE LINES	12.65
563826	A101.00	01/22/26	05167 LANGUAGE LINE SERVICE	394	DECEMBER LANGUAGE LINES	65.04
563826	A101.00	01/22/26	05167 LANGUAGE LINE SERVICE	305	DECEMBER LANGUAGE LINES	163.36
TOTAL CHECK						241.05
563827	A101.00	01/22/26	21832 LASZEWSKI LUKE	305	SKATE COACH	100.00
563828	A101.00	01/22/26	17510 LINGUALINX LANGUAGE SOLUT	394	PWN TRANSLATION	114.88
563829	A101.00	01/22/26	20213 LONG ANNA	460	HOMESCHOOL REIMB	132.98
563830	A101.00	01/22/26	22046 MAIDEN ROBERT JAY	305	ADLT INSTRUCTOR	59.50
563831	A101.00	01/22/26	16320 MANNING AMBER	461	HOMESCHOOL REIMB	25.00

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563831	A101.00	01/22/26	16320 MANNING AMBER	460	HOMESCHOOL REIMB	52.89
	TOTAL CHECK					77.89
563832	A101.00	01/22/26	20581 MARCIL THEODORE	305	CULTURAL LIASON CONS	2,100.00
563833	A101.00	01/22/26	19083 MCCARTY AMANDA	461	HOMESCHOOL REIMB	195.00
563833	A101.00	01/22/26	19083 MCCARTY AMANDA	460	HOMESCHOOL REIMB	243.33
	TOTAL CHECK					438.33
563834	A101.00	01/22/26	01604 MENARDS INC	401	MAINT SUPPLIES	84.49
563834	A101.00	01/22/26	01604 MENARDS INC	401	MAINT SUPPLIES	148.92
563834	A101.00	01/22/26	01604 MENARDS INC	401	MAINT SUPPLIES	168.99
563834	A101.00	01/22/26	01604 MENARDS INC	401	MAINT SUPPLIES	239.43
563834	A101.00	01/22/26	01604 MENARDS INC	401	MAINT SUPPLIES	132.39
	TOTAL CHECK					774.22
563835	A101.00	01/22/26	17828 MIDWEST MACHINERY CO	401	MAINT SUPPLIES	96.20
563836	A101.00	01/22/26	21671 MULLOZZI DANIELLA	305	C ED-VBALL-REF	280.00
563837	A101.00	01/22/26	01530 MUSIC CONNECTION INC	430	ESTIMATED SHIPPING/HANDLI	15.00
563837	A101.00	01/22/26	01530 MUSIC CONNECTION INC	430	FOCUS ON FUNDAMENTAL 1 -	23.98
	TOTAL CHECK					38.98
563838	A101.00	01/22/26	02208 MUSKA ELECTRIC COMPANY	350	HS-REPAIR HDMI	127.50
563838	A101.00	01/22/26	02208 MUSKA ELECTRIC COMPANY	530	HS-HDMI CABLES	1,309.11
563838	A101.00	01/22/26	02208 MUSKA ELECTRIC COMPANY	556	CLEVERTOUGH BOARD & INSTA	3,513.00
563838	A101.00	01/22/26	02208 MUSKA ELECTRIC COMPANY	530	MS-INSTALL HDMI	778.51
563838	A101.00	01/22/26	02208 MUSKA ELECTRIC COMPANY	530	LL-TV MOUNT	350.54
563838	A101.00	01/22/26	02208 MUSKA ELECTRIC COMPANY	350	HS-HDMI REPAIR	190.00
563838	A101.00	01/22/26	02208 MUSKA ELECTRIC COMPANY	350	MS-REPLACE POWER JACK	108.68
563838	A101.00	01/22/26	02208 MUSKA ELECTRIC COMPANY	530	LL-TV INSTALL	704.42
563838	A101.00	01/22/26	02208 MUSKA ELECTRIC COMPANY	350	HS-HDMI REPAIR	514.80
563838	A101.00	01/22/26	02208 MUSKA ELECTRIC COMPANY	530	CB-MIMIO BOARD/INSTAL	3,593.26
563838	A101.00	01/22/26	02208 MUSKA ELECTRIC COMPANY	350	ED CTR-HDMI REPAIR	142.50
563838	A101.00	01/22/26	02208 MUSKA ELECTRIC COMPANY	350	HS-FIBER TEST/INSTALL	1,124.48
	TOTAL CHECK					12,456.80
563839	A101.00	01/22/26	21018 NAC MECHANICAL AND ELECTR	350	HS-REPLACE BACNET CAR	6,995.00
563839	A101.00	01/22/26	21018 NAC MECHANICAL AND ELECTR	350	LOGMELN SUBSCRIPTION	90.00
563839	A101.00	01/22/26	21018 NAC MECHANICAL AND ELECTR	350	HS-RE-CONTROL ERV	9,629.00
	TOTAL CHECK					16,714.00
563840	A101.00	01/22/26	21952 NAPA AUTO PARTS	401	MAINT SUPPLIES	311.76
563840	A101.00	01/22/26	21952 NAPA AUTO PARTS	409	CREDIT-FLANGE HEX NUT	-5.99
563840	A101.00	01/22/26	21952 NAPA AUTO PARTS	409	CREDIT-FLANGE HEX NUT	-5.99
563840	A101.00	01/22/26	21952 NAPA AUTO PARTS	409	INV 287748 - CARB KITS	14.38
563840	A101.00	01/22/26	21952 NAPA AUTO PARTS	409	CREDIT-CORE DEPOSIT	-18.00
	TOTAL CHECK					296.16
563841	A101.00	01/22/26	03842 NORTHEAST METRO DISTRICT	316	STUDENT SUPP-Q2-FY26	10,000.00
563842	A101.00	01/22/26	20012 NORTHWEST LIGHTING SYSTEM	401	LED-DRIVER 50 PROG	336.00
563843	A101.00	01/22/26	20606 NOVAK KENLEY	305	SKATE COACH	45.00

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563844	A101.00	01/22/26	20083 ODP BUSINESS SOLUTIONS LL	401	ARENA-OFFICE SUPPLIES	363.91
563845	A101.00	01/22/26	14041 OFFICE ENVIRONMENT BROKER	530	CHAIRS WITH ARMS	1,105.00
563845	A101.00	01/22/26	14041 OFFICE ENVIRONMENT BROKER	530	ESTIMATED SHIPPING/HANDLI	130.00
563845	A101.00	01/22/26	14041 OFFICE ENVIRONMENT BROKER	401	WALNUT U SHAPED DESK	1,400.00
	TOTAL CHECK					2,635.00
563846	A101.00	01/22/26	02515 OLSTAD NATHAN	305	DO-SECURITY	175.00
563847	A101.00	01/22/26	20450 OPATRYN ANDREA	305	ASL INTERPRETER 12/03 SCR	120.00
563848	A101.00	01/22/26	18226 OPSAHL COURTNEY	461	HOMESCHOOL REIMB	45.00
563848	A101.00	01/22/26	18226 OPSAHL COURTNEY	460	HOMESCHOOL REIMB	348.40
	TOTAL CHECK					393.40
563849	A101.00	01/22/26	13437 PAMS LUNCHROOM LLC	305	DISTRICT FEES	1,421.21
563850	A101.00	01/22/26	02795 PAN-O-GOLD BAKING CO	490	DEC 2025 INVOICES	3,525.78
563851	A101.00	01/22/26	17369 PARR ERIN	305	ADLT INSTRUCTOR	530.75
563852	A101.00	01/22/26	05646 PCS REVENUE CONTROL SYSTE	305	SAAS TECHNICAL SERVICES &	2,500.00
563853	A101.00	01/22/26	13536 PETERSON COMPANIES INC	350	425PURESALT	840.00
563854	A101.00	01/22/26	21828 R&R SPECIALTIES	350	ARENA-SRVC CALL	3,423.28
563855	A101.00	01/22/26	20949 RAATSI AVA	305	SKATE COACH	45.00
563856	A101.00	01/22/26	02715 RAPID PRESS	305	ARENA-DASHER BOARD	300.00
563857	A101.00	01/22/26	11127 RIECHMANN PEDERSON DESIGN	303	MEDIA CONSULT SRVCS	1,400.00
563858	A101.00	01/22/26	14981 RINK-TEC INTERNATIONAL IN	350	ARENA-CONDENSER FAN	2,295.32
563858	A101.00	01/22/26	14981 RINK-TEC INTERNATIONAL IN	350	ARENA-CYLINDER OF REF	13,199.12
563858	A101.00	01/22/26	14981 RINK-TEC INTERNATIONAL IN	350	ARENA-MAINT SRVC	3,823.06
	TOTAL CHECK					19,317.50
563859	A101.00	01/22/26	17071 ROBERT B HILL COMPANY	350	SOFTENER REPAIR	260.00
563860	A101.00	01/22/26	17490 CONCORD THEATRICALS CORP	401	ESTIMATED SHIPPING/HANDLI	13.05
563860	A101.00	01/22/26	17490 CONCORD THEATRICALS CORP	401	OUTRAGEOUS!	10.95
563860	A101.00	01/22/26	17490 CONCORD THEATRICALS CORP	401	SHERLOCK HOLMES AND A NEA	8.95
563860	A101.00	01/22/26	17490 CONCORD THEATRICALS CORP	401	THE LAST TIME WE SAW HER	12.95
	TOTAL CHECK					45.90
563861	A101.00	01/22/26	20952 RODRIGUEZ MEGAN	460	HOMESCHOOL REIMB	83.70
563862	A101.00	01/22/26	16510 SANDSTROM ERICA	460	HOMESCHOOL REIMB	265.96
563863	A101.00	01/22/26	19224 SCHOOL SPECIALTY LLC	430	2" MASKING TAPE	55.74
563863	A101.00	01/22/26	19224 SCHOOL SPECIALTY LLC	430	BIC BLACK BALLPOINT	27.66
563863	A101.00	01/22/26	19224 SCHOOL SPECIALTY LLC	430	BLANK WHITE INDEX CARDS	4.70
563863	A101.00	01/22/26	19224 SCHOOL SPECIALTY LLC	430	CHISEL TIP BLACK DRY ERAS	20.07
563863	A101.00	01/22/26	19224 SCHOOL SPECIALTY LLC	430	JUMBO PAPER CLIPS	13.92
563863	A101.00	01/22/26	19224 SCHOOL SPECIALTY LLC	430	MAGIC TAPE/ PACK OF 24	52.51

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563863	A101.00	01/22/26	19224 SCHOOL SPECIALTY LLC	430	MEDIUM BINDER CLIPS	2.05
563863	A101.00	01/22/26	19224 SCHOOL SPECIALTY LLC	430	PAPER CLIPS	10.30
563863	A101.00	01/22/26	19224 SCHOOL SPECIALTY LLC	430	RULED CANARY INDEX CARDS	27.96
563863	A101.00	01/22/26	19224 SCHOOL SPECIALTY LLC	430	RULED WHITE INDEX CARDS	4.70
563863	A101.00	01/22/26	19224 SCHOOL SPECIALTY LLC	430	SELF STICK NOTES/ PACK OF	33.33
563863	A101.00	01/22/26	19224 SCHOOL SPECIALTY LLC	430	SHEET PROTECTORS	25.99
563863	A101.00	01/22/26	19224 SCHOOL SPECIALTY LLC	430	STAPLES	5.64
563863	A101.00	01/22/26	19224 SCHOOL SPECIALTY LLC	430	WHITEBOARD ERASER	3.88
563863	A101.00	01/22/26	19224 SCHOOL SPECIALTY LLC	430	YELLOW HIGHLIGHTERS/ PACK	28.40
TOTAL CHECK						316.85
563864	A101.00	01/22/26	00224 SFM MUTUAL INSURANCE COMP	270	WRK CMP/ASSMT/INSTAL	22,050.00
563865	A101.00	01/22/26	14092 SHRED RIGHT	401	SHREDDING AT STEP	21.90
563865	A101.00	01/22/26	14092 SHRED RIGHT	305	DO-SHREDDING	21.90
TOTAL CHECK						43.80
563866	A101.00	01/22/26	18957 SOBOLEWSKI ALISHA	305	SKATE COACH	90.00
563867	A101.00	01/22/26	17205 ST CROIX RESTORATION & GR	305	SNOW REMOVAL	811.25
563867	A101.00	01/22/26	17205 ST CROIX RESTORATION & GR	305	SNOW REMOVAL	1,237.50
563867	A101.00	01/22/26	17205 ST CROIX RESTORATION & GR	305	SNOW REMOVAL	935.00
563867	A101.00	01/22/26	17205 ST CROIX RESTORATION & GR	305	SNOW REMOVAL	941.88
563867	A101.00	01/22/26	17205 ST CROIX RESTORATION & GR	305	SNOW REMOVAL	206.25
563867	A101.00	01/22/26	17205 ST CROIX RESTORATION & GR	305	SNOW REMOVAL	1,292.50
563867	A101.00	01/22/26	17205 ST CROIX RESTORATION & GR	305	SNOW REMOVAL	1,196.25
563867	A101.00	01/22/26	17205 ST CROIX RESTORATION & GR	305	SNOW REMOVAL	1,574.38
563867	A101.00	01/22/26	17205 ST CROIX RESTORATION & GR	305	SNOW REMOVAL	893.00
563867	A101.00	01/22/26	17205 ST CROIX RESTORATION & GR	305	SNOW REMOVAL	1,176.75
563867	A101.00	01/22/26	17205 ST CROIX RESTORATION & GR	305	SNOW REMOVAL	859.38
563867	A101.00	01/22/26	17205 ST CROIX RESTORATION & GR	305	SNOW REMOVAL	550.00
563867	A101.00	01/22/26	17205 ST CROIX RESTORATION & GR	305	SNOW REMOVAL	1,265.00
563867	A101.00	01/22/26	17205 ST CROIX RESTORATION & GR	305	SNOW REMOVAL	4,684.63
563867	A101.00	01/22/26	17205 ST CROIX RESTORATION & GR	305	SNOW REMOVAL	3,363.25
TOTAL CHECK						20,987.02
563868	A101.00	01/22/26	00526 STATE SUPPLY COMPANY	401	MAINT SUPPLIES	945.28
563869	A101.00	01/22/26	22038 STEELE OLIVIA	305	C ED-VBALL-REF	200.00
563870	A101.00	01/22/26	21925 STEPPING STONES GROUP THE	394	CONTRACTED SPEECH SERVICE	7,087.50
563871	A101.00	01/22/26	20632 TECH CHECK LLC	305	HELPDESK SUPPORT	195.00
563872	A101.00	01/22/26	21225 TRIUMPH EDUCATIONAL CONSU	394	CONTRACTED D/HH SERVICES	1,397.50
563873	A101.00	01/22/26	15683 TWIN CITY TRANSPORTATION	364	CONTRACTED TRANSPORTATION	3,318.47
563873	A101.00	01/22/26	15683 TWIN CITY TRANSPORTATION	364	CONTRACTED TRANSPORTATION	72,631.44
563873	A101.00	01/22/26	15683 TWIN CITY TRANSPORTATION	364	CONTRACTED TRANSPORTATION	107,731.75
TOTAL CHECK						183,681.66
563874	A101.00	01/22/26	00668 UPPER LAKES FOODS INC	490	DEC 2025 INVOICES	32,413.49
563875	A101.00	01/22/26	20244 VENTRIS LEARNING LLC	430	ESTIMATED SHIPPING/HANDLI	20.00
563875	A101.00	01/22/26	20244 VENTRIS LEARNING LLC	430	UFLI FOUNDATIONS TEACHERS	70.00
TOTAL CHECK						90.00

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563876	A101.00	01/22/26	20464 BLAZERWORKS	394	CONTRACTACTED STUDENT SER	614.00
563876	A101.00	01/22/26	20464 BLAZERWORKS	394	CONTRACTACTED STUDENT SER	911.64
563876	A101.00	01/22/26	20464 BLAZERWORKS	376	CONTRACTACTED STUDENT SER	912.50
563876	A101.00	01/22/26	20464 BLAZERWORKS	394	CONTRACTACTED STUDENT SER	1,200.00
563876	A101.00	01/22/26	20464 BLAZERWORKS	394	CONTRACTACTED STUDENT SER	2,237.00
TOTAL CHECK						5,875.14
563877	A101.00	01/22/26	04948 WALMART STORE #2274	R619	FOOD FOR CONCESSIONS	220.38
563877	A101.00	01/22/26	04948 WALMART STORE #2274	401	PLATES FOR CONCESSIONS	44.34
563877	A101.00	01/22/26	04948 WALMART STORE #2274	401	SPAGHETTI NOODLES	3.88
563877	A101.00	01/22/26	04948 WALMART STORE #2274	490	GROCERIES FOR A FAMILY I	78.53
563877	A101.00	01/22/26	04948 WALMART STORE #2274	490	PIT CREW, SNACKS, AND AWA	172.76
563877	A101.00	01/22/26	04948 WALMART STORE #2274	430	COTTON, COFFEE STIR STICK	43.78
563877	A101.00	01/22/26	04948 WALMART STORE #2274	433	BACON, BONELESS CHICKEN B	268.44
563877	A101.00	01/22/26	04948 WALMART STORE #2274	433	SUPPLIES FOR INDEPENDENT	33.40
TOTAL CHECK						865.51
563878	A101.00	01/22/26	21576 WELLNESS IQ INC	305	PERSONIFY HEALTH ESSE	3,689.80
563879	A101.00	01/22/26	05027 WORLD CUP SUPPLY INC	401	ALPINE GATES	1,683.00
563879	A101.00	01/22/26	05027 WORLD CUP SUPPLY INC	401	ESTIMATED SHIPPING/HANDLI	179.91
TOTAL CHECK						1,862.91
563880	A101.00	01/22/26	00512 ZAHL-PETROLEUM MAINTENANC	305	MAINT-FUEL OIL DISPOS	2,395.00
563880	A101.00	01/22/26	00512 ZAHL-PETROLEUM MAINTENANC	305	FUEL OIL DISPOSAL	1,705.00
TOTAL CHECK						4,100.00
563881	A101.00	01/22/26	21645 ZEN EDUCATE	394	CONTRACTED PARA SUPPORT	1,951.50
563881	A101.00	01/22/26	21645 ZEN EDUCATE	394	CONTRACTED PARA SUPPORT	252.48
563881	A101.00	01/22/26	21645 ZEN EDUCATE	394	CONTRACTED PARA SUPPORT	722.64
563881	A101.00	01/22/26	21645 ZEN EDUCATE	394	CONTRACTED PARA SUPPORT	340.44
563881	A101.00	01/22/26	21645 ZEN EDUCATE	394	CONTRACTED PARA SUPPORT	368.28
TOTAL CHECK						3,635.34
TOTAL FUND						726,375.92
TOTAL REPORT						726,375.92

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VENDOR	BUDGET CODE	ACCOUNT	PURCHASE OR INVOICE	AMOUNT	DESCRIPTION
17433	03005760723000	364	P262726 7229	51,055.80	CONTRACTED STUDENT TRANSP
COLLABORATIVE STUDEN	03005760728000	364	P262726 7229	30,049.86	CONTRACTED STUDENT TRANSP
	03005760714000	360	7230	1,557.37	TRANSP SERVICES
TOTAL CHECK PAID TO COLLABORATIVE STUDENT TRANSP OF MN				82,663.03	
15363	02005770701000	305	4327891	45.00	PEST CONTROL
ADAM'S PEST CONTROL	02005770701000	305	4328021	45.00	PEST CONTROL
	02005770701000	305	4328022	45.00	PEST CONTROL
	02005770701000	305	4328023	45.00	PEST CONTROL
	02005770701000	305	4328024	40.00	PEST CONTROL
	02005770701000	305	4328025	45.00	PEST CONTROL
	02005770701000	305	4328026	45.00	PEST CONTROL
	02005770701000	305	4328027	45.00	PEST CONTROL
	02005770701000	305	4328028	45.00	PEST CONTROL
TOTAL CHECK PAID TO ADAM'S PEST CONTROL				400.00	
17327	17005298000000	401	1701	400.00	ARENA-GOALIE PEGS
ADS ON BOARDS					
TOTAL CHECK PAID TO ADS ON BOARDS				400.00	
20061	02005770701000	350	3677	271.50	FS-DISH MACHINE REPAI
ADVANCED COMMERCIAL					
TOTAL CHECK PAID TO ADVANCED COMMERCIAL KITCHENS				271.50	
01836	05005865363308	305	231059	2,458.49	HS-ANNUAL INSPEC
ALL SAFE GLOBAL					
TOTAL CHECK PAID TO ALL SAFE GLOBAL				2,458.49	
20808	01118810000000	330	2512-8020A	3,718.75	DEC 2025 SUMMARY
MSC-CHISAG001 LLC					
TOTAL CHECK PAID TO MSC-CHISAG001 LLC				3,718.75	
17227	45998400372000	390	P262599 2025120800119	1,212.00	OUT OF STATE TUITION FOR
AMERICAN SCHOOL FOR	45998408756000	392	P262599 2025120800119	13,938.15	OUT OF STATE TUITION FOR
TOTAL CHECK PAID TO AMERICAN SCHOOL FOR THE DEAF				15,150.15	
06428	01111810000403	401	P88279233	755.80	MAINT-BATTERIES
BATTERIES PLUS #784	01628810000403	401	P88447681	153.15	MAINT-BATTERIES
TOTAL CHECK PAID TO BATTERIES PLUS #784				908.95	
14812	45118416740000	394	P262628 447787FL2912	2,351.25	CONTRACTED NURSING SERVIC
BAYADA HOME HEALTH C					
TOTAL CHECK PAID TO BAYADA HOME HEALTH CARE INC				2,351.25	
11717	02005770701000	490	DEC 2025 INVOICES	9,100.09	DEC 2025 INVOICES
BIX PRODUCE CO					
TOTAL CHECK PAID TO BIX PRODUCE CO				9,100.09	
10002	01114810000404	401	280904	941.06	MAINT SUPPLIES
BREDEMUS HARDWARE CO					
TOTAL CHECK PAID TO BREDEMUS HARDWARE CO INC				941.06	

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VENDOR	BUDGET CODE	ACCOUNT	PURCHASE OR INVOICE	AMOUNT	DESCRIPTION
15689	12799590351000	460	12/30/25	116.95	HOMESCHOOL REIMB
BROOKS NANETTE					
TOTAL CHECK PAID TO BROOKS NANETTE				116.95	
13143	01114212000000	394	00815357	2,370.33	EDUCATIONAL PYMNTS
CENTURY COLLEGE	01114215000000	394	00815357	27,390.48	EDUCATIONAL PYMNTS
	01114220000000	394	00815357	53,727.48	EDUCATIONAL PYMNTS
	01114230000000	394	00815357	2,106.96	EDUCATIONAL PYMNTS
	01114240000000	394	00815357	6,847.62	EDUCATIONAL PYMNTS
	01114255000000	394	00815357	4,213.92	EDUCATIONAL PYMNTS
	01114256000000	394	00815357	13,431.87	EDUCATIONAL PYMNTS
	01114258000000	394	00815357	1,580.22	EDUCATIONAL PYMNTS
	01114260000000	394	00815357	19,489.38	EDUCATIONAL PYMNTS
	01114270000000	394	00815357	41,085.72	EDUCATIONAL PYMNTS
TOTAL CHECK PAID TO CENTURY COLLEGE				172,243.98	
00617	45005420740000	433	P262588 30507980	2,004.66	ESTIMATED SHIPPING/HANDLI
NCS PEARSON INC					
TOTAL CHECK PAID TO NCS PEARSON INC				2,004.66	
14979	02005770701000	401	4255240278	29.86	FS-SUPPLIES
CINTAS CORPORATION	02005770701000	401	4255399511	37.42	FS-SUPPLIES
TOTAL CHECK PAID TO CINTAS CORPORATION				67.28	
21930	01118810000000	330	19583	238.04	12/1-31/2025
CARLSON COMMUNITY SO					
TOTAL CHECK PAID TO CARLSON COMMUNITY SOLAR LLC				238.04	
18795	03005760720315	305	P262656 LEWAND0000 A	62.00	DOT PHYSICAL MARK LEWANDO
CORNERSTONE OCCUPATI					
TOTAL CHECK PAID TO CORNERSTONE OCCUPATIONAL HEALTH SPE				62.00	
21634	01118810000000	330	19584	110.73	12/1-31/2025
CORNILLIE 2 COMMUNIT					
TOTAL CHECK PAID TO CORNILLIE 2 COMMUNITY SOLAR LLC				110.73	
19479	04512505321643	305	Y 1/8/26	45.00	SKATE COACH
COYLE MEGAN					
TOTAL CHECK PAID TO COYLE MEGAN				45.00	
08851	01114810000352	350	59238	910.00	HS-DOOR REPAIR
CRAWFORD DOOR SALES					
TOTAL CHECK PAID TO CRAWFORD DOOR SALES OF THE TWIN CIT				910.00	
22033	12799590351000	461	12/30/25	113.00	HOMESCHOOL REIMB
DOH DOH NAW					
TOTAL CHECK PAID TO DOH DOH NAW				113.00	
00420	01005010000000	305	P262612 1079223	185.25	SB PUBLISHING
ECM PUBLISHERS INC	01005010000000	305	P262612 1079224	81.25	SB PUBLISHING
TOTAL CHECK PAID TO ECM PUBLISHERS INC				266.50	

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VENDOR	BUDGET CODE	ACCOUNT	PURCHASE OR INVOICE	AMOUNT	DESCRIPTION
20701 ESTES INDUSTRIES LL	01115255000000	430	P262376 408389	1,143.90	C6-5 ENGINE BULK PACKS
TOTAL CHECK PAID TO ESTES INDUSTRIES LLC				1,143.90	
21967 EVERWAY LLC	45005420740000 45631411740000	406 406	P261678 00273302N P262418 00274268N	2,707.50 259.99	ORBIT NOTE GROUP LICENSE NEWS2YOU SUBSCRIPTION
TOTAL CHECK PAID TO EVERWAY LLC				2,967.49	
11696 FOREST LAKE ACE HARD	01115810000404	401	67199	42.96	MAINT SUPPLIES
TOTAL CHECK PAID TO FOREST LAKE ACE HARDWARE				42.96	
16107 FUN AND FUNCTION LLC	45005420740000	433	P262592 1006280	451.94	SM MESH PRESSURE VEST
TOTAL CHECK PAID TO FUN AND FUNCTION LLC				451.94	
22035 GOLDBLOOM TANYA	12799590351000	460	12/30/25	164.40	HOMESCHOOL REIMB
TOTAL CHECK PAID TO GOLDBLOOM TANYA				164.40	
19934 GREEN BROOKE	04512505321643	305	Y 1/8/26	100.00	SKATE COACH
TOTAL CHECK PAID TO GREEN BROOKE				100.00	
19768 GUSTAFSON AMANDA	12799590351000	460	12/30/25	132.98	HOMESCHOOL REIMB
TOTAL CHECK PAID TO GUSTAFSON AMANDA				132.98	
04410 HANCE LOCATING & SER	01111810000352	350	14816	250.00	MIN CHARGE
TOTAL CHECK PAID TO HANCE LOCATING & SERVICES INC				250.00	
17939 HANSON LYNN MARIE	04512505321643	305	Y 1/8/26	100.00	SKATE COACH
TOTAL CHECK PAID TO HANSON LYNN MARIE				100.00	
21669 HAWKINSON EMILY	04512505321963	305	Y 1/8/26	280.00	C ED-VBALL-REF
TOTAL CHECK PAID TO HAWKINSON EMILY				280.00	
22037 HAWKINSON MARIA	04512505321963	305	Y 1/5/26	280.00	C ED-VBALL-REF
TOTAL CHECK PAID TO HAWKINSON MARIA				280.00	
12938 HILLBERG ILIANA G	01005610313513	305	DEC 2025	1,500.00	CULTURAL LIASON CONS
TOTAL CHECK PAID TO HILLBERG ILIANA G				1,500.00	

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PAYMENT TYPE: CHECKS ONLY

VENDOR	BUDGET CODE	ACCOUNT	PURCHASE OR INVOICE	AMOUNT	DESCRIPTION
01045	01005810000402	401	606026482	1,602.30	CUSTODIAL SUPPLIES
HILLYARD INC	01627810000403	401	606027934	82.88	CUSTODIAL SUPPLIES
	01005810000402	401	606035936	1,602.30	CUSTODIAL SUPPLIES
	01010810000403	401	606038515	432.16	CUSTODIAL SUPPLIES
	01114810000403	401	606040456	5,713.92	CUSTODIAL SUPPLIES
	05005865347000	401	606040456	260.92	CUSTODIAL SUPPLIES
	01628810000403	401	700693144	59.07	CUSTODIAL SUPPLIES
TOTAL CHECK PAID TO HILLYARD INC				9,753.55	
19341	01005610313513	305	DEC 2025	1,500.00	CULTURAL LIASON CONS
HIRSI IDIL					
TOTAL CHECK PAID TO HIRSI IDIL				1,500.00	
17899	01005610000000	305	DEC 2025	700.00	EMT/EMR TRAIN/ASSMNT
HYRKAS KENNETH	01005610000000	305	NOV 2025	420.00	EMT/EMR TRAIN/ASSMNT
TOTAL CHECK PAID TO HYRKAS KENNETH				1,120.00	
20859	17005298000000	305	4464808	335.60	ARENA-CUSTODIAL SUPPL
IMPERIAL DADE	17005298000000	305	4467555	78.10	ARENA-CUSTODIAL SUPPL
TOTAL CHECK PAID TO IMPERIAL DADE				413.70	
20721	03005760720000	305	P262659 3410	1,428.00	BUS CONDUCT RENEWAL INVOI
INCWEBS INC					
TOTAL CHECK PAID TO INCWEBS INC				1,428.00	
12510	05005865347000	305	221123	192.98	OIL FILTER RECYCLING
INDUSTRIAL WASTE SER					
TOTAL CHECK PAID TO INDUSTRIAL WASTE SERVICES LLC				192.98	
05371	03005760720315	305	P262658 139781	499.00	DOT DRUG SCREEN INVOICE #
INDUSTRIAL HEALTH SE					
TOTAL CHECK PAID TO INDUSTRIAL HEALTH SERVICES NETWORK				499.00	
19084	45005406740000	394	P262597 30827	7,787.50	CONTRACTED B/VI SERVICES
INVISION SERVICES, I					
TOTAL CHECK PAID TO INVISION SERVICES, INC				7,787.50	
19870	02005770701000	490	10030754	114.52	FS-FOOD SUPPLIES
KARLSBURGER FOODS					
TOTAL CHECK PAID TO KARLSBURGER FOODS				114.52	
20517	02005770701000	495	DEC 2025 INVOICES	26,700.12	DEC 2025 INVOICES
KEMPS LLC					
TOTAL CHECK PAID TO KEMPS LLC				26,700.12	
22044	02005770701000	R601	1/12/26	3.50	LUNCH ACCT REFUND
KENNEDY LIZ					
TOTAL CHECK PAID TO KENNEDY LIZ				3.50	
15465	01114301000000	430	P262610 200474190	72.16	73-48-07 - #73 6" PLASTIC
KENNICOTT BROTHERS C	01114301000000	430	P262610 600341174	598.82	CARNATION FANCY
TOTAL CHECK PAID TO KENNICOTT BROTHERS CO.				670.98	

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PAYMENT TYPE: CHECKS ONLY

VENDOR	BUDGET CODE	ACCOUNT	PURCHASE OR INVOICE	AMOUNT	DESCRIPTION
01651	04005590799399	305	DEC 25 INV #4	2,761.81	MENTAL HEALTH GRANT
LAKES CENTER FOR YOUTH					
TOTAL CHECK PAID TO LAKES CENTER FOR YOUTH & FAMILIES				2,761.81	
05167	01005610313513	305	P262637 11814547	163.36	DECEMBER LANGUAGE LINES
LANGUAGE LINE SERVIC	45005407740000	394	P262637 11814547	65.04	DECEMBER LANGUAGE LINES
	45632412740000	394	P262637 11814547	12.65	DECEMBER LANGUAGE LINES
TOTAL CHECK PAID TO LANGUAGE LINE SERVICE				241.05	
21832	04512505321643	305	Y 1/8/26	100.00	SKATE COACH
LASZEWSKI LUKE					
TOTAL CHECK PAID TO LASZEWSKI LUKE				100.00	
17510	45118403740000	394	P262587 208777	114.88	PWN TRANSLATION
LINGUALINX LANGUAGE					
TOTAL CHECK PAID TO LINGUALINX LANGUAGE SOLUTIONS, INC.				114.88	
20213	12799590351000	460	1/5/26	132.98	HOMESCHOOL REIMB
LONG ANNA					
TOTAL CHECK PAID TO LONG ANNA				132.98	
22046	04507505321000	305	Y 1/8/26	59.50	ADLT INSTRUCTOR
MAIDEN ROBERT JAY					
TOTAL CHECK PAID TO MAIDEN ROBERT JAY				59.50	
16320	12799590351000	460	12/30/25	52.89	HOMESCHOOL REIMB
MANNING AMBER	12799590351000	461	12/30/25	25.00	HOMESCHOOL REIMB
TOTAL CHECK PAID TO MANNING AMBER				77.89	
20581	01005610320000	305	12/15-30/2025	2,100.00	CULTURAL LIASON CONS
MARCIL THEODORE					
TOTAL CHECK PAID TO MARCIL THEODORE				2,100.00	
19083	12799590351000	460	1/5/26	243.33	HOMESCHOOL REIMB
MCCARTY AMANDA	12799590351000	461	1/5/26	195.00	HOMESCHOOL REIMB
TOTAL CHECK PAID TO MCCARTY AMANDA				438.33	
01604	01628810000403	401	71549	84.49	MAINT SUPPLIES
MENARDS INC	01114810000404	401	71589	148.92	MAINT SUPPLIES
	01116810000403	401	71632	168.99	MAINT SUPPLIES
	01115810000404	401	71745	239.43	MAINT SUPPLIES
	01010810000403	401	71929	132.39	MAINT SUPPLIES
TOTAL CHECK PAID TO MENARDS INC				774.22	
17828	01012810000000	401	10746409	96.20	MAINT SUPPLIES
MIDWEST MACHINERY CO					
TOTAL CHECK PAID TO MIDWEST MACHINERY CO				96.20	
21671	04512505321963	305	Y 1/8/26	280.00	C ED-VBALL-REF
MULLOZZI DANIELLA					
TOTAL CHECK PAID TO MULLOZZI DANIELLA				280.00	

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VENDOR	BUDGET CODE	ACCOUNT	PURCHASE OR INVOICE	AMOUNT	DESCRIPTION
01530	01600258000880	430	P261938 2287075	38.98	ESTIMATED SHIPPING/HANDLI
MUSIC CONNECTION INC					
TOTAL CHECK PAID TO MUSIC CONNECTION INC				38.98	
02208	01005108000351	350		7487	
MUSKA ELECTRIC COMPA	05005850302400	530		7494	
	45115402740000	556	P262673	7498	
	05005850302400	530		7502	
	05005850302400	530		7512	
	01005108000351	350		7515	
	01005108000351	350		7528	
	05005850302400	530		7532	
	01005108000351	350		7533	
	05005850302400	530		7534	
	01005108000351	350		7535	
	01005108000351	350		7536	
TOTAL CHECK PAID TO MUSKA ELECTRIC COMPANY				12,456.80	
21018	01114810000352	350	40020210	6,995.00	HS-REPLACE BACNET CAR
NAC MECHANICAL AND E	01114810000352	350	40020560	90.00	LOGMELN SUBSCRIPTION
	01114810000352	350	40020810	9,629.00	HS-RE-CONTROL ERV
TOTAL CHECK PAID TO NAC MECHANICAL AND ELECTRICAL				16,714.00	
21952	01012810000404	401	285013	311.76	MAINT SUPPLIES
NAPA AUTO PARTS	01114255000570	409	287695	-5.99	CREDIT-FLANGE HEX NUT
	01114255000570	409	287696	-5.99	CREDIT-FLANGE HEX NUT
	01114255000570	409	P262623 287748	14.38	INV 287748 - CARB KITS
	01114255000570	409	289417	-18.00	CREDIT-CORE DEPOSIT
TOTAL CHECK PAID TO NAPA AUTO PARTS				296.16	
03842	01005720374000	316	0002600131	10,000.00	STUDENT SUPP-Q2-FY26
NORTHEAST METRO DIST					
TOTAL CHECK PAID TO NORTHEAST METRO DISTRICT #916				10,000.00	
20012	01114810000404	401	138877	336.00	LED-DRIVER 50 PROG
NORTHWEST LIGHTING S					
TOTAL CHECK PAID TO NORTHWEST LIGHTING SYSTEM COMPANY				336.00	
20606	04512505321643	305	Y 1/8/26	45.00	SKATE COACH
NOVAK KENLEY					
TOTAL CHECK PAID TO NOVAK KENLEY				45.00	
20083	17005298000000	401	450862637001	363.91	ARENA-OFFICE SUPPLIES
ODP BUSINESS SOLUTIO					
TOTAL CHECK PAID TO ODP BUSINESS SOLUTIONS LLC				363.91	
14041	05115850302000	530	P262573 28234	1,235.00	CHAIRS WITH ARMS
OFFICE ENVIRONMENT B	04512505321000	401	P262595 28332	1,400.00	WALNUT U SHAPED DESK
TOTAL CHECK PAID TO OFFICE ENVIRONMENT BROKERS INC				2,635.00	
02515	01005010000000	305	Y 1/12/26	175.00	DO-SECURITY
OLSTAD NATHAN					
TOTAL CHECK PAID TO OLSTAD NATHAN				175.00	

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VENDOR	BUDGET CODE	ACCOUNT	PURCHASE OR INVOICE	AMOUNT	DESCRIPTION
20450	04005583354000	305	P262517 2459	120.00	ASL INTERPRETER 12/03 SCR
OPATRNY ANDREA					
TOTAL CHECK PAID TO OPATRNY ANDREA				120.00	
18226	12799590351000	460	1/5/26	348.40	HOMESCHOOL REIMB
OPSAHL COURTNEY	12799590351000	461	1/5/26	45.00	HOMESCHOOL REIMB
TOTAL CHECK PAID TO OPSAHL COURTNEY				393.40	
13437	02005770701000	305	MS260015	1,421.21	DISTRICT FEES
PAMS LUNCHROOM LLC					
TOTAL CHECK PAID TO PAMS LUNCHROOM LLC				1,421.21	
02795	02005770701000	490	DEC 2025 INVOICES	3,525.78	DEC 2025 INVOICES
PAN-O-GOLD BAKING CO					
TOTAL CHECK PAID TO PAN-O-GOLD BAKING CO				3,525.78	
17369	04507505321000	305	Y 1/8/26	530.75	ADLT INSTRUCTOR
PARR ERIN					
TOTAL CHECK PAID TO PARR ERIN				530.75	
05646	02005770701000	305	P262361 MS260002	2,500.00	SAAS TECHNICAL SERVICES &
PCS REVENUE CONTROL					
TOTAL CHECK PAID TO PCS REVENUE CONTROL SYSTEMS INC				2,500.00	
13536	01012810000352	350	62330	840.00	425PURESALT
PETERSON COMPANIES I					
TOTAL CHECK PAID TO PETERSON COMPANIES INC				840.00	
21828	17005298000352	350	0091839-IN	3,423.28	ARENA-SRVC CALL
R&R SPECIALTIES					
TOTAL CHECK PAID TO R&R SPECIALTIES				3,423.28	
20949	04512505321643	305	Y 1/8/26	45.00	SKATE COACH
RAATSI AVA					
TOTAL CHECK PAID TO RAATSI AVA				45.00	
02715	17005298000311	305	84129	300.00	ARENA-DASHER BOARD
RAPID PRESS					
TOTAL CHECK PAID TO RAPID PRESS				300.00	
11127	11005790699396	303	126206-1	1,400.00	MEDIA CONSULT SRVCS
RIECHMANN PEDERSON D					
TOTAL CHECK PAID TO RIECHMANN PEDERSON DESIGN INC				1,400.00	
14981	17005298000352	350	6374	2,295.32	ARENA-CONDENSER FAN
RINK-TEC INTERNATION	17005298000352	350	6421	13,199.12	ARENA-CYLINDER OF REF
	17005298000352	350	6439	3,823.06	ARENA-MAINT SRVC
TOTAL CHECK PAID TO RINK-TEC INTERNATIONAL INC				19,317.50	
17071	01630810000352	350	440951	260.00	SOFTENER REPAIR
ROBERT B HILL COMPAN					
TOTAL CHECK PAID TO ROBERT B HILL COMPANY				260.00	

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17490 CONCORD THEATRICALS	50114298301917	401	P262453 11316144	45.90	ESTIMATED SHIPPING/HANDLI
TOTAL CHECK PAID TO CONCORD THEATRICALS CORP				45.90	
20952 RODRIGUEZ MEGAN	12799590351000	460	1/6/26	83.70	HOMESCHOOL REIMB
TOTAL CHECK PAID TO RODRIGUEZ MEGAN				83.70	
16510 SANDSTROM ERICA	12799590351000	460	1/8/26	265.96	HOMESCHOOL REIMB
TOTAL CHECK PAID TO SANDSTROM ERICA				265.96	
19224 SCHOOL SPECIALTY LLC	01625203000000	430	P262496 308104832521	316.85	2" MASKING TAPE
TOTAL CHECK PAID TO SCHOOL SPECIALTY LLC				316.85	
00224 SFM MUTUAL INSURANCE	01005930000000	270	3756258	22,050.00	WRK CMP/ASSMT/INSTAL
TOTAL CHECK PAID TO SFM MUTUAL INSURANCE COMPANY				22,050.00	
14092 SHRED RIGHT	45005400000000 01005110000400	401 305	P262654 0063237 0063241	21.90 21.90	SHREDDING AT STEP DO-SHREDDING
TOTAL CHECK PAID TO SHRED RIGHT				43.80	
18957 SOBOLEWSKI ALISHA	04512505321643	305	Y 1/8/26	90.00	SKATE COACH
TOTAL CHECK PAID TO SOBOLEWSKI ALISHA				90.00	
17205 ST CROIX RESTORATION	01625810000312 01628810000312 01629810000312 03005760720312 01010810000312 01627810000312 01626810000312 01111810000312 01631810000312 01116810000312 17005298000312 01005810000312 01630810000312 01114810000312 01115810000312	305 305 305 305 305 305 305 305 305 305 305 305 305 305 305	2257 2258 2259 2260 2261 2262 2263 2264 2265 2266 2267 2268 2269 2270 2271	811.25 1,237.50 935.00 941.88 206.25 1,292.50 1,196.25 1,574.38 893.00 1,176.75 859.38 550.00 1,265.00 4,684.63 3,363.25	SNOW REMOVAL SNOW REMOVAL
TOTAL CHECK PAID TO ST CROIX RESTORATION & GRADING				20,987.02	
00526 STATE SUPPLY COMPANY	01114810000404	401	728060	945.28	MAINT SUPPLIES
TOTAL CHECK PAID TO STATE SUPPLY COMPANY				945.28	
22038 STEELE OLIVIA	04512505321963	305	Y 1/8/26	200.00	C ED-VBALL-REF
TOTAL CHECK PAID TO STEELE OLIVIA				200.00	

SOURCEWELL
 DATE: 01/14/2026
 TIME: 08:47:40
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FOREST LAKE AREA SCHOOLS ISD #831
 CASH REQUIREMENTS - CHECK FORMAT - DUE DATE: 01/22/2026

PAGE NUMBER: 9
 VENCHK11
 ACCOUNTING PERIOD: 7/26

PAYMENT TYPE: CHECKS ONLY

VENDOR	BUDGET CODE	ACCOUNT	PURCHASE OR INVOICE	AMOUNT	DESCRIPTION
21925 STEPPING STONES GROU TOTAL CHECK PAID TO STEPPING STONES GROUP THE	45005401740000	394	P262589 M0270382	7,087.50	CONTRACTED SPEECH SERVICE
20632 TECH CHECK LLC TOTAL CHECK PAID TO TECH CHECK LLC	01005108000000	305	64120	195.00	HELPDESK SUPPORT
21225 TRIUMPH EDUCATIONAL TOTAL CHECK PAID TO TRIUMPH EDUCATIONAL CONSULTING	45005405740000	394	P262586 6018-LH	1,397.50	CONTRACTED D/HH SERVICES
15683 TWIN CITY TRANSPORTA TOTAL CHECK PAID TO TWIN CITY TRANSPORTATION INC.	03005760715000 03005760723000 03005760728000	364 364 364	P262624 644017 P262624 644017 P262624 644017	3,318.47 107,731.75 72,631.44	CONTRACTED TRANSPORTATION CONTRACTED TRANSPORTATION CONTRACTED TRANSPORTATION
00668 UPPER LAKES FOODS IN TOTAL CHECK PAID TO UPPER LAKES FOODS INC	02005770701000	490	DEC 2025 INVOICES-A	32,413.49	DEC 2025 INVOICES
20244 VENTRIS LEARNING LLC TOTAL CHECK PAID TO VENTRIS LEARNING LLC	01600203000000	430	P262382 20261014	90.00	ESTIMATED SHIPPING/HANDLI
20464 BLAZERWORKS TOTAL CHECK PAID TO BLAZERWORKS	01005720000000 45114402740000 45115411740000 45118402740000 45631416740000	376 394 394 394 394	P262585 2545 P262585 2545 P262585 2545 P262585 2545 P262585 2545	912.50 2,237.00 1,200.00 911.64 614.00	CONTRACTACTED STUDENT SER CONTRACTACTED STUDENT SER CONTRACTACTED STUDENT SER CONTRACTACTED STUDENT SER CONTRACTACTED STUDENT SER
04948 WALMART STORE #2274 TOTAL CHECK PAID TO WALMART STORE #2274	50114298301983 50114298301983 01628203000000 01005740000399 50114298301934 01114260000000 01114331000000 45118411740000	401 R619 401 490 490 430 433 433	P262640 10B78D06 P262640 10B78D06 P262601 272CD277 P262647 65EC48EC P262669 C33625DB P262622 C3F7904B P262611 D02DAB12 P262681 E4492E3F	44.34 220.38 3.88 78.53 172.76 43.78 268.44 33.40	PLATES FOR CONCESSIONS FOOD FOR CONCESSIONS SPAGHETTI NOODLES GROCERIES FOR A FAMILY I PIT CREW, SNACKS, AND AWA COTTON, COFFEE STIR STICK BACON, BONELESS CHICKEN B SUPPLIES FOR INDEPENDENT
21576 WELLNESS IQ INC TOTAL CHECK PAID TO WELLNESS IQ INC	01106105000000	305	00026900	3,689.80	PERSONIFY HEALTH ESSE
05027 WORLD CUP SUPPLY INC TOTAL CHECK PAID TO WORLD CUP SUPPLY INC	01114292000966	401	P262499 340030	1,862.91	ALPINE GATES
00512 Z AHL-PETROLEUM MAINT TOTAL CHECK PAID TO Z AHL-PETROLEUM MAINTENANCE COMPANY	01631810000312 05005865347000	305 305	0225232 0225233	2,395.00 1,705.00	MAINT-FUEL OIL DISPOS FUEL OIL DISPOSAL
				4,100.00	

SOURCEWELL
DATE: 01/14/2026
TIME: 08:47:40
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FOREST LAKE AREA SCHOOLS ISD #831
CASH REQUIREMENTS - CHECK FORMAT - DUE DATE: 01/22/2026

PAGE NUMBER: 10
VENCHK11
ACCOUNTING PERIOD: 7/26

PAYMENT TYPE: CHECKS ONLY

VENDOR	BUDGET CODE	ACCOUNT	PURCHASE OR INVOICE	AMOUNT	DESCRIPTION
21645	45005420740000	394	P262593 INV-26762	1,951.50	CONTRACTED PARA SUPPORT
ZEN EDUCATE	45005420740000	394	P262593 INV-26763	252.48	CONTRACTED PARA SUPPORT
	45005420740000	394	P262593 INV-26765	722.64	CONTRACTED PARA SUPPORT
	45005420740000	394	P262593 INV-26766	340.44	CONTRACTED PARA SUPPORT
	45005420740000	394	P262593 INV-26790	368.28	CONTRACTED PARA SUPPORT
TOTAL CHECK PAID TO ZEN EDUCATE				3,635.34	

SOURCEWELL
DATE: 01/14/2026
TIME: 08:47:40
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FOREST LAKE AREA SCHOOLS ISD #831
CASH REQUIREMENTS - CHECK FORMAT - DUE DATE: 01/22/2026

PAGE NUMBER: 11
VENCHK11
ACCOUNTING PERIOD: 7/26

PAYMENT TYPE: CHECKS ONLY

VENDOR	BUDGET CODE	ACCOUNT	PURCHASE OR INVOICE	AMOUNT	DESCRIPTION
TOTAL CASHABLE CHECKS				726,375.92	
TOTAL EFT VOUCHERS				.00	
TOTAL CONTROL PAY VOUCHERS				.00	
TOTAL REPORT				726,375.92	
NUMBER OF CHECKS TO BE ISSUED :				103	
NUMBER OF EFT VOUCHERS TO BE ISSUED :				0	
NUMBER OF CONTROL PAY VOUCHERS TO BE ISSUED -				0	



**FOREST LAKE AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 831**
Classified Personnel

BOARD MEETING: January 22, 2026
REVISED: January 21, 2026

Add/Change of Position (Funded by Community Education)

- **Request the addition of a Community Education Marketing Planner at the Education Center, 40 hours per week and 260 days per year, effective upon hire**
- **Request the addition of a Community Education Youth and Adult Programs Planner, 20 hours per week and 235 days per year, effective upon hire**

Authorization of Transfer

- Burgos, Raymon - SAC Program Aide at Forest View Elementary, from 10 hours per week to 20 hours per week, effective January 21, 2026
- ◆ Eilek, Thomas - School Bus Driver, from 27.5 hours per week to 28.75 hours per week, effective December 20, 2025
- Milotzky, Michelle - from SAC Substitute District Wide to SAC Program Aide at Linwood Elementary, 10 hours per week and 200 days per year, effective January 26, 2026
- Olson, Sarah - from Noon Duty to Long Hour Cook Helper at Forest Lake Area Middle School, 20 hours per week and 178 days per year, effective January 14, 2026
- ◆ Peltier, Jeanie - School Bus Driver, from 38.75 hours per week to 40 hours per week, effective December 20, 2025
- ◆ Shepard, Rena - School Bus Aide, from 38.75 hours per week to 40 hours per week, effective December 20, 2025

Recommendation of Employment

- ◆ **Antilla, Gary - School Bus Driver Trainee, effective January 6, 2026**
- Dickey, Bella - Special Education Paraprofessional at Columbus Elementary, 30 hours per week and 177 days per year, effective January 26, 2026
- Hansen, Jessica - SAC Office Assistant at the Education Center, 20 hours per week and 202 days per year, effective January 12, 2026
- ◆ **Johnson, Christopher - School Bus Driver Trainee, effective January 12, 2026**
- Lewis, Stephanie - Special Education Paraprofessional at Lino Lakes Elementary, 30 hours per week and 177 days per year, effective January 9, 2026
- ◆ **Vaillancourt, John - Mechanic at the Transportation Center, 40 hours per week and 260 days per year, effective January 5, 2026**

Resignation(s)

- Oberholtzer, Holly - Community Education Athletics Office Assistant at the Education Center, effective January 8, 2026
- **Pesek, Amy - Special Education Paraprofessional at the Education Center, effective January 30, 2026**
- ◆ Rutford, Kenneth - School Bus Driver at the Transportation Center, effective January 5, 2026

- Recommended by Donna M. Friedmann
- ◆ Recommended by Christine Rehnberg-Eide

DMF/CRE
01/21/2026



FOREST LAKE AREA SCHOOLS INDEPENDENT SCHOOL DISTRICT 831

Licensed Personnel Revised January 22, 2026

Change in Hours

- Dehaven, Amanda (ECFE Teacher): Increase in hours from 20.25 to 21 hours/week effective January 5, 2026
- Lindeman, Joanne (ECFE Parent Educator): Decrease in hours from 21.5 to 19 hours/week effective January 5, 2026

Employ

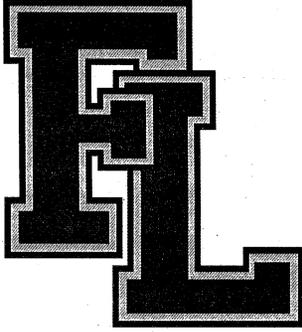
- Benware, Reese: 1.0 FTE Effective January 26, 2026
- Heinsohn, Austin: .5 FTE Effective January 21, 2026

Resignation

- Heckel, Sara: Effective February 18, 2026

Recommended by Donna M. Friedmann
Director Administration & Human Resources

DMF
1/22/26



**FOREST LAKE AREA SCHOOLS
FOREST LAKE, MN 55025**

Date: January 22, 2026

AGENDA ITEM: 8.1

TOPIC: Designate Official School Newspaper

BACKGROUND: At the January 8, 2026 Organizational Meeting no action was taken to choose an Official School Newspaper. In accordance with MN State Statute 331A.03 an official newspaper must be selected fitting criteria of the statutes.

PROCESS: Bids were received by Forest Lake Times and Twin Cities Pioneer Press. Both of these newspapers fit the criteria to be the official newspaper. See attached bids. The bid summaries are listed below:

The Forest Lake Times:

6.5 Font, 13 lines per inch = \$6.50 column inch or \$0.50 per line

Pioneer Press:

6.0 Font, 13.7 lines per inch = \$9.12 per column inch or \$0.67 per line

RECOMMENDATION: Administration recommends choosing an official school newspaper.



Forest Lake Times

Jan. 13, 2026

Steve Massey, Superintendent
Forest Lake School District #831
6100 210th Street North
Forest Lake, MN 55025

Dear Mr. Massey and Members of the School Board,

The **Forest Lake Times** would like to update our bid for legal printing status as the designated Official Newspaper for the Forest Lake School District 831. The **Forest Lake Times** is qualified by the State of Minnesota as a Legal Newspaper under Minnesota Statutes Section 331A.02, subdivision 1.

The bid to publish legal notices in the Forest Lake Times for the year 2026 is \$6.50 per column inch with a 6.5-point type and 13 lines per inch or 7-point type and 9 lines per inch, whichever the school district prefers. The smaller point size will result in a lower overall rate for the district. The notices will be posted on our website, www.forestlaketimes.com and Minnesota Newspaper Association websites at no additional charge. The notices are free for the public to view on these websites.

We would prefer legal notices emailed to publicnotice@apgecm.com. For notices that are faxed or mailed to us, we will add a \$20 typesetting charge. For the Forest Lake School District 831, we have set a special deadline of 9:30 a.m. on Tuesdays for Thursday publication, early deadlines apply during the week of a holiday. This rate also includes an affidavit of publication.

We appreciate the longstanding relationship the **Forest Lake Times** has had with the Forest Lake School District 831 and look forward to providing coverage of the school district.

Sincerely,

Libbie Hein
ECM Publishers, Inc. /Adams MultiMedia
Legal Notice Department Manager
publicnotice@apgecm.com
763-691-6000

Joy Mouch
 Forest Lake Area Schools, ISD 831

Dear Joy Mouch,

Thank you for the opportunity to bid on the public notice publications for Forest Lake Area Schools, ISD 831.

The Saint Paul Pioneer Press is a Daily Newspaper located in Saint Paul, MN, primarily serving Ramsey, Dakota, and Washington Counties and Western Wisconsin.

Our Legal Publication rates for all notices for 2026 are as follows:

- \$9.12 CPI (8 col classified section)
- 6.0 font size
- 13.7 (approx.) Lines per inch

Our circulation number below is for Sunday Full Run, however you can publish a notice any day of the week.

Full Run – 137,958 (Sunday), 84,512 (daily Avg), all notices will be published full run.

DEADLINE TO SUBMIT LEGAL NOTICES:

Deadlines for Liner (text only) ads.	
Publication Day	Deadline to submit materials
Monday	Friday, 4pm
Tuesday	Monday, 12pm
Wednesday	Tuesday, 12pm
Thursday	Wednesday, 12pm
Friday	Thursday, 12pm
Saturday	Friday, 11am
Sunday	Wednesday, 4pm

Deadlines for Display ads. Notice includes chart, graphics, map, or any special formatting.	
Publication Day	Deadline to submit materials
Monday	Friday, 2pm
Tuesday	Monday, 10am
Wednesday	Tuesday, 10am
Thursday	Wednesday, 10am
Friday	Thursday, 10am
Saturday	Friday, 9am
Sunday	Wednesday, 2pm

All legal notices should be emailed to legals@pioneerpress.com after doing so, you'll be sent an email confirming receipt of your information and you'll be contacted shortly. You will be emailed a proof (which includes the cost). An affidavit will be emailed after the notice publishes.

Let me know if you would be considering the Saint Paul Pioneer Press as the official legal newspaper for Forest Lake Area Schools, ISD 831. Please let me know if you have any questions, we look forward to partnering with you.

Thank you,

True Lee – Advertising
tlee@pioneerpress.com



**RESOLUTION REGARDING PARAPROFESSIONAL
SHORT CALL SUBSTITUTES**

Whereas, in 2025, the Minnesota Legislature enacted provisions permitting in-district paraprofessionals and certain others to obtain ‘Emergency Short Call’ (ESC) teaching licensure; and

Whereas, the district’s daily substitute needs frequently outpace the number of available substitutes; and

Whereas, the School District wishes to encourage selected paraprofessionals to obtain the ESC license, to be eligible to substitute for absent licensed special education staff members;

NOW, THEREFORE, BE IT RESOLVED by the School Board of Independent School District No. 831, Forest Lake Area Schools, Minnesota, as follows:

1. This resolution applies to current staff members [Paraprofessionals] employed [as paraprofessionals] by ISD 831 Forest Lake Area Schools at the time of their ESC license application and to others who meet the qualifications established by the Public Educator Licensing and Standards Board who are approved by the Director of Special Education to serve as substitutes for licensed staff members.
2. Eligible employees, as described above, will be reimbursed for the application fee due to PELSB upon issuance of the ESC license.
3. If the eligible employee must incur additional expenses for fingerprinting, this fee also will be reimbursed up to \$25.00 upon submission of adequate proof of expenditure.
4. Any additional fees (obtaining transcripts, any necessary transcript evaluations, postage, other fees, time for completing the application, any other costs incurred) are not reimbursable.
5. When a current ISD 831 paraprofessional is approved to be assigned as a substitute for a licensed staff member on a day or days, according to the terms of the ESC license, that paraprofessional will be paid either her/his usual hourly rate plus \$2.00, or \$25 per hour, whichever is greater. Others not currently employed as paraprofessionals will be paid the standard teacher substitute rate.

The motion for adoption of the foregoing Resolution was moved by _____ and duly seconded by _____ and upon a vote being taken thereon, the following voted in favor thereof:

The follow board members were absent:

And the following voted against the same:

Whereupon said Resolution was declared duly passed and adopted by the Forest Lake Area School Board on January 22, 2026.



**FOREST LAKE AREA SCHOOLS
FOREST LAKE, MN 55025**

Date: January 22, 2026

AGENDA ITEM: 8.3

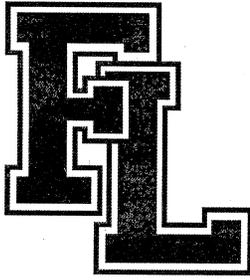
TOPIC: Appointment of School District Legal Counsel

BACKGROUND: At the January 8, 2026 Organizational Meeting the following legal counsel was appointed: Hitesman & Wold, P.A.; Feist Law and Advocacy PLLC; Maslon, LLP, Jim Martin Law Firm

PROCESS: The following firms are recommended for appointment to provide school district legal counsel:

- Laura Tubbs Booth - Ratwik, Roszak & Malony, PA
- Adam Frudden - Ratwik, Roszak & Malony, PA
- Alex Ivan - Kennedy & Graven
- Joseph Langel - Ratwik, Roszak & Molony, PA

RECOMMENDATION: Administration recommends approval of additional legal counsel.



**FOREST LAKE AREA SCHOOLS
FOREST LAKE, MN 55025**

January 22, 2026

AGENDA ITEM: 8.4

TOPIC: AWARD WYOMING BID

BACKGROUND: To comply with the bid laws and to obtain the best possible pricing, the District had requested permission to bid the Wyoming LTFM work on November 6, 2025. The Engineering firm for this work will be ISG, Inc. and the Project Manager will be Kraus Anderson, who assisted us with our 2015 Bond Projects.

PROCESS: Advertisement for the bid was published in the Forest Lake Times on December 4 and December 11, 2025. On January 13, 2026 the bids were opened by Kraus Anderson. All alternates were accepted. The overall base bid was \$5,444,899.62.

RECOMMENDATION: Administration recommends to award bids as indicated on the recommendation letter.



January 19, 2026

Chrissy Rehnberg
Forest Lake Schools, ISD 831
6100 N. 210th St
Forest Lake, MN 55025

RE: **Wyoming Elementary 2025 Facility Improvements
Contract Award Recommendation**

Dear Ms. Rehnberg:

This letter concerns the contract awards for the above-mentioned project that was bid on January 13, 2026.

Kraus-Anderson has verified bidders, and we submit the following lowest responsible bidders and their total bid amount:

Work Scope		Contractor, City, State		Bid Amount	
WS 01-J	Final Cleaning	Cleaniacs, LLC Maple Lake, MN	Base Bid:	\$29,160.00	
			Alternate 01:	\$0.00	
			Alternate 02:	\$0.00	
			Alternate 03:	\$0.00	
			Total Contract Amount:	\$29,160.00	
WS 02-A	Demolition	CJC Construction, LLC Hanover, MN	Base Bid:	\$118,000.00	
			Alternate 01:	\$0.00	
			Alternate 02:	\$0.00	
			Alternate 03:	(\$500.00)	
			Total Contract Amount:	\$117,500.00	
WS 03-A	Concrete & Masonry	Axel H. Ohman, Inc. Minneapolis, MN	Base Bid:	\$236,400.00	
			Alternate 01:	\$0.00	
			Alternate 02:	\$0.00	
			Alternate 03:	\$1,500.00	
			Total Contract Amount:	\$237,900.00	
WS 05-B1	Structural Steel	Hursh Iron Works, Inc. Forest Lake, MN	Base Bid:	\$87,410.00	
			Alternate 01:	\$0.00	
			Alternate 02:	\$0.00	
			Alternate 03:	\$0.00	
			Total Contract Amount:	\$87,410.00	
WS 06-A	Carpentry	Meisinger Construction Company, Inc. St. Paul, MN	Base Bid:	\$95,500.00	
			Alternate 01:	\$0.00	
			Alternate 02:	\$0.00	
			Alternate 03:	\$10,900.00	
			Total Contract Amount:	\$106,400.00	

WS 07-H	Roofing	McPhillips Bros. Roofing, Co. N. St. Paul, MN	Base Bid:	\$829,473.00
			Alternate 01:	\$73,305.18
			Alternate 02:	\$156,452.44
			Alternate 03:	\$0.00
			Total Contract Amount:	\$1,059,230.62
WS 08-A	Doors, Frames, Hardware material only	Contract Hardware Co., Inc. Lino Lakes, MN	Base Bid:	\$72,172.00
			Alternate 01:	\$0.00
			Alternate 02:	\$0.00
			Alternate 03:	\$0.00
			Total Contract Amount:	\$72,172.00
WS 09-A	Drywall	RTL Construction Inc. Shakopee, MN	Base Bid:	\$48,390.00
			Alternate 01:	\$0.00
			Alternate 02:	\$0.00
			Alternate 03:	\$0.00
			Total Contract Amount:	\$48,390.00
WS 09-B	Tile	Multiple Concepts Interiors Waite Park, MN	Base Bid:	\$47,900.00
			Alternate 01:	\$0.00
			Alternate 02:	\$0.00
			Alternate 03:	\$34,700.00
			Total Contract Amount:	\$82,600.00
WS 09-C	Acoustical Ceilings & Treatment	Twin City Acoustics, Inc. Minneapolis, MN	Base Bid:	\$242,700.00
			Alternate 01:	\$0.00
			Alternate 02:	\$0.00
			Alternate 03:	\$0.00
			Total Contract Amount:	\$242,700.00
WS 09-D	Resilient & Carpet Flooring	Multiple Concepts Interiors Waite Park, MN	Base Bid:	\$145,400.00
			Alternate 01:	\$0.00
			Alternate 02:	\$0.00
			Alternate 03:	\$0.00
			Total Contract Amount:	\$145,400.00
WS 09-K	Painting	Painting by Nakasone, Inc.	Base Bid:	\$121,942.00
			Alternate 01:	\$0.00
			Alternate 02:	\$0.00
			Alternate 03:	\$5,000.00
			Total Contract Amount:	\$126,942.00
WS 21-A	Fire Suppression	Gilbert Mechanical Contractors, LLC	Base Bid:	\$59,728.00
			Alternate 01:	\$0.00
			Alternate 02:	\$0.00
			Alternate 03:	\$0.00
			Total Contract Amount:	\$59,728.00
WS 22-A	Plumbing	South-Town Refrigeration Brooklyn Park, MN	Base Bid:	\$215,750.00
			Alternate 01:	\$0.00
			Alternate 02:	\$37,750.00
			Alternate 03:	\$35,500.00
			Total Contract Amount:	\$289,000.00

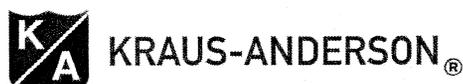
WS 23-A	HVAC	Muska Electric Co. Minneapolis, MN	Base Bid:	\$2,437,747.00
			Alternate 01:	\$0.00
			Alternate 02:	\$0.00
			Alternate 03:	(\$1,000.00)
			Total Contract Amount:	\$2,436,747.00
WS 26-A	Electrical	Choice Electric, Inc. Shakopee, MN	Base Bid:	\$294,000.00
			Alternate 01:	\$1,920.00
			Alternate 02:	\$0.00
			Alternate 03:	\$7,700.00
			Total Contract Amount:	\$303,620.00
			Base Bid:	\$5,081,672.00
			Alternate 01:	\$75,225.18
			Alternate 02:	\$194,202.44
			Alternate 03:	\$93,800.00
			Total Contract Value:	\$5,444,899.62

We have enclosed the Bid Tabulation sheets that reflect the bids received.

If you have any questions regarding this information, please do not hesitate to contact me at (612) 209-2124.

Very truly yours,
KRAUS-ANDERSON® CONSTRUCTION COMPANY

JF Ndomb,
Project Manager





KRAUS-ANDERSON[®]
Construction Company

Wyoming Elementary School

BID TABULATIONS

01/13/2026 at 2:00 PM

OWNER: Forest Lake Schools, ISD 831

ARCHITECT: ISG

WORK SCOPE 02-A Demolition

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	CJC Construction, LLC	Kellington Construction, Inc.	CM Construction	Lloyds Construction Services, Inc.	Maertens Brenny Construction Company	Ebert Construction
BID SECURITY	Yes	Yes	Yes	Yes	Yes	Yes
ADDENDA REC'D.	1,2,3	1,2,3	1,2,3	1,2,3	1,2,3	1,2,3
BASE BID	\$118,000.00	\$159,100.00	\$160,900.00	\$172,825.00	\$215,000.00	\$218,300.00
COMBINED BASE BID					\$659,000.00	
					02-A 03-A 06-A	
Alt 01 Area A Roof Demo & Install	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Alt 02 Area H Roof Demo & install	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Alt 03 Restrm 305 B&C Demo & Remodel	(\$500.00)	\$12,550.00	\$7,000.00	\$18,845.00	\$15,000.00	\$14,102.00
Alt 04 Alternate cost Boiler Manufacturer in lieu of Base bid Benchmark by Aerco	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



KRAUS-ANDERSON®
Construction Company

Wyoming Elementary School

BID TABULATIONS

01/13/2026 at 2:00 PM

OWNER: Forest Lake Schools, ISD 831

ARCHITECT: ISG

WORK SCOPE 03-A Concrete & Masonry

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Thompson Construction of Princeton	Axel H Ohman	B&D Associates, LLC	Ebert Construction	Maertens-Brenny Construction Company
BID SECURITY	Yes	Yes	Yes	Yes	Yes
ADDENDA REC'D.	1,2,3	1,2,3	1,2,3	1,2,3	1,2,3
BASE BID	\$119,950.00	\$236,400.00	\$266,400.00	\$343,300.00	\$348,000.00
COMBINED BASE BID					\$659,000.00
					02-A 03-A 06-A
Alt 01 Area A Roof Demo & Install	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Alt 02 Area H Roof Demo & Install	\$0.00	\$0.00	\$0.00	(\$75,000.00)	\$0.00
Alt 03 Restrm 305 B&C Demo & Remodel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Alt 04 Alternate cost Boiler Manufacturer in lieu of Base bid Benchmark by Aerco	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



KRAUS-ANDERSON
Construction Company

Wyoming Elementary School

BID TABULATIONS

01/13/2026 at 2:00 PM

OWNER: Forest Lake Schools, ISD 831

ARCHITECT: ISG

WORK SCOPE 05-B1 Combined Structural Steel

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Hursh Iron Works, Inc.	Construction Systems, Inc.	Bens Structural Fabrication, Inc.			
BID SECURITY	Cashier's Check	Yes	Yes			
ADDENDA REC'D.	1,2,3	1,2,3	1,2,3			
BASE BID	\$87,410.00	\$124,594.00	\$146,670.00			
COMBINED BASE BID						
Alt 01 Area A Roof Demo & Install	\$0.00	\$0.00	\$0.00			
Alt 02 Area H Roof Demo & Install	\$0.00	\$0.00	\$0.00			
Alt 03 Restrm 305 B&C Demo & Remodel	\$0.00	\$0.00	\$0.00			
Alt 04 Alternate cost Boiler Manufacturer in lieu of Base bid Benchmark by Aerco	\$0.00	\$0.00	\$0.00			



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Wyoming Elementary School

BID TABULATIONS

01/13/2026 at 2:00 PM

OWNER: Forest Lake Schools, ISD 831

ARCHITECT: ISG

WORK SCOPE 06-A Carpentry

	BIDDER Meisinger Construction Co.	BIDDER Kellington Construction, Inc.	BIDDER Ebert Construction	BIDDER Maertens Brenny Construction	BIDDER Tekton Construction	BIDDER Parkos Construction Co.
BID SECURITY	Yes	Yes	Yes	Yes	Yes	Yes
ADDENDA REC'D.	1,2,3	1,2,3	1,2,3	1,2,3	1,2,3	1,2,3
BASE BID	\$95,500.00	\$100,100.00	\$103,300.00	\$106,000.00		
COMBINED BASE BID				\$659,000.00		
				02-A 03-A 06-A		
Alt 01 Area A Roof Demo & Install	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Alt 02 Area H Roof Demo & Install	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Alt 03 Restrm 305 B&C Demo & Remodel	\$10,900.00	\$14,495.00	\$10,317.00	\$14,000.00	\$11,300.00	\$14,080.00
Alt 04 Alternate cost Boiler Manufacturer in lieu of Base bid Benchmark by Aerco	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



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BID TABULATIONS

01/13/2026 at 2:00 PM

OWNER: Forest Lake Schools, ISD 831

ARCHITECT: ISG

WORK SCOPE 07-H Roofing

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	McPhillips Roofing Co.	Berwald Roofing Company, Inc.	Flynn Midwest LP	John A Dalsin & Son, Inc.	Peterson Bros Roofing & Construction Inc.
BID SECURITY	Yes	Yes	Yes	Yes	Yes
ADDENDA REC'D.	1,2,3	1,2,3	1,2,3	1,2,3	1,2,3
BASE BID	\$829,473.00	\$897,670.00	\$909,334.00	\$931,887.00	\$1,245,500.00
COMBINED BASE BID					
Alt 01 Area A Roof Demo & Install	\$73,305.00	\$84,900.00	\$166,542.00	\$121,425.00	\$167,500.00
Alt 02 Area H Roof Demo & Install	\$156,452.00	\$171,300.00	\$255,118.00	\$202,967.00	\$289,750.00
Alt 03 Restrm 305 B&C Demo & Remodel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Alt 04 Alternate cost Boiler Manufacturer in lieu of Base bid Benchmark by Aerco	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



KRAUS-ANDERSON®
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Wyoming Elementary School

BID TABULATIONS

01/13/2026 at 2:00 PM

OWNER: Forest Lake Schools, ISD 831

ARCHITECT: ISG

WORK SCOPE 09-A Drywall

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	RTL Construction	Common Links Construction LLC	Pinnacle Wall Systems, inc.	Mulcahy Nickolaus LLC	Commercial Drywall	
BID SECURITY	Yes	No	Yes	Yes	Yes	
ADDENDA REC'D.	1,2,3	3	1,2,3	1,2,3	1,2	
BASE BID	\$48,390.00	\$51,750.00	\$63,625.00	\$67,725.00	\$69,500.00	
COMBINED BASE BID						
Alt 01 Area A Roof Demo & Install	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Alt 02 Area H Roof Demo & install	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Alt 03 Restrm 305 B&C Demo & Remodel	\$0.00	\$12,700.00	\$9,910.00	\$11,950.00	\$10,000.00	
Alt 04 Alternate cost Boiler Manufacturer in lieu of Base bid Benchmark by Aerco	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	



Wyoming Elementary School

BID TABULATIONS

01/13/2026 at 2:00 PM

OWNER: Forest Lake Schools, ISD 831

ARCHITECT: ISG

WORK SCOPE 09-B Tile

	BIDDER Multiple Concepts Interiors	BIDDER Commercial Flooring Services LLC	BIDDER Acoustics Associates	BIDDER Super Set Flooring & Tile	BIDDER Grazzini Brothers & Company	BIDDER Blackhawk Professional
BID SECURITY	Yes	Yes	Yes	Yes	Yes	Yes
ADDENDA REC'D.	1,2,3	1,2,3	1,2,3	1,2,3	1,2,3	1,2,3
BASE BID	\$47,900.00	\$50,891.00	\$52,273.00	\$59,000.00	\$68,300.00	\$70,889.00
COMBINED BASE BID				\$198,000.00		
				09-B 09-D		
Alt 01 Area A Roof Demo & Install	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Alt 02 Area H Roof Demo & install	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Alt 03 Restruct 305 B&C Demo & Remodel	\$34,700.00	\$39,646.00	\$50,029.00	\$44,000.00	\$56,200.00	\$44,320.00
Alt 04 Alternate cost Boiler Manufacturer in lieu of Base bid Benchmark by Aerco	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



Wyoming Elementary School

BID TABULATIONS

01/13/2026 at 2:00 PM

OWNER: Forest Lake Schools, ISD 831

ARCHITECT: ISG

WORK SCOPE 09-C Acoustical Ceilings & Treatment

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Jannings Acoustics	Twin City Acoustics, Inc.	Acoustics Associates			
BID SECURITY	Yes	Yes	Yes			
ADDENDA REC'D.	1,2,3	1,2,3	1,2,3			
BASE BID	\$161,000.00	\$272,700.00	\$247,000.00			
COMBINED BASE BID						
Alt 01 Area A Roof Demo & Install	\$0.00	\$0.00	\$0.00			
Alt 02 Area H Roof Demo & Install	\$0.00	\$0.00	\$0.00			
Alt 03 Restrm 305 B&C Demo & Remodel	\$0.00	\$0.00	\$0.00			
Alt 04 Alternate cost Boiler Manufacturer in lieu of Base bid Benchmark by Aerco	\$0.00	\$0.00	\$0.00			



Wyoming Elementary School

BID TABULATIONS

01/13/2026 at 2:00 PM

OWNER: Forest Lake Schools, ISD 831

ARCHITECT: ISG

WORK SCOPE 09-D Resilient & Carpet Flooring

	BIDDER Multiple Concepts Interiors	BIDDER Rickway Carpet	BIDDER Super Set Flooring & Tile, LLC	BIDDER Grazzini Brothers & Company	BIDDER Sonus Interiors, Inc.	BIDDER Acoustics Associates
BID SECURITY	Yes	Yes	Yes	Yes	Yes	Yes
ADDENDA REC'D.	1,2,3	4	1,2,3	1,2,3	1,2,3	1,2,3
BASE BID	\$145,400.00	\$147,900.00	\$153,000.00	\$163,750.00	\$244,044.00	\$252,165.00
COMBINED BASE BID			\$198,000.00			
			09-B 09-D			
Alt 01 Area A Roof Demo & Install	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Alt 02 Area H Roof Demo & install	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Alt 03 Restrm 305 B&C Demo & Remodel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Alt 04 Alternate cost Boiler Manufacturer in lieu of Base bid Benchmark by Aerco	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



KRAUS-ANDERSON
Construction Company

Wyoming Elementary School

BID TABULATIONS

01/13/2026 at 2:00 PM

OWNER: Forest Lake Schools, ISD 831

ARCHITECT: ISG

WORK SCOPE 21-A Fire Suppression

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Gilbert Mechanical Contractors, LLC	Summit Fire Protection Co	Breth-Zenzen Fire Protection	Frontier Fire Protection	NOVA Fire Protection, Inc.	The Fire Group, Inc.
BID SECURITY	Yes	Yes	Yes	Yes	Yes	Yes
ADDENDA REC'D.	1,2,3	1,2,3	1,2,3	1,2,3	1,2,3	1,2,3
BASE BID	\$59,728.00	\$69,900.00	\$72,480.00	\$79,980.00	\$97,536.00	\$114,000.00
COMBINED BASE BID						
Alt 01 Area A Roof Demo & Install	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Alt 02 Area H Roof Demo & install	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Alt 03 Resitm 305 B&C Demo & Remodel	\$0.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00
Alt 04 Alternate cost Boiler Manufacturer in lieu of Base bid Benchmark by Aerco	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



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Wyoming Elementary School

BID TABULATIONS

01/13/2026 at 2:00 PM

OWNER: Forest Lake Schools, ISD 831

ARCHITECT: ISG

WORK SCOPE 22-A Plumbing

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Core Mechanical Services	Davis Mechanical Systems, Inc.	South Town Refrigeration	Northern Mecahnical Solutions, LLC	Northland Mechanical Contractors, Inc.	
BID SECURITY	Yes	Yes	Yes	Yes	Yes	
ADDENDA REC'D.	1,2,3	1,2,3	1,2,3	1,2,3	1,2,3	
BASE BID	\$207,000.00	\$210,000.00	\$215,750.00	\$218,000.00	\$242,600.00	
COMBINED BASE BID					\$3,173,000.00	
					22-A 23-A	
Alt 01 Area A Roof Demo & Install	\$0.00	\$0.00	\$0.00	\$0.00	\$2,250.00	
Alt 02 Area H Roof Demo & install	\$39,000.00	\$32,300.00	\$37,750.00	\$50,000.00	\$43,700.00	
Alt 03 Restrtn 305 B&C Demo & Remodel	\$67,000.00	\$53,200.00	\$35,500.00	\$42,000.00	\$47,900.00	
Alt 04 Alternate cost Boiler Manufacturer in lieu of Base bid Benchmark by Aerco	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	



Wyoming Elementary School

BID TABULATIONS

01/13/2026 at 2:00 PM

OWNER: Forest Lake Schools, ISD 831

ARCHITECT: ISG

WORK SCOPE 26-A Electrical

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Choice Electric	AJ Moore Electric	Wolf River Electric	NEO Electric	Laketown Electric Corporation	Bloomington Electric
BID SECURITY	Yes	Yes	No	Yes	Yes	Yes
ADDENDA REC'D.	1,2,3	1,2,3	1,2,3	1,2,3	1,2,3	1,2,3
BASE BID	\$294,000.00	\$313,200.00	\$320,908.00	\$329,800.00	\$367,000.00	\$383,000.00
COMBINED BASE BID						
Alt 01 Area A Roof Demo & Install	\$1,920.00	\$500.00	\$1,200.00	\$0.00	\$4,500.00	\$0.00
Alt 02 Area H Roof Demo & install	\$0.00	\$500.00	\$1,100.00	\$0.00	\$0.00	\$0.00
Alt 03 Restrm 305 B&C Demo & Remodel	\$7,700.00	\$5,400.00	\$0.00	\$7,000.00	\$5,000.00	\$5,800.00
Alt 04 Alternate cost Boiler Manufacturer in lieu of Base bid Benchmark by Aerco	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



**FOREST LAKE AREA SCHOOLS
FOREST LAKE, MN 55025**

January 2, 2026

AGENDA ITEM: 8.5

TOPIC: REQUEST PERMISSION TO BID TECHNOLOGY NEEDS

BACKGROUND: To comply with the bid laws and to obtain the best possible pricing, the District is requesting permission to bid Technology needs within the Category 2 E-Rate Funds. Category 2 E-Rate funds are available on a three year cycle and cover 60% of the project cost. The 40% district coverage will be part of current technology budgets.

PROCESS: A bid announcement will be published in the official newspaper on January 29, 2026 and February 5, 2026. The bid opening will take place on February 23, 2026 in the Board Room at the District Office.

RECOMMENDATION: Administration requests permission of the School Board to bid Technology needs with the Category 2 E-Rate Funds.



**FOREST LAKE AREA SCHOOLS
FOREST LAKE, MN 55025**

January 22, 2026

AGENDA ITEM: 9.2

**TOPIC: PUBLIC PARTICIPATION IN SCHOOL BOARD
MEETING/COMPLAINTS ABOUT PERSONS AT SCHOOL BOARD MEETING
AND DATA PRIVACY CONSIDERATIONS - POLICY 1206**

BACKGROUND: The purpose of this policy is to provide procedures to assure open and orderly public discussion as well as to protect due process and privacy rights of individuals under the law.

PROCESS: The School Board Policy Committee has reviewed this policy and is presenting it to the School Board with the changes noted.

RECOMMENDATION: First reading of this policy.



Forest Lake Area Schools

ISD #831

1206 PUBLIC PARTICIPATION IN SCHOOL BOARD MEETINGS/COMPLAINTS ABOUT PERSONS AT SCHOOL BOARD MEETINGS AND DATA PRIVACY CONSIDERATIONS

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

I. PURPOSE

- A. The school board recognizes the value of participation by the public in deliberations and decisions on school district matters ~~at the same time, t~~The school board also recognizes the importance of conducting orderly and efficient proceedings, with opportunity for expression of all participants' respective views.
- B. The purpose of this policy is to provide procedures to assure open and orderly public discussion as well as to protect the due process and privacy rights of individuals under the law.

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

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

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



Forest Lake Area Schools

ISD #831

includes:

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

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

IV. RIGHTS TO PRIVACY

- A. School district employees have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
 - 1. Right to a private hearing for teachers, pursuant to Minnesota Statutes, section 122A.40, subdivision 14 (Teacher Discharge Hearing);
 - 2. Right to privacy of personnel data as provided by Minnesota Statutes, section 13.43 (Personnel Data);
 - 3. Right to consideration by the school board of certain data treated as not public as provided in Minnesota Statutes, section 13D.05 (Not Public Data);
 - 4. Right to a private hearing for licensed or nonlicensed head varsity coaches to discuss reasons for nonrenewal of a coaching contract pursuant to Minnesota Statutes, section 122A.33, subdivision 3.
- B. School district students have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
 - 1. Right to a private hearing, Minnesota Statutes, section 121A.47, subdivision 5 (Student Dismissal Hearing);



Forest Lake Area Schools

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2. Right to privacy of educational data (Minnesota Statutes, section 13.32 (Educational Data); 20 United States Code, section 1232g (FERPA));
3. Right to privacy of complaints as provided by child abuse reporting and discrimination laws, Minnesota Statutes, chapter 260E (Reporting of Maltreatment of Minors) and Minnesota Statutes, section 363A (Minnesota Human Rights Act).

V. THE PUBLIC'S OPPORTUNITY TO BE HEARD

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

VI. PROCEDURES

A. Agenda Items

1. Persons who wish to have a subject discussed at a public school board meeting are encouraged to notify the board President or superintendent's office at least one week in advance of the school board meeting. The person should provide his or her name, the name of the group represented (if any), and the subject to be covered or the issue to be addressed.
2. Persons who wish to address the school board on a particular subject should identify the subject and identify agenda item(s) to which their comments pertain.
3. The school board chair will recognize one speaker at a time and will rule out of order other speakers who are not recognized. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.
4. The school board retains the discretion to limit discussion of any agenda item to a reasonable period of time as determined by the school board. If a group or organization wishes to address the school board on a topic, the school board reserves the right to require designation of one or more representatives or spokespersons to speak on behalf of the group or organization.
5. Matters proposed for placement on the agenda which may involve data privacy concerns, which may involve preliminary allegations, or which may be potentially libelous or slanderous in nature shall not be considered in public, but shall be processed as determined by the school board in accordance with governing law.
6. The school board chair shall promptly rule out of order any discussion by any person, including school board members, that would violate the provisions of state or federal law, this policy or the statutory rights of privacy of an individual.
7. Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board. Personal attacks are statements that are irrelevant and impugn another person's character or personal attributes instead of addressing the facts or claims.

[NOTE: <https://www.britannica.com/topic/ad-hominem>]



Forest Lake Area Schools

ISD #831

8. Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient, and fair opportunity for those present to be heard.

B. Complaints

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

C. Open Forum

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

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

D. No Board Action at Same Meeting

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

VII. PENALTIES FOR VIOLATION OF DATA PRIVACY

- A. The school district is liable for damages, costs and attorneys' fees, and, in the event of a willful violation, punitive damages for violation of state data privacy laws (Minnesota Statutes, section 13.08, subdivision 1).
- B. A person who willfully violates data privacy or whose conduct constitutes the knowing unauthorized acquisition of not public data is guilty of a misdemeanor (Minnesota Statutes, section 13.09).
- C. In the case of an employee, willful violation of the Minnesota data practices law (Minnesota Statutes, chapter 13), and any rules adopted thereunder, including any action subject to a criminal penalty, constitutes just cause for suspension without pay or dismissal (Minnesota Statutes, section 13.09).



Forest Lake Area Schools

ISD #831

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

Cross References: MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)
MSBA/MASA Model Policy 207 (Public Hearings)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA School Law Bulletin "C" (Minnesota's Open Meeting Law)
MSBA School Law Bulletin "I" (School Records – Privacy – Access to Data)
[FLAS Policy 1205 \(School Board Meetings\)](#)
[FLAS Policy 1207 \(Public Hearings\)](#)

Adopted: 99/99/9999 (Replaced Policy #999)
Revised: 99/99/9999
Reviewed: 99/99/9999
Revised: 99/99/9999



Forest Lake Area Schools

Buildings & Grounds Committee

TO: Buildings & Grounds Committee

FROM: Chrissy Rehnberg-Eide, Director of Business Services

SUBJECT: Buildings and Grounds Committee Meeting
Thursday, January 22, 2026, 5:00 p.m.
MAINTENANCE BUILDING (832 4th St SW, Forest Lake, MN 55025)

AGENDA:

1. Wyoming Bid Day Summary
2. Tour of Maintenance Building
3. Maintenance Items
4. Other

Excellence for Every Student Every Day



Forest Lake Area Schools

Finance Committee

TO: Finance Committee
FROM: Chrissy Rehnberg-Eide
SUBJECT: Finance Committee Meeting
Thursday, January 22, 2026 6:00 p.m.
District Office Conference Room

AGENDA:

1. FY26 Budget Status
2. Self-Insurance Fund Balance
3. Wyoming Bid Day Summary
4. Other

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Forest Lake Area Schools

Communications Committee

TO: Communications Committee

FROM: Corey McKinnon, Director of Community Education

SUBJECT: Communications Committee Agenda
Thursday, January 22, 2026 6:00pm
Forest Lake Area Schools District Office

Agenda

1. Welcome
2. Teacher and Staff Communications
3. Other Communications Items
4. [Review Communications Committee Scope for the 2025-2026 School Year](#)

Upcoming meeting dates:

- February 19, 2026
- March 19, 2026
- April 16, 2026
- May 21, 2026



Forest Lake Area Schools

Curriculum, Instruction & Equity Committee

TO: Curriculum, Instruction & Equity Committee

FROM: John-Paul Jacobson, Director of Teaching & Learning

SUBJECT: Curriculum, Instruction & Equity Committee Meeting
Thursday, January 22, 2026, 5:00 p.m.
District Office Board Room

Agenda:

- **Achievement & Integration Goal Development and Feedback**
 - Review amended 2025 A&I goals and proposed 27-29 goals.
- **Teaching & Learning and the Role of Special Education**
 - Overview of the partnership between special education and general education
- **Other**
 - MLK Day January 19
 - February 17, Chinese New Year–Year of the Horse
 - February Black History Month

Upcoming meeting dates:

February 19

March 19

April 16

May 21

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Forest Lake Area Schools

Staff Welfare Committee

DATE: January 22, 2026, 5:00 p.m.

TO: Staff Welfare Committee:

FROM: Steven Massey, Superintendent

SUBJECT: STAFF WELFARE COMMITTEE MEETING
Location: Superintendent Office

AGENDA:

1. Enrollment
2. 2026 Budget Development
3. Achievement and Integration Plan and Timeline



Forest Lake Area Schools

Policy Advisory Committee

TO: Policy Committee

FROM: Donna M Friedmann, Director of Administration & Human Resources

SUBJECT: Policy Committee Meeting
Thursday, January 22, 2026, 6:00 PM
District Office Board Room

Agenda:

- **Policy 505 - Use of Student Records**
- **Policy 531 - Transportation Safety Policy**

Upcoming meeting dates:

February 19, 2026

March 19, 2026

April 16, 2026

May 21, 2026

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D. Directory Information

1. "Directory Information" includes the following information relating to a student: The student's name, dates of attendance, grade level, enrollment status (i.e. full-time or part time) participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and awards received, photographs and other visual and audio representations (for school-approved publications, yearbooks, newspapers, public presentations, ID badges, and publication on school-approved internet pages) of students in school buildings, at District locations and at school activities, last known addresses (including e-mail) and telephone numbers of alumni, year of graduation, and other similar information. Directory information does include the student's ID number for the purposes of inclusion on a student's school ID card. Directory information does include user IDs or other unique personal identifiers used by a student for purposes of accessing or communicating in electronic systems or displayed on an ID badge to the extent necessary for the student to participate in school or class activities. ~~It also includes the name and telephone number of the student's parent(s).~~ Directory information does not include a student's social security number. Directory information does not include identifying data which references religion, race, color, social position, nationality, or date of birth.

Note that the above provisions do not relate to requests by military recruiters, which are addressed in Section IX of this policy.

E. Education Records

1. What constitutes "education records"

Education records means those records that are: (1) directly related to a student; and (2) maintained by the school district or by a party acting for the school district.

2. What does not constitute education records

The term "education records" does not include:

- a. Records of instructional personnel that are (teachers who are providing direct instruction to students) which:
 - (1) kept in the sole possession of the maker of the record;
 - (2) used only as a personal memory aid;
 - (3) not accessible or revealed to any other individual except a temporary substitute teacher; For the purpose of this definition, a "substitute" means an individual who performs on a temporary basis the duties of the individual who made the

- d. Alumni records which contain only information relating to a person after that person is no longer a student in the School District and which do not relate to the person as a student and that are not directly related to the individual's attendance as a student.

F. Education Support Services Data

"Education support services data" means data on individuals collected, created, maintained, used, or disseminated relating to programs administered by a government entity or entity under contract with a government entity designed to eliminate disparities and advance equities in educational achievement for youth by coordinating services available to participants, regardless of the youth's involvement with other government services. Education support services data does not include welfare data under Minnesota Statutes, section 13.46.

Unless otherwise provided by law, all education support services data are private data on individuals and must not be disclosed except according to Minnesota Statutes, section 13.05 or a court order.

G. Eligible Student

"Eligible student" means a student who has attained eighteen (18) years of age or is attending an institution of post-secondary education.

H. Juvenile Justice System

"Juvenile justice system" includes criminal justice agencies and the judiciary when involved in juvenile justice activities.

I. Legitimate Educational Interest

"Legitimate educational interest" includes an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for education data. It includes a person's need to know in order to:

1. Perform an administrative task required in the school or employee's contract or position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student's education;
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid; or
4. Perform a task directly related to responding to a request for data.

J. Parent

"Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent of the student in the absence of a parent or guardian. The school district may presume the parent has the authority to exercise the rights provided herein, unless it has been provided with evidence that there is a state law or court order governing such matters as marriage dissolution, separation or child custody, or a legally binding instrument which provides to the contrary.

Q. Other Terms and Phrases

All other terms and phrases shall be defined in accordance with applicable state and federal law or ordinary customary usage.

IV. GENERAL CLASSIFICATION

State law provides that all data collected, created, received, or maintained by a school district are public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a school district which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions **court order, certain state statutes authorizing access, and the provision of 20 U.S.C. Sec. 1232g/of FERPA** and the regulations promulgated thereunder.

V. STATEMENT OF RIGHTS

A. Rights of Parents and Eligible Students

Parents and eligible students have the following rights under this policy:

1. The right to inspect and review the student's education records;
2. **The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;**
The right to seek to correct the student's education record; in a hearing if necessary.
3. **The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated thereunder;**
4. The right to refuse release of names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions;
5. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the federal law and the regulations promulgated thereunder;**
The right to report violations of the Federal Law to the Department of Health, Education and Welfare.
6. The right to be informed about rights under the federal law; and
7. **The right to obtain a copy of this policy at the location set forth in Section XXI. of this policy.**

B. Eligible Students

All rights and protections given to parents under this policy transfer to the student

- b. indicates such person's approval of the information contained in the electronic consent.
5. If the responsible authority seeks an individual's informed consent to the release of private data to an insurer or the authorized representative of an insurer, informed consent shall not be deemed to have been given unless the statement is:
- a. in plain language;
 - b. dated;
 - c. specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;
 - d. specific as to the nature of the information the subject is authorizing to be disclosed;
 - e. specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;
 - f. specific as to the purpose or purposes for which the information may be used by any of the parties named in Clause e. above, both at the time of the disclosure and at any time in the future; and
 - g. specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for: (i) life insurance or noncancellable or guaranteed renewable health insurance and identified as such, two years after the date of the policy, or (ii) medical assistance under Minnesota Statutes, chapter 256B or Minnesota Care under Minnesota Statutes, chapter 256L, which shall be ongoing during all terms of eligibility, for individualized education program health-related services provided by a school district that are subject to third party reimbursement.

6. Eligible Student Consent

Whenever a student has attained eighteen (18) years of age or is attending an institution of post-secondary education, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student, **except as provided in Section V. of this policy.**

However, the parents of an eligible student who is also a "dependent student" are entitled to gain access to the education records of such student without first obtaining the consent of the student. In addition, parents of an eligible student may be given access to education records in connection with a health or safety emergency if the disclosure meets the conditions of any provision set forth in 34 C.F.R. § 99.31(a).

B. Prior Consent for Disclosure Not Required

The school district may disclose personally identifiable information from the education records of a student without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

provided to an individual or a payment in kind of tangible or intangible property to the individual that is conditioned on the individual's attendance at an educational agency or institution;

6. To state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute adopted:
 - a. before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and such system's ability to effectively serve the student whose records are released; or
 - b. after November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom the records are disclosed certify in writing to the school district that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the parent of the student. At a minimum, the school district shall disclose the following information to the juvenile justice system under this paragraph: a student's full name, home address, telephone number, and date of birth; a student's school schedule, attendance record, and photographs, if any; and parents' names, home addresses, and telephone numbers;
7. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization who have a legitimate interest in the information, the information is destroyed when no longer needed for the purposes for which the study was conducted, and the school district enters into a written agreement with the organization that: (a) specifies the purpose, scope, and duration of the study or studies and the information to be disclosed; (b) requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement; (c) requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and (d) requires the organization to destroy all personally identifiable information when information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be destroyed. For purposes of this provision, the term, "organizations," includes, but is not limited to, federal, state, and local agencies and independent organizations. In the event the Department of Education determines that a third party outside of the school district to whom information is disclosed violates this provision, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years;
8. To accrediting organizations in order to carry out their accrediting functions;
9. To parents of a student eighteen (18) years of age or older if the student is a dependent of the parents for income tax purposes;
9. To parents of an eligible student if the student is a dependent of the parents

16. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiologic investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted;
17. To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events sponsored by or endorsed by the educational agency or institution for students or former students;
18. To the juvenile justice system, on written request that certifies that the information will not be disclosed to any other person except as authorized by law without the written consent of the parent of the student:
 - a. the following information about a student must be disclosed: a student's full name, home address, telephone number, date of birth; a student's school schedule, daily attendance record, and photographs, if any; and any parents' names, home addresses, and telephone numbers;
 - b. the existence of the following information about a student, not the actual data or other information contained in the student's education record, may be disclosed provided that a request for access must be submitted on the statutory form and it must contain an explanation of why access to the information is necessary to serve the student: (1) use of a controlled substance, alcohol, or tobacco; (2) assaultive or threatening conduct that could result in dismissal from school under the Pupil Fair Dismissal Act; (3) possession or use of weapons or look-alike weapons; (4) theft; or (5) vandalism or other damage to property. Prior to releasing this information, the principal or chief administrative officer of a school who receives such a request must, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of the request to disclose information. If the student's parent or guardian notifies the school official of an objection to the disclosure within ten (10) days of receiving certified notice, the school official must not disclose the information and instead must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the school official must respond to the request for information.

The written requests of the juvenile justice system member(s), as well as a record of any release, must be maintained in the student's file;

18. Information provided to the school district concerning sex offenders and other individuals required to register in accordance with the Violent Crime Control and Law Enforcement Act of 1994, 42 U.S.C. § 14071, and applicable federal guidelines.
19. To the principal where the student attends and to any counselor directly supervising or reporting on the behavior or progress of the student if it is information from a disposition order received by a superintendent under Minnesota Statutes, section 260B.171, subdivision 3. The principal must notify the counselor immediately and must place the disposition order in the student's permanent education record. The principal also must notify

identification of students and their parents by other than the authorized representatives of the Secretary; and (b) any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements; or

22. To an agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined in 25 United States Code, section 5304), who has the right to access a student's case plan, as defined and determined by the State or tribal organization, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the State or tribal laws applicable to protecting the confidentiality of a student's education records.
23. When requested, and in accordance with requirements for parental consent in 34 Code of Federal Regulations, section 300.622(b)(2), and part 99, educational agencies or institutions may share personal student contact information and directory information for students served in special education with postsecondary transition planning and services under Minnesota Statutes, section 125A.08, paragraph (b), clause (1), whether public or private, with the Minnesota Department of Employment and Economic Development, as required for coordination of services to students with disabilities under Minnesota Statutes, sections 125A.08, paragraph (b), clause (1); 125A.023; and 125A.027.

[NOTE: The 2025 Minnesota legislature amended Minnesota Statutes, section 13.32, subdivision 5, to include this update.]

C. Nonpublic School Students

The school district may disclose personally identifiable information from the education records of a nonpublic school student, other than a student who receives shared time educational services, without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. Pursuant to a valid court order;
2. Pursuant to a statute specifically authorizing access to the private data; or
3. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiological investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted.

VII. RELEASE OF DIRECTORY INFORMATION

A. Directory information is public except as provided herein.

A. Educational Data

1. Educational data designated as directory information is public data on individuals to the extent required under federal law. Directory information must be designated pursuant to the provisions of:

designated as directory information.

[NOTE: Federal law allows a school district to specify that the disclosure of directory information will be limited to specific parties, for specific purposes, or both. If the school district chooses to impose these limitations, it is advisable to add a new paragraph VII.C.31-d. that specifies that disclosures of directory information will be limited to specific parties and/or for specific purposes and identify those parties and/or purposes.

To the extent a school district adds these restrictions, it must then limit its directory information disclosures to those individuals and/or purposes specified in this public notice. Procedures to address how these restrictions will be enforced by the school district are advised. This is an important policy decision for the local school board which must balance not only the privacy interests of the student against public disclosure, but also the additional administrative requirements such restrictions will place on the school district.]

3. Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the school district in writing that any or all of the information so designated should not be disclosed without the parent's or eligible student's prior written consent, except as provided in Section VI. of this policy.
4. A parent or eligible student may not opt out of the directory information disclosures to:
 - a. prevent the school district from disclosing or requiring the student to disclose the student's name, ID, or school district e-mail address in a class in which the student is enrolled; or
 - b. prevent the school district from requiring a student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information that may be designated as directory information and that has been properly designated by the school district as directory information.
5. The school district shall not disclose or confirm directory information without meeting the written consent requirements contained in Section VI.A. of this policy if a student's social security number or other non-directory information is used alone or in combination with other data elements to identify or help identify the student or the student's records.

D. Procedure for Obtaining Nondisclosure of Directory Information

The parent's or eligible student's written notice shall be directed to the responsible authority and shall include the following:

1. Name of the student and/or parent, as appropriate;
2. Home address;
3. School presently attended by student;
4. Parent's legal relationship to student, if applicable; and
5. Specific categories of directory information to be made not public without the parent's or eligible student's prior written consent, which shall only be

C. Private Records Not Accessible to Student

Students shall not be entitled to access to private data concerning financial records and statements of the student's parent or any information contained therein.

D. Military-Connected Youth Identifier

When a school district updates its enrollment forms in the ordinary course of business, the school district must include a box on the enrollment form to allow students to self-identify as a military-connected youth. For purposes of this section, a "military-connected youth" means having an immediate family member, including a parent or sibling, who is currently in the armed forces either as a reservist or on active duty or has recently retired from the armed forces. Data collected under this provision is private data on individuals, but summary data may be published by the Department of Education.

IX. DISCLOSURE OF CONFIDENTIAL RECORDS

A. Confidential Records

Confidential records are those records and data contained therein which are made not public by state or federal law, and which are inaccessible to the student and the student's parents or to an eligible student.

B. Reports Under the Maltreatment of Minors Reporting Act

Pursuant to Minnesota Statutes, chapter 260E, written copies of reports pertaining to a neglected and/or physically and/or sexually abused child shall be accessible only to the appropriate welfare and law enforcement agencies. In respect to other parties, such data shall be confidential and will not be made available to the parent or the subject individual by the school district. The subject individual, however, may obtain a copy of the report from either the local welfare agency, county sheriff, or the local police department subject to the provisions of Minnesota Statutes, chapter 260E.

Regardless of whether a written report is made under Minnesota Statutes, chapter 260E, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

Parents or eligible students may have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably intertwined with data about other school district students, school district employees, and/or attorney data as defined in Minn. Stat. § 13.393.

C. Investigative Data

Data collected by the school district as part of an active investigation undertaken for the purpose of the commencement or defense of pending civil legal action, or are retained in anticipation of a pending civil legal action are classified as protected nonpublic data in the case of data not on individuals, and confidential data in the case of data on individuals.

1. The school district may make any data classified as protected non-public or confidential pursuant to this subdivision accessible to any person, agency, or

shall be the electronic mail addresses provided by the school district, if available, that may be released to military recruiting officers only), and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request unless a parent or eligible student has refused in writing to release this data pursuant to Paragraph C. below.

- B. Data released to military recruiting officers under this provision:
1. may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military;
 2. cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces; and
 3. copying fees shall not be imposed.
- C. A parent or eligible student has the right to refuse the release of the name, address, electronic mail addresses (which shall be the electronic mail addresses provided by the school, if available, that may be released to military recruiting officers only) or home telephone number to military recruiting officers and post-secondary educational institutions. To refuse the release of the above information to military recruiting officers and post-secondary educational institutions, a parent or eligible student must notify the responsible authority the **Superintendent***[designate title of individual, i.e., building principal]* in writing by **September 1** *[date]* each year. The written request must include the following information:
1. Name of student and parent, as appropriate;
 2. Home address;
 3. Student's grade level;
 4. School presently attended by student;
 5. Parent's legal relationship to student, if applicable;
 6. Specific category or categories of information which are not to be released to military recruiting officers and post-secondary educational institutions; and
 7. Specific category or categories of information which are not to be released to the public, including military recruiting officers and post-secondary educational institutions.
- D. Annually, the school district will provide public notice by any means that are reasonably likely to inform the parents and eligible students of their rights to refuse to release the names, addresses, and home phone numbers of students in grades 11 and 12 without prior consent.
- E. A parent or eligible student's refusal to release the above information to military recruiting officers and post-secondary educational institutions does not affect the school district's release of directory information to the rest of the public, which includes military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in Section VII. of this policy also must be followed. Accordingly, to the

The school district shall inform the party to whom a disclosure is made of the requirements set forth in this section, except for disclosures made pursuant to court orders or lawfully issued subpoenas, disclosure of directory information under Section VII. of this policy, disclosures to a parent or student, or disclosures to parents of a dependent student. In the event that the Family Policy Compliance Office determines that a state or local educational authority, a federal agency headed by an official listed in 34 Code of Federal Regulations, section 99.31(a)(3), or an authorized representative of a state or local educational authority or a federal agency headed by an official listed in section 99.31(a)(3), or a third party outside of the school district improperly rediscloses personally identifiable information from education records or fails to provide notification required under this section of this policy, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.

- D. The School District shall, except for the disclosure of directory information under Section V, inform the party to whom a disclosure is made of the requirements set forth in paragraph A of this Section.

XIII. RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING

A. Responsible Authority

The responsible authority shall be responsible for the maintenance and security of student records **shall be the Superintendent of Schools.**

B. Record Security

The principal of each school subject to the supervision and control of the responsible authority shall be the records manager of the school, and shall have the duty of maintaining and securing the privacy and/or confidentiality of student records.

C. Plan for Securing Student Records

The building principal shall submit to the responsible authority a written plan for securing students records by September 1 of each school year. The written plan shall contain the following information:

1. A description of records maintained;
2. Titles and addresses of person(s) responsible for the security of student records;
3. Location of student records, by category, in the buildings;
4. Means of securing student records; and
5. Procedures for access and disclosure.

The responsible authority shall review these plans for compliance with law, this policy and the various administrative policies of the District.

D. Review of Written Plan for Securing Student Records

The responsible authority shall review the plans submitted pursuant to Paragraph C. of this section for compliance with the law, this policy, and the various administrative policies of the school district. The responsible authority shall then promulgate a chart incorporating the provisions of Paragraph C. which shall be attached to and become a

of an offense listed in 18 United States Code, section 2332b(g)(5)(B) or an act of domestic or international terrorism.

[NOTE: While Section XIII.E.1. does not apply to requests for or disclosures of directory information under Section VII. of this policy, to the extent the school district chooses to limit the disclosure of directory information to specific parties, for specific purposes, or both, it is advisable that records be kept to identify the party to whom the disclosure was made and/or purpose for the disclosure.]

4. The record of requests of disclosures may be inspected by:
 - a. the parent of the student or the eligible student;
 - b. the school official or his or her assistants who are responsible for the custody of the records; and
 - c. the parties authorized by law to audit the record-keeping procedures of the school district.
5. The school district shall record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:
 - a. the articulable and significant threat to the health or safety of a student or other individual that formed the basis for the disclosure; and
 - b. the parties to whom the school district disclosed the information.
6. The record of requests and disclosures shall be maintained with the education records of the student as long as the school district maintains the student's education records.

XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS

A. Parent of a Student, an Eligible Student or the Parent of an Eligible Student Who is Also a Dependent Student

The school district shall permit the parent of a student, an eligible student, or the parent of an eligible student who is also a dependent student who is or has been in attendance in the school district to inspect or review the education records of the student, except those records which are made confidential by state or federal law or as otherwise provided in Section VIII. of this policy.

B. Response to Request for Access

The school district shall respond to any request pursuant to Subdivision A. of this section immediately, if possible, or within ten (10) days of the date of the request, excluding Saturdays, Sundays, and legal holidays. **If the District cannot comply with the request within that time, the responsible authority shall so inform the requester and may have an additional five days within which to comply, excluding Saturdays, Sundays and legal holidays.**

C. Right to Inspect and Review

- a. the cost of materials, including paper, used to provide the copies;
 - b. the cost of the labor required to prepare the copies;
 - c. any schedule of standard copying charges established by the school district in its normal course of operations;
 - d. any special costs necessary to produce such copies from machine-based record-keeping systems, including but not limited to computers and microfilm systems; and
 - e. mailing costs.
2. If 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used, and, instead, the charge shall be no more than 25 cents for each page copied.
 3. The cost of providing copies shall be borne by the parent or eligible student.
The responsible authority may waive this fee in whole or in part if he determines that failure to do so would effectively prevent the parent or eligible student from exercising the right to inspect and review those records.
 4. The responsible authority, however, may not impose a fee for a copy of an education record made for a parent or eligible student if doing so would effectively prevent or, in the case of a student with a disability, impair the parent or eligible student from exercising their right to inspect or review the student's education records.

XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA

A. Request to Amend Education Records

The parent of a student or an eligible student who believes that information contained in the education records of the student is inaccurate, misleading, or violates the privacy rights of the student may request that the school district amend those records.

1. The request shall be in writing, shall identify the item the requestor believes to be inaccurate, misleading, or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the requestor wishes the school district to make. The request shall be signed and dated by the requestor.
2. The school district shall decide whether to amend the education records of the student in accordance with the request within thirty (30) days after receiving the request.
4. If the school district decides to amend the education records, the District shall attempt to notify past recipients of the data, including recipients named by the requestor.
3. If the school district decides to refuse to amend the education records of the student in accordance with the request, it shall inform the parent of the student or the eligible student of the refusal and advise the parent or eligible student of the right to a hearing under Subdivision B. of this section.

B. Right to a Hearing

evidence and reasons for the decision.

4. The school district shall make a decision in writing within a reasonable period of time after the conclusion of the hearing. The decision shall be based solely on evidence presented at the hearing and shall include a summary of evidence and reasons for the decision.

D. Appeal

The final decision of the designated hearing officer may be appealed in accordance with the applicable provisions of Minnesota Statutes, chapter 14 relating to contested cases.

XVI. PROBLEMS ACCESSING DATA

- A. ~~The data practices compliance official is the designated employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.~~
- B. Data practices compliance official means *[designate title and actual name of individual]*.
- C. Any request by an individual with a disability for reasonable modifications of the school district's policies or procedures for purposes of accessing records shall be made to the data practices compliance official.

XVII. COMPLAINTS FOR NONCOMPLIANCE WITH FERPA

A. Where to File Complaints

Complaints regarding alleged violations of rights accorded parents and eligible students by FERPA, and the rules promulgated thereunder, shall be submitted in writing to the U.S. Department of Education, Student Privacy Policy Office, 400 Maryland Avenue S.W., Washington, D.C. 20202-8520.

B. Content of Complaint

A complaint filed pursuant to this section must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA and the rules promulgated thereunder has occurred.

XVIII. WAIVER

A parent or eligible student may waive any of his or her rights provided herein pursuant to FERPA. A waiver shall not be valid unless in writing and signed by the parent or eligible student. The school district may not require such a waiver.

XIX. ANNUAL NOTIFICATION OF RIGHTS

A. Contents of Notice

The school district shall give parents of students currently in attendance and eligible students currently in attendance annual notice by such means as are reasonably likely to inform the parents and eligible students of the following:

1. That the parent or eligible student has a right to inspect and review the

office. or by following the links to School Board policies on the district's website (www.forestlake.k12.mn.us).

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.32, Subd. 5 (Directory Information)
Minn. Stat. § 13.393 (Attorneys)
Minn. Stat. Ch. 14 (Administrative Procedures Act)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)
Minn. Stat. § 121A.75 (Receipt of Records; Sharing)
Minn. Stat. § 127A.852 (Military-Connected Youth Identifier)
Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)
Minn. Stat. Ch. 256B (Medical Assistance for Needy Persons)
Minn. Stat. Ch. 256L (MinnesotaCare)
Minn. Stat. § 260B.171, Subds. 3 and 5 (Disposition Order and Peace Officer Records of Children)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
Minn. Stat. § 363A.42 (Public Records; Accessibility)
Minn. Stat. § 480.40 (Personal Information, Dissemination)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
10 U.S.C. § 503(b) and (c) (Enlistments: Recruiting Campaigns; Compilation of Directory Information)
18 U.S.C. § 2331 (Definitions)
18 U.S.C. § 2332b (Acts of Terrorism Transcending National Boundaries)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
20 U.S.C. § 6301 *et seq.* (Every Student Succeeds Act)
20 U.S.C. § 7908 (Armed Forces Recruiting Information)
20 U.S.C. § 7917 (Transfer of School Disciplinary Records)
25 U.S.C. § 5304 (Definitions – Tribal Organization)
26 U.S.C. §§ 151 and 152 (Internal Revenue Code)
42 U.S.C. § 1711 *et seq.* (Child Nutrition Act)
42 U.S.C. § 1751 *et seq.* (Richard B. Russell National School Lunch Act)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)
34 C.F.R. § 300.610-300.627 (Confidentiality of Information)
42 C.F.R. § 2.1 *et seq.* (Confidentiality of Drug Abuse Patient Records)
Gonzaga University v. Doe, 536 U.S. 273 309 (2002)
Dept. of Admin. Advisory Op. No. 21-008 (December 8, 2021)

Cross References:

MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
MSBA/MASA Model Policy 520 (Student Surveys)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 722 (Public Data Requests)
MSBA/MASA Model Policy 906 (Community Notification of Predatory Offenders)
MSBA School Law Bulletin "I" (School Records – Privacy – Access to Data)

Additional Resources

U.S. Department of Education

FAQs on Photos and Videos under FERPA | Protecting Student Privacy (012325)
<https://studentprivacy.ed.gov/faq/faqs-photos-and-videos-under-ferpa>

Letter to Wachter Regarding Surveillance Video of Multiple Students | Protecting Student Privacy (012325)
<https://studentprivacy.ed.gov/resources/letter-wachter-regarding-surveillance-video-multiple-students>

STUDENT TRANSPORTATION SAFETY POLICY

I. PURPOSE

The purpose of this Policy is to provide safe transportation for all students and to educate students, staff, and community members on safety issues and the responsibilities of school bus ridership.

II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus Safety Week.

The first week of school is designated as school bus safety week.

B. Student Training.

1. The School District shall provide students enrolled in grades pre kindergarten through grade 10 with age appropriate school bus safety training in the following concepts.
 - a. transportation by school bus is a privilege not a right;
 - b. District policies for student conduct and school bus safety;
 - c. appropriate conduct while on the bus;
 - d. the danger zones surrounding a school bus;
 - e. procedures for safely boarding and exiting a school bus;
 - f. procedures for safe street or road crossing; and
 - g. school bus evacuation.
2. Each nonpublic or charter school located within the district must provide all nonpublic or charter school pupils enrolled in pre-kindergarten through grade 10 who are transported by school bus at public expense and attend school within the district's boundaries with training as required in paragraph (1).
3. Students enrolled in kindergarten through grade 6 enrolled during the first or second week of school must receive the school bus safety training competencies by the end of the third week of school. Students in grades kindergarten through grade 3 must receive the training twice each school year. Pre-kindergarten students who participate in district transportation will receive the same training as do kindergarten students. Students enrolled in grades 7 through 10 enrolled during the first or second week of school and have not previously received school bus safety training must receive the training or receive bus safety instructional materials by the end of the sixth week of school. Students enrolled in kindergarten through grade 10 who enroll in a school after the second week of school and are transported by school bus and have not received training in their previous school district shall

9. Support all efforts to improve school bus safety.
10. Have their children to the bus stop five minutes before the bus arrives.
11. Have their children properly dressed for the weather, taking into account the potential for breakdowns or delays.
12. Have a plan in case the bus is late.
13. Evaluate whether it is necessary for students to have something reflective or a flashlight for better visibility based upon the environmental circumstances.

B. Parent/Guardian Notification.

A copy of the School District school bus and bus stop rules will be provided to each family at the beginning of the school year or when a child enrolls, if this occurs during the school year. Parents/guardians are asked to review the rules with their students.

IV. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

- A. Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions or events. All school rules are in effect while a student is riding the bus or at the bus stop.
- B. Consequences for school bus/bus stop misconduct will be imposed by the Building Principal or the Principal's designee. The Transportation Supervisor or designee may impose consequences for student bus/bus stop misconduct for charter and non-public school students who ride general education buses at his/her discretion in accordance with this policy. In addition, all school bus/bus stop misconduct will be reported to the District's Transportation Safety Coordinator and may be reported to local law enforcement.

1. School Bus and Bus Stop Rules.

The School District school bus safety rules are to be posted on every bus. If these rules are broken, the School District's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the School Office. Upon completion of the investigation of student misconduct, a copy of the form will be forwarded to the School District Transportation Office.

2. Rules at the Bus Stop.

- a. Get to your bus stop 5 minutes before your scheduled pick up time. Waiting inside the home or garage is not considered the bus stop.
- b. Respect the property of others while waiting at your bus stop.
- c. Keep your arms, legs and belongings to yourself.

- j. Riding or attempting to ride any bus during a bus suspension
- k. Disobedient to the driver/para-educator/bus patrol
- l. Hanging out of windows
- m. Throwing/shooting of any object
- n. Bullying/physical aggression against any person
- o. Profanity/threats directed toward bus driver/para-educator
- p. Possession/use of tobacco/tobacco related delivery devices and electronic delivery devices or any controlled substance, District policy 427
- q. Vandalism to bus
- r. Holding onto or attempting to hold onto any portion of the exterior of the bus or any "Danger Zone" infringement
- s. Lighting of matches, lighters or any flammable object or substance
- t. Unauthorized entering or leaving bus through emergency door/tampering with bus equipment
- u. Possession or threat of weapons/explosives/flammables
- v. Possession/use of laser pens or pointers
- w. Other offenses as reported by the driver or principal

5. Consequences.

- a. Consequences for school bus/bus stop misconduct will apply to all regular routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extra-curricular events (for example, field trips or competitions) will be in the sole discretion of the School District. Parents/guardians will be notified of any offenses and/or suspension of bus privileges.

The following list of consequences are a general guideline. Actual consequences imposed will be determined in consideration of the specifics of any circumstance.

1) Elementary (K-6) per school year.

1st offense -- warning

2nd offense -- warning or 1-3 school day suspension from riding the bus

3rd offense -- 5 school day suspension from riding the bus

4th offense -- 10 school day suspension from riding the bus / meeting with parent/guardian

Further offenses -- individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

2) Secondary (7-12) per school year.

1st offense -- warning

2nd offense -- 3-5 day suspension from riding the bus

3rd offense -- 10 day suspension from riding the bus

V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

All school bus drivers shall be adequately prepared, both physically and mentally, each day to perform required duties. These shall include:

- A. Operating the vehicle in a safe and efficient manner.
 1. Safety. The primary concern of each driver is safety. Drivers will exercise extreme caution during the loading and unloading process as well as when driving.
 2. Defensive Driving. All drivers are to drive defensively at all times. A definition of defensive driving is: driving in a manner to avoid accident involvement despite adverse conditions created by roads, weather, traffic, or errors of other drivers or pedestrians.
 3. Driving Adjustments. Winter and wet weather driving may require adjusting speed and normal driving practices to compensate for road conditions.
 4. Emergency Doors. Emergency doors must be free and operable. Under no circumstances may the doors be obstructed to prevent easy access.
 5. Service Door. The service door of the bus must be closed at all times while the bus is in motion.
 6. Overloads. The registration card in all vehicles designates the maximum number of passengers allowed to be carried. This limit cannot be exceeded. A driver should call the designated individual for instructions should a vehicle become overloaded.
 7. Railroad Crossings. All school buses must stop at railroad crossings, using required procedures, whether they are loaded or empty. Four-way hazard lights are to be used before stopping and when crossing the tracks.
 8. Speeding and Other Moving Violations. No bus will travel faster than road, traffic and weather conditions safely permit, regardless of the posted speed limit. Any driver convicted of a moving violation with a school bus will face disciplinary action. Other reports or warnings regarding speeding will result in suspension and/or termination.
- B. Conducting thorough pre-trip and post-trip inspections of the vehicle and special equipment.
 1. Pre-Trip/Post-Trip Bus Inspection. Drivers are required to perform a pre-trip inspection of the bus before each trip. Failure to do so is a violation of State law. Defects are to be reported in writing. Drivers are required to check their buses for students, vandalism and articles left on the bus after each route segment.
 2. Safety Equipment. All drivers are responsible for ensuring that the necessary safety equipment is aboard the bus, including fire extinguisher, first aid kit, bodily fluids clean-up kit, reflectorized emergency warning device, and any additional items required by the

6. Unauthorized Passengers. Only authorized passengers may be transported in a bus. Any other passenger must be specifically approved by the Supervisor of Transportation or his/her designee.
 7. Notices. It is the responsibility of the driver to check for notices each day and to check with his or her supervisor regularly.
- F. Completing required reports.
- It is the responsibility of the driver to completely fill out and timely turn in all reports, discipline referrals, time cards, and mechanical defect slips as required. This includes all requirements pertaining to pre-trip inspections and stop-arm violation reports.
- G. Completing required training programs successfully. (See Section VII).
- H. Providing maximum safety for passengers during loading and unloading.
1. Standing Prohibited. Standing is not allowed on a moving school bus. Drivers must not move a bus from a stopped position until all passengers are seated. Students are to remain seated until the bus has stopped.
 2. Dangerous Articles. No weapons or articles that may be classified as dangerous may be transported on a school bus. This includes any and all weapons, gasoline cans, animals, and other dangerous or objectionable items. Possession of weapons on school property or the bus will not be tolerated. Service dogs are allowed as required by federal or state law.
 3. Driver must wear the seat belt whenever the bus is in motion. Additional driver duties and responsibilities may be found in the driver handbook.
- I. School bus drivers shall have a valid Class A, B, or C Minnesota driver's license with a school bus endorsement. A person possessing a valid driver's license, without a school bus endorsement, may drive a type III vehicle set forth in [Paragraphs VII.B. and VII.C.](#), below. Drivers with a valid Class D driver's license, without a school bus endorsement, may operate a "type A-I" school bus as set forth in [Paragraph VII.D.](#), below.
- J. The school district shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and school district policy.
- K. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services (Division) of the conviction within 30 days of the conviction. For purposes of this paragraph, a "serious traffic violation" means a conviction of any of the following offenses:
1. excessive speeding, involving any single offense for any speed of 15 miles per hour or more above the posted speed limit;

VI. OPERATING RULES AND PROCEDURES**A. General Operating Rules.**

1. All routes shall be on file with the School District's Transportation Office.
2. Only students assigned to the school bus by the District shall be transported. The number of students or other authorized passengers transported in or assigned to a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.
3. Drivers are to enforce the provisions of the school bus and bus stop rules as appropriate. Students may be released from the bus at only three points, the approved bus stop, shuttle location or at school, except in case of an emergency.
4. The parent/guardian may designate by a signed, written request a day care facility, respite care facility, the residence of a relative or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet other eligibility requirements.
5. Students who misbehave severely may be returned to the school immediately and reported to the Building Principal or other designated individual.
6. Safety evacuation drills for the student-passengers shall be conducted at least twice a year.
7. There shall be no students in the bus while the fuel tank is being filled. On leaving the vehicle when students are in the bus, the driver shall stop the bus, remove the ignition key, set the brakes and otherwise render the bus immobile.
8. Buses shall not be run backwards on the school grounds or any other point if it can be avoided. If it is necessary to run a bus backwards on school grounds, the driver shall have another responsible person act as a guard flagman in back of the bus to keep other persons out of the path and to issue warnings to the driver of approaching traffic.
9. When arriving or leaving the school grounds, the driver must not follow closer than 50 feet from the vehicle directly in front of the bus or closer than 500 feet when traveling on the highway.
10. No school bus shall pull any trailer when students are being transported on regular routes to or from school.

C. Crossing Highways and Streets.

1. The driver shall be responsible for safely delivering the students who must cross the highway or street by one of the following methods:
 - a. Students shall pass approximately 10 feet in front of the school bus so as to be seen by the driver and cross the road only upon receiving a hand signal from the driver, or
 - b. The driver shall personally conduct the students across the road after following required procedures for disabling the bus.
 - c. The driver shall visually ascertain that students getting off the bus who do not need to cross the road are a safe distance from the bus before moving the vehicle.

D. Type III Vehicles.

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer's rated seating capacity of 10 or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of 10 or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.
2. Type III vehicles must be painted a color other than national school bus yellow.
3. Type III vehicles shall be state inspected in accordance with legal requirements.
4. A type III vehicle cannot be older than 15 years old unless excepted by state and federal law.
5. If a type III vehicle is school district owned, the school district name will be clearly marked on the side of the vehicle. The type III vehicle must not have the words "school bus" in any location on the exterior of the vehicle or in any interior location visible to a motorist.
6. A "type III vehicle" must not be outwardly equipped and identified as a type A, B, C, or D bus.
7. Eight-lamp warning systems and stop arms must not be installed or used on type III vehicles.
8. Type III vehicles must be equipped with mirrors as required by law.
9. Any type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into park. Any type III vehicle used to transport students must not load or unload so that a student has to cross the road, except where not possible or impractical, then the driver or assistant must escort a student

- (1) safe operation of a type III vehicle;
- (2) understanding student behavior, including issues relating to students with disabilities;
- (3) encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately;
- (4) knowing and understanding relevant laws, rules of the road, and local school bus safety policies;
- (5) handling emergency situations;
- (6) proper use of seat belts and child safety restraints;
- (7) performance of pretrip vehicle inspections;
- (8) safe loading and unloading of students, including, but not limited to:
 - (a) utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;
 - (b) refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane;
 - (c) avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not reasonably feasible to avoid such a location; ~~and~~
 - (d) placing the type III vehicle in "park" during loading and unloading; ~~and~~
 - (e) escorting a student across the road under clause (c) only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile; and
- (9) Compliance with paragraph V.E. concerning reporting convictions to the employer within ten days of the date of conviction.

- c. A background check or background investigation of the operator has been conducted that meets the requirements under Minn. Stat. § 122A.18, Subd. 8, or Minn. Stat. § 123B.03 for school district employees; Minn. Stat. § 144.057 or Minn. Stat. Ch. 245C for day care employees; or Minn. Stat. § 171.321, Subd. 3, for all other persons operating a type A or type III vehicle under this section.

F. Type A-I "Activity" Buses Driven by Employees with Class D Driver's License

1. The holder of a Class D driver's license, without a school bus endorsement, may operate a type A-I school bus or a Multifunctional School Activity Bus (MFSAB) under the following conditions:
 - a. The operator is an employee of the school district or an independent contractor with whom the school district contracts for the school bus and is not solely hired to provide transportation services under this paragraph.
 - b. The operator drives the school bus only from points of origin to points of destination, not including home-to-school trips to pick up or drop off students.
 - c. The operator is prohibited from using the eight-light system if the vehicle is so equipped.
 - d. The operator has submitted to a background check and physical examination as required by Minn. Stat. § 171.321, Subd. 2.
 - e. The operator has a valid driver's license and has not sustained a conviction of a disqualifying offense as set forth in Minn. Stat. § 171.02, Subd. 2a(h) - 2a(j).
 - f. The operator has been trained in the proper use of child safety restraints as set forth in the National Highway Traffic Safety Administration's "Guideline for the Safe Transportation of Pre-school Age Children in School Buses," if child safety restraints are used by passengers, in addition to the training required in Section VI., above.
 - g. The bus has a gross vehicle weight of 10,000 pounds or less and is designed to transport 15 or fewer passengers, including the driver.
2. The school district shall maintain annual certification of the requirements listed in this section for each Class D license operator.
3. A school bus operated under this section must bear a current certificate of inspection.
4. The word "School" on the front and rear of the bus must be covered by a sign that reads "Activities" when the bus is being operated under authority of this section.

VII. SCHOOL BUS DRIVER TRAINING

A. Training.

1. All new bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction before transporting students and shall meet the competencies specified by the Department of Public Safety. All school bus drivers shall receive in-service training annually. ~~The following driver training standards represent the minimum areas of training which each driver must receive prior to entering service to the~~

- ~~_____~~ n. Visual perceptions
- ~~_____~~ o. Safe following distances
- ~~_____~~ p. Safe passing procedures
- ~~_____~~ q. Safe backing procedures
- ~~_____~~ r. Use of the eight-light system and School District policy regarding its use
- ~~_____~~ s. Loading and unloading procedures
- ~~_____~~ t. Knowledge of the danger zone concept
- ~~_____~~ u. Policies and Procedures for grade-level railroad crossings
- ~~_____~~ v. Emergency use of the public address system
- ~~_____~~ w. Response to an approaching emergency vehicle while unloading
- ~~_____~~ x. Leaving the bus unattended at school sites

~~_____~~ 3. Special Education Transportation

~~_____~~ Special education transportation requires skills and abilities that exceed those required to provide normal school bus service. Drivers and Bus Aides will be familiar with:

- ~~_____~~ a. Handling of wheelchairs
- ~~_____~~ b. Operation of lift equipment
- ~~_____~~ c. What to do in a medical emergency
- ~~_____~~ d. Proper use of wheelchair securement devices
- ~~_____~~ e. School District policies on the use of seat belts on designated students
- ~~_____~~ f. Handicapping conditions
- ~~_____~~ g. Responsibilities of the bus driver and the bus aide
- ~~_____~~ h. School District policy in situations where a responsible person is not available to receive a student

~~_____~~ 4. Emergency Procedures

~~_____~~ Drivers must be prepared to deal with emergency situations while operating on routes and field trips. Included in these emergency situations are mechanical breakdown, fire, accident, or passenger injury. Drivers are to receive training in:

- ~~_____~~ a. Identifying the degree of an emergency before beginning an evacuation
- ~~_____~~ b. Identifying a safe evacuation unloading area
- ~~_____~~ c. Preplanning emergency evacuations for both conventional and lift buses
 - ~~_____~~ 1) front rear, and both door evacuations
 - ~~_____~~ 2) evacuation of special education students
 - ~~_____~~ 3) evacuation of physically disabled students and students using wheelchairs
 - ~~_____~~ 4) placement of students in a safe location
- ~~_____~~ d. Cooperation in emergency evacuation drills
- ~~_____~~ e. Mechanical breakdowns
 - ~~_____~~ 1) stop bus in safe location
 - ~~_____~~ 2) keep passengers in bus if safe to do so
 - ~~_____~~ 3) take steps to warn motorists
 - ~~_____~~ 4) radio or call for assistance
- ~~_____~~ f. How to secure the school bus and place emergency triangles
- ~~_____~~ g. Use of the two-way communication system in an emergency
- ~~_____~~ h. When it is appropriate to evacuate the school bus
- ~~_____~~ i. How to supervise an emergency evacuation
- ~~_____~~ j. Emergency evacuation of the disabled
- ~~_____~~ k. Special considerations when evacuating a lift bus
- ~~_____~~ l. Lifting techniques for handling disabled students in an emergency situation

3. ensure orderly conduct of students on the bus and handle incidents of misconduct appropriately
4. know and understand relevant laws, rules of the road and local school bus safety policies
5. handle emergency situations; and
6. safely load and unload students.

VIII. EMERGENCY PROCEDURES

A. Fire.

In the event of a fire, the first priority is to evacuate the bus. Drivers will make certain passengers are safe before attempting to put out the fire

B. Injuries/Medical Emergencies.

Drivers should first contact the dispatcher to call 911 in the case of serious injuries. Drivers should administer proper first aid in accordance with their training and level of ability. In the event an injured passenger is taken to the hospital, record the students' name and the name of the hospital where the student is sent.

C. Tornado.

If there is likelihood that the tornado will hit a vehicle, and there is no escape route available or no time to drive to a safe location, the driver should evacuate the bus, taking the first aid kit. The driver will take the students to the basement of a nearby building or to the nearest depression or ditch upwind (toward the storm) of the bus far enough away from the bus so that the bus will not roll over on them and instruct them to cover their heads with their arms. If the students are wearing coats or jackets, these can be used to provide additional protection for their heads and bodies. Drivers should take only the first aid kit from the bus.

If drivers are on the road when they hear a tornado warning or spot a funnel, and there is no time to evacuate the students after stopping the bus, drivers should have the students assume the protective position, remaining in their seats, with their heads below window level.

D. Evacuation.

Drivers should evacuate buses only when there is a danger of fire, collision or other potential hazard. Drivers should inform passengers that there is an emergency, and in very calm and precise terms, tell them exactly what they are to do. When safely possible, drivers will keep all evacuees a minimum of 100 feet from the bus. They should be loaded back onto the bus only when the driver has determined it is safe to do so.

E. Accident.

In case of an accident, the driver should immediately assess students for injuries. In the event of serious emergencies or injuries, the driver must first contact the dispatcher in order to initiate a 911 call. After the 911 call, the driver must begin any emergency first aid procedures if necessary. The driver must also notify the School District of any school bus accidents immediately.

Upon providing emergency care and notifying the District, the driver shall:

- B. All school vehicles shall be inspected in accordance with legal requirements.
- C. Daily pre-trip inspections shall be required and prompt reports submitted of defects to be immediately corrected.

X. EXPENDITURES FOR SCHOOL BUS SAFETY ACTIVITIES

A description of School District funds expended for school bus safety activities from student transportation reserved revenue is kept in the office of the Transportation Safety Coordinator and is available for review. As required by law, these expenditures will be annually reported to the Department of Public Safety.

The School District's expenditures for transportation safety are incorporated by reference into this policy.

XI. SCHOOL TRANSPORTATION SAFETY DIRECTOR

The School Board has designated an individual to serve as the School District's School Transportation Safety Coordinator. The School Transportation Safety Coordinator shall have day-to-day responsibility for pupil transportation safety, including transportation of nonpublic and charter school children when provided by the District. The School Board authorizes the School Transportation Safety Coordinator to designate each location where a school bus shall not use the stop-signal arm system and flashing red signals while loading or unloading school children. The School Board Policy Committee will annually review this policy and forward it to the School Board for approval. The name, address and telephone number of the School Transportation Safety Coordinator are on file with the Superintendent. Any questions regarding student transportation or this policy should be addressed to the School Transportation Supervisor.

- Legal References:**
- Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses)
 - Minn. Stat. § 123B.03 (Background Check)
 - Minn. Stat. § 123B.42 (Textbooks; Individual Instructor or Cooperative Learning Material; Standard Tests)
 - Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
 - Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)
 - Minn. Stat. § 123B.90 (School Bus Safety Training)
 - Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)
 - Minn. Stat. § 144.057 (Background Studies on Licensees and Other Personnel)
 - Minn. Stat. Ch. 169 (Traffic Regulations)
 - Minn. Stat. § 169.011, Subds. 15 and 71 (Definitions)
 - Minn. Stat. § 169.443 (Safety of School Children; Bus Driver's Duties)
 - Minn. Stat. § 169.446, Subd. 2 (Safety of School Children; Training and Education Rules)
 - Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor)
 - Minn. Stat. § 169.454 (Type III Vehicle Standards)
 - Minn. Stat. § 169.4582 (Reportable Offense on School Buses)
 - Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired)
 - Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)

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