Board Meeting

Tuesday, February 18, 2025 5:30 PM
Conference Room, 23130 345th St SE, Erskine, MN 56535

1. **Call to order by Chairperson_____ at _____**
1. Pledge of Allegiance
2. Welcome
3. Roll Call
2. **Approval of Agenda as presented or amended**
3. **Open Forum**
   This is an opportunity for members in the audience to share a thought or idea with the board. Please limit comments to under 3 minutes

   As per Minnesota Statute, items of private data or personnel issues will not be allowed to be presented or deliberated. Visitors with employee issues will be encouraged to proceed via use of School Policies dealing with complaints.
4. **Acknowledgements - Students/Staff/Personnel**
5. **Infomational Reports**
1. BIOGirls Program Update
2. Dean of Students/Activities Director Report
6. **Financial - Auditors for the Month of February - Rock and Sander**
1. Approve payment of bills -
   Approve payment of bills with computer check numbers **51286-51398** in the amount of **$156,316.45,** student activity check numbers **20011-20014** in the amount of **$10,678.15,** wire payments in the amount of **$74,829.38** and MSDLAF transfers in the amount of **$1,235,000.**
2. Finance Officers Report
7. **Written Reports/Updates**
1. Superintendent Report
2. School Board Committee Reports
3. Principal/Community Education/Title Grant Coordinator's Report
8. **Consent Agenda Business**
1. Approve Minutes of the regular meeting held January 21, 2025
2. Accept Donations
3. Approve the membership agreement with the Northwest Minnesota Council of Collaboratives
9. **Action Items**
1. Approve policy 522 for its first and final reading (A)
2. Approve hiring Dovlyn Moody as a paraprofessional (A)
3. Approve the 2025 Baseball Coaches (A)
   Head - Ryan Breitbach
   Asst - Jeremy Morgenroth
   JH - Nathan Johnson
4. Approve the 2025 softball coaches (A)
   Head - Mikaela Goodwin
   JV - Loren Dryburgh
   JH - Faith Peterson
   JH - Sydney Tadman
5. Approve the 2025 Golf coaches (A)
   Head - Rich Hendrickson
   Asst - Brad Hubred

Asst - Vern Johnson

6. Approve the 2025 Track & Field Coaches (A)
   Head - John Eckman
   1 Asst - Split Pay
   - *Liz Lindberg*
   - *Heidi Determan*
   - *Erin Jore*
   - *Erin Johnson*
   - *Mariah Christian*

10. **Set Meeting Dates and Times - March 18th, 2025, 5:30 PM - Conference Room**
11. **Adjourn**

BIO Girls is a 501c3 organization that builds self-confidence in adolescent girls through empowerment of self and service to others. BIO Girls, which stands for 'Beautiful Inside and Out', is a 12-session program combining life-skills curriculum, small group mentoring and physical activity in a positive, inclusive environment. BIO Girls programming is proven, through independent research, to increase self-esteem and decrease anxiety of participants. When girls maintain a healthy self-esteem, they:

- Make value-driven decisions, rather than following the crowd
- Perform better in school
- Are confident enough to take smart risks and try new things
- Develop healthy relationships
- Are less likely to engage in risky behaviors

In a 2023 research study they asked 17,502 girls in grades 5-12 about the issues impacting their lives. They discovered a variety of concerns including:

- 65% of girls pressure themselves to be perfect
- 57% of girls do not think they are smart enough for their dream career
- 54% report social media impacts their sleep

What does a session look like?

Faith based devotion

Large group lesson with lesson Mantra

Small group discussion with the same Mentor every week

Non Competitive Physical Activity

Win-E-Mac Specific Highlights:

- 2025 season starts Monday, February 24th. We meet Mondays at 6pm until Monday, May 12th.
- 5k is on Satruday, May 10th
- 38 Participants in 2023 - 40 Participants in 2024 - 40 Participants in 2025
- ALL 10 Mentors from 2024 are returning for our 2025 season- which is amazing!! One of the things participants say is their favorite part of BIOGirls is their relationship with their mentor, Mentor volunteers are essential to the success of BIOGirls! If you see any of these women, please acknowledge their dedication to our community and the common mission of increased self esteem in our youth: Erin Jore, Ashely Qualley, Ashlee Lee, Nicki Carlson, Kristen Morgenroth, Shannon Svalen, Amanda Shultz, Heidi Determan, Tiffany Oertwich, Amanda Schow, and two Junior Mentors Kaydence Determan and Ana Kolden
- After our 1st season, Fertile added a site and after our 2nd season Ada added a site. The growth is organic, you can help by sharing our mission. The more sites, the more girls that are impacted!
- Of our 40 participants, 31 are from WEM. The other 9 are a combination of 2 other school districts and home schooled.

Thank you for allowing BIOGirls Win-E-Mac to use the school and grounds for our weekly sessions, for 12 weeks in a row and for our 5k event in May, as we work to build a stronger community by positively impacting adolescent girls. As the mental health of our youth is declining, especially in recent years, BIO Girls is a need-to-have program for our girls.

The need is strong to continue to be there for our girls and make a positive, lasting impact. How can you help? Spread the word!

Activities Directors Report

Basketball

- JH girls basketball has been completed
    - All uniforms have been collected
- JH boys basketball has been completed
    - 8th graders have been invited up to C for the last two weeks
    - Awaiting 1 uniform to be handed in
- GBB: Varsity is currently 2-21 with two games to go.
    - playoffs will start on 2/24 (seeding occurs on 2/22)
- BBB: Varsity is currently 8-15 with three to go.
    - playoffs will start on 3/3-should be hosting (seeding occurs 3/1)

Robotics & E-Sports

- The following V5 teams have qualified for the State Robotics Tourney (2/27-2/28)
    - 5300B (Jareth Walk, Teddy Mortiz, Kalli Roy, Caralina Janisch
    - 5300D (Hayden Johnson, Austin Langseth, Carter Fortman, Nathaniel Spry
    - 5300E (Charley Carlson, Ella Langemo, Ella Subbert, Ady Hickman, Malaina Jax)
    - 5300F (Liam Schow, Santiago Janisch, Carson Fortman, Mya Strom, Corbin Moran)
- The following Vex-IQ teams qualified for state robotics (3/1)
    - 53162A-Winger Whippets (Max Rue, David Hudon, Karl Jax, Jorgen Johnson, Logan Johnson
    - 53162B-Mentor Trojans (Grafton Langemo, Ainsley Hickman, Brody Cook)
    - 53162C-Erskine Comets (Dean Morin, Cole Breitbach, Tyus Mahlen)
    - 53162D-Mac-Winger Scots (Emma Determan, Elizabeth Determan)
- The following E-Sports team qualified for state (3/2)
    - Rocket League - Ben Tollefson, Andrew Austin, Axel Fuglseth

Spring Sports

- You will be asked to approve the spring coaches at this meeting. I would recommend that you approve all of them.
- Softball and Track & Field practice begins 3/10
- Golf practice begins 3/17
- Baseball (Arm Conditioning/Pitchers & Catchers) starts 3/10
    - Official practice starts 3/17
    - If needed, may we invite 6th graders to play on JH again this year.
        - JH numbers look low/inconsistent

Other

- Winter PTP Meeting is Wednesday, February 26 at Shooting Star.
- Ensembles will be on 3/10 at Norman County East HS

Activities Directors Report

Dean of Students

- Last couple captains lunches for the winter season coming up
    - Been working on crowd/fan expectations to assist in setting up *Student Section Leaders*
- Rewards
    - Theme Song Thursday winners were treated to Bagels from Bagel Rush N More (sponsor)
    - Positive Referrals still coming in, looking to boost the number being submitted
- Tardies
    - Beginning to be an issue, consequences from handbook will be given out
    - Idea in the works for rewarding those with good attendance (more next month)

Win-E-Mac Public School #2609

Detail Payment Register By Check - Activity

Check Number: 20011-2147483647 Payment Date: 7/1/2024-2/28/2025 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
SACT	20011	1498		PERFORMANCE FOODSERVICE		Check		
			E	21 300 298 301 401 076 Class of 2025 Exp		$157.72		
PO#:		Voucher #:	50595	Invoice	Invoice No: 415707	2/12/2025	Paid Amt:	$157.72
							Check Amount:	$157.72
SACT	20012	WINEM		WIN-E-MAC SCHOOL		Check		
			E	21 300 298 301 401 013 Band/Choir Trip Exp		$86.00		
PO#:		Voucher #:	50597	Invoice	Invoice No: 020425	2/12/2025	Paid Amt:	$86.00
							Check Amount:	$86.00
SACT	20013	WTRAV		WIN-E-MAC TRAVEL CENTER		Check		
			E	21 300 298 301 401 000 Positive Behaviors Club Exp		$114.43		
PO#:		Voucher #:	50596	Invoice	Invoice No: 9699	2/12/2025	Paid Amt:	$114.43
							Check Amount:	$114.43
SACT	20014	2633		WORLDS FINEST CHOCOLATE INC		Check		
			E	21 300 298 301 401 013 Band/Choir Trip Exp		$10,320.00		
PO#:		Voucher #:	50598	Invoice	Invoice No: 477077	2/12/2025	Paid Amt:	$10,320.00
							Check Amount:	$10,320.00
							Report Total:	$10,678.15

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Detail Payment Register By Check

Check Number: 51286-2147483647 Payment Date: 7/1/2024-2/28/2025 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
ASB	51286	2754		GULER ERIC		Check
			E 01 300 296 000 305 114	Consult & Serv Fees		$201.00
PO#:	Voucher #:	50412	Invoice	Invoice No: 011625	1/16/2025	Paid Amt: $201.00
						Check Amount: $201.00
ASB	51287	3236		GULER TIM		Check
			E 01 300 296 000 305 114	Consult & Serv Fees		$201.00
PO#:	Voucher #:	50413	Invoice	Invoice No: 011625	1/16/2025	Paid Amt: $201.00
						Check Amount: $201.00
ASB	51288	3010		OHM RILEY		Check
			E 01 300 296 000 305 114	Consult & Serv Fees		$201.00
PO#:	Voucher #:	50411	Invoice	Invoice No: 011625	1/16/2025	Paid Amt: $201.00
						Check Amount: $201.00
ASB	51289	3238		ANDERSON GRANT		Check
			E 01 300 296 000 305 114	Consult & Serv Fees		$205.00
PO#:	Voucher #:	50416	Invoice	Invoice No: 011725	1/16/2025	Paid Amt: $205.00
						Check Amount: $205.00
ASB	51290	3237		LEVANG MIKE		Check
			E 01 300 296 000 305 114	Consult & Serv Fees		$205.00
PO#:	Voucher #:	50415	Invoice	Invoice No: 011725	1/16/2025	Paid Amt: $205.00
						Check Amount: $205.00
ASB	51291	3122		STUMO KARSTEN		Check
			E 01 300 296 000 305 114	Consult & Serv Fees		$205.00
PO#:	Voucher #:	50414	Invoice	Invoice No: 011725	1/16/2025	Paid Amt: $205.00
						Check Amount: $205.00
ASB	51292	3239		JOURDAIN DAN		Check
			E 01 300 296 000 305 114	Consult & Serv Fees		$165.00
PO#:	Voucher #:	50418	Invoice	Invoice No: 012125	1/21/2025	Paid Amt: $165.00
						Check Amount: $165.00
ASB	51293	3240		ROOSDETT JEFF		Check
			E 01 300 296 000 305 114	Consult & Serv Fees		$240.00
PO#:	Voucher #:	50420	Invoice	Invoice No: 012125	1/21/2025	Paid Amt: $240.00
						Check Amount: $240.00
ASB	51294	1982		SEATON SCOTT		Check
			E 01 300 296 000 305 114	Consult & Serv Fees		$165.00
PO#:	Voucher #:	50419	Invoice	Invoice No: 012125	1/21/2025	Paid Amt: $165.00
						Check Amount: $165.00

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Check Number: 51286-2147483647 Payment Date: 7/1/2024-2/28/2025 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
ASB	51295	2078		BOEHMER COLE		Check
			E 01 300 294 000 305 112	Consult & Serv Fees		$185.00
PO#:		Voucher #:	50425	Invoice	Invoice No: 012325	1/23/2025	Paid Amt: $185.00
						Check Amount: $185.00
ASB	51296	3241		BREKKE JAMISON		Check
			E 01 300 296 000 305 114	Consult & Serv Fees		$185.00
PO#:		Voucher #:	50422	Invoice	Invoice No: 012325	1/23/2025	Paid Amt: $185.00
						Check Amount: $185.00
ASB	51297	3118		CARLSON JOSH		Check
			E 01 300 296 000 305 114	Consult & Serv Fees		$185.00
PO#:		Voucher #:	50421	Invoice	Invoice No: 012325	1/23/2025	Paid Amt: $185.00
						Check Amount: $185.00
ASB	51298	2494		HUDON MEGHAN		Check
			E 01 100 203 000 430 000	Instructional Supply		$221.85
PO#:		Voucher #:	50427	Invoice	Invoice No: 012325	1/23/2025	Paid Amt: $221.85
						Check Amount: $221.85
ASB	51299	1785		NEIBAUER NICK		Check
			E 01 300 296 000 305 114	Consult & Serv Fees		$185.00
PO#:		Voucher #:	50423	Invoice	Invoice No: 012325	1/23/2025	Paid Amt: $185.00
						Check Amount: $185.00
ASB	51300	3242		RUBISCHKO CARSON		Check
			E 01 300 294 000 305 112	Consult & Serv Fees		$185.00
PO#:		Voucher #:	50426	Invoice	Invoice No: 012325	1/23/2025	Paid Amt: $185.00
						Check Amount: $185.00
ASB	51301	1664		Varriano, David		Check
			E 01 300 294 000 305 112	Consult & Serv Fees		$185.00
PO#:		Voucher #:	50424	Invoice	Invoice No: 012325	1/23/2025	Paid Amt: $185.00
						Check Amount: $185.00
ASB	51302	FERBS		FERTILE BELTRAMI SCHOOL		Check
			E 01 300 294 000 366 112	Travel		$250.00
PO#:		Voucher #:	50461	Invoice	Invoice No: 020825	1/27/2025	Paid Amt: $250.00
						Check Amount: $250.00
ASB	51303	patgree		Greendahl, Pat		Check
			E 01 300 296 000 305 114	Consult & Serv Fees		$150.00
PO#:		Voucher #:	50463	Invoice	Invoice No: 013025	1/27/2025	Paid Amt: $150.00
						Check Amount: $150.00

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Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
ASB	**51304**	**1532**		**Hodgson, John**		**Check**
			E 01 300 296 000 305 114	Consult & Serv Fees		$150.00
PO#:	**Voucher #:**	**50464**	Invoice	**Invoice No:** 013025	**1/27/2025**	**Paid Amt: $150.00**
						Check Amount: $150.00
ASB	**51305**	**1213**		**Schultz, Brian**		**Check**
			E 01 300 296 000 305 114	Consult & Serv Fees		$225.00
PO#:	**Voucher #:**	**50462**	Invoice	**Invoice No:** 013025	**1/27/2025**	**Paid Amt: $225.00**
						Check Amount: $225.00
ASB	**51306**	**WINAA**		**WIN-E-MAC ACTIVITY ACCT**		**Check**
			R 01 300 292 000 060 000	Activity Tickets		$32.00
PO#:	**Voucher #:**	**50465**	Invoice	**Invoice No:** 012425	**1/27/2025**	**Paid Amt: $32.00**
						Check Amount: $32.00
ASB	**51307**	**1074**		**REGION 8A**		**Check**
			E 01 300 258 000 366 000	Travel		$480.00
PO#:	**Voucher #:**	**50492**	Invoice	**Invoice No:** 013025	**1/31/2025**	**Paid Amt: $480.00**
						Check Amount: $480.00
ASB	**51308**	**3109**		**ANDERSON KIERSTEN**		**Check**
			E 08 005 960 340 898 817	Syverson Scholarship Payments		$2,000.00
PO#:	**Voucher #:**	**50511**	Invoice	**Invoice No:** Scholarship	**2/1/2025**	**Paid Amt: $2,000.00**
						Check Amount: $2,000.00
ASB	**51309**	**2078**		**BOEHMER COLE**		**Check**
			E 01 300 294 000 305 112	Consult & Serv Fees		$176.00
PO#:	**Voucher #:**	**50506**	Invoice	**Invoice No:** 020425	**2/1/2025**	**Paid Amt: $176.00**
						Check Amount: $176.00
ASB	**51310**	**2825**		**DYNAMIC SOUND PRODUCTIONS LLC**		**Check**
			E 01 300 298 000 401 300	Student Council Fundraising Expense		$650.00
PO#:	**Voucher #:**	**50512**	Invoice	**Invoice No:** 020725	**2/1/2025**	**Paid Amt: $650.00**
						Check Amount: $650.00
ASB	**51311**	**2190**		**GULSETH MARK**		**Check**
			E 01 300 296 000 305 114	Consult & Serv Fees		$240.00
PO#:	**Voucher #:**	**50502**	Invoice	**Invoice No:** 020325	**2/1/2025**	**Paid Amt: $240.00**
						Check Amount: $240.00
ASB	**51312**	**2873**		**JOHNSON BRANDON**		**Check**
			E 01 300 296 000 305 114	Consult & Serv Fees		$160.00
PO#:	**Voucher #:**	**50504**	Invoice	**Invoice No:** 020325	**2/1/2025**	**Paid Amt: $160.00**
						Check Amount: $160.00

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
ASB	51313	3187		LIBERTY BUSINESS SYSTEMS, INC.		Check
			E 01 005 605 302 370 000	Rentals & Leases - Copier		$334.41
			E 01 005 605 302 370 000			$33.44
PO#:	Voucher #:	50513	Invoice	Invoice No: 38389602	2/1/2025	Paid Amt: $367.85
						Check Amount: $367.85
ASB	51314	2872		MAHLUM CHRIS		Check
			E 01 300 294 000 305 112	Consult & Serv Fees		$240.00
PO#:	Voucher #:	50508	Invoice	Invoice No: 020625	2/1/2025	Paid Amt: $240.00
						Check Amount: $240.00
ASB	51316	3244		OISTAD ZACK		Check
			E 01 300 296 000 305 114	Consult & Serv Fees		$160.00
PO#:	Voucher #:	50503	Invoice	Invoice No: 020325	2/1/2025	Paid Amt: $160.00
						Check Amount: $160.00
ASB	51317	3090		OLSON KELLY		Check
			E 01 300 294 000 305 112	Consult & Serv Fees		$176.00
PO#:	Voucher #:	50505	Invoice	Invoice No: 020425	2/1/2025	Paid Amt: $176.00
						Check Amount: $176.00
ASB	51318	2393		PALUBICKI MEGHAN		Check
			E 01 300 294 000 305 112	Consult & Serv Fees		$160.00
PO#:	Voucher #:	50510	Invoice	Invoice No: 020625	2/1/2025	Paid Amt: $160.00
						Check Amount: $160.00
ASB	51319	3225		SAVARY DYLAN		Check
			E 01 300 294 000 305 112	Consult & Serv Fees		$160.00
PO#:	Voucher #:	50509	Invoice	Invoice No: 020625	2/1/2025	Paid Amt: $160.00
						Check Amount: $160.00
ASB	51320	AMELC		AMERICAN FAMILY LIFE ASSUR CO.		Check
			B 28 215 000	Payroll Deduction		$86.34
			B 28 215 025	Cancer Care		$296.71
			B 28 215 025	Adj to Stmt		($56.82)
PO#:	Voucher #:	50514	Invoice	Invoice No: S2025150	2/5/2025	Paid Amt: $326.23
						Check Amount: $326.23
ASB	51321	2182		Delta Dental of Minnesota		Check
			B 28 215 061	Dental Insurance		$915.83
			B 28 215 061	Adj to Stmt		$10.23
PO#:	Voucher #:	50516	Invoice	Invoice No: S2025150	2/5/2025	Paid Amt: $926.06
						Check Amount: $926.06

Win-E-Mac Public School #2609

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Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
ASB	51322	MADNT		MADISON NATIONAL LIFE		Check
			B 28 215 090	Long Term Disability & Life Insurance		$769.99
			B 28 215 090	Adj to Stmt		$21.10
PO#:		Voucher #:	50523 Invoice	Invoice No: S2025150	2/5/2025	Paid Amt: $791.09
			B 28 215 090	Long Term Disability & Life Insurance		$119.90
			B 28 215 090	Adj to Stmt		$2.20
PO#:		Voucher #:	50521 Invoice	Invoice No: S2025150	2/5/2025	Paid Amt: $122.10
						Check Amount: $913.19
ASB	51323	MNCHIL		MN CHILD SUPPORT PAY CENTER		Check
			B 28 215 000	Payroll Deduction		$222.60
PO#:		Voucher #:	50524 Invoice	Invoice No: S2025150	2/5/2025	Paid Amt: $222.60
						Check Amount: $222.60
ASB	51324	1995		OMNI Group		Check
			B 28 215 070	TSA Annuities		$491.68
PO#:		Voucher #:	50515 Invoice	Invoice No: S2025150	2/5/2025	Paid Amt: $491.68
			B 28 215 070	TSA Annuities		$2,498.58
PO#:		Voucher #:	50527 Invoice	Invoice No: S2025150	2/5/2025	Paid Amt: $2,498.58
			B 28 215 070	TSA Annuities		$183.34
PO#:		Voucher #:	50518 Invoice	Invoice No: S2025150	2/5/2025	Paid Amt: $183.34
			B 28 215 070	TSA Annuities		$427.80
PO#:		Voucher #:	50519 Invoice	Invoice No: S2025150	2/5/2025	Paid Amt: $427.80
			B 28 215 070	TSA Annuities		$495.84
PO#:		Voucher #:	50529 Invoice	Invoice No: S2025150	2/5/2025	Paid Amt: $495.84
			B 28 215 070	TSA Annuities		$233.34
PO#:		Voucher #:	50522 Invoice	Invoice No: S2025150	2/5/2025	Paid Amt: $233.34
			B 28 215 070	TSA Annuities		$183.34
PO#:		Voucher #:	50517 Invoice	Invoice No: S2025150	2/5/2025	Paid Amt: $183.34
						Check Amount: $4,513.92
ASB	51325	WEMFC		WEM FEDERATION OF TEACHERS		Check
			B 28 215 080	Win-E-Mac Federation		$2,562.19
PO#:		Voucher #:	50530 Invoice	Invoice No: S2025150	2/5/2025	Paid Amt: $2,562.19
						Check Amount: $2,562.19
ASB	51326	2393		PALUBICKI MEGHAN		Check
			E 01 300 294 000 305 112	Consult & Serv Fees		$50.00
PO#:		Voucher #:	50534 Invoice	Invoice No: 02062501	2/3/2025	Paid Amt: $50.00
						Check Amount: $50.00

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Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
ASB	51327	2501		SPAETH DUSTIN		Check
			E 01 300 294 000 305 112	Consult & Serv Fees		$176.00
PO#:	Voucher #:	50533	Invoice	Invoice No: 020425	2/3/2025	Paid Amt: $176.00
						Check Amount: $176.00
ASB	51328	3112		A STITCH IN TIME		Check
			E 01 300 331 000 430 001	FACS Print Shop Supplies		$7.00
PO#:	Voucher #:	50449	Invoice	Invoice No: 33643	2/4/2025	Paid Amt: $7.00
						Check Amount: $7.00
ASB	51329	2499		BEITO NICK		Check
			E 01 300 296 000 305 114	Consult & Serv Fees		$215.00
PO#:	Voucher #:	50547	Invoice	Invoice No: 021125	2/10/2025	Paid Amt: $215.00
						Check Amount: $215.00
ASB	51330	2088		BOEN SHANNON		Check
			E 01 300 296 000 305 114	Consult & Serv Fees		$170.00
PO#:	Voucher #:	50548	Invoice	Invoice No: 021125	2/10/2025	Paid Amt: $170.00
						Check Amount: $170.00
ASB	51331	1311		HOLTHUSEN ANTHONY		Check
			E 01 300 296 000 305 114	Consult & Serv Fees		$170.00
PO#:	Voucher #:	50549	Invoice	Invoice No: 021125	2/10/2025	Paid Amt: $170.00
						Check Amount: $170.00
ASB	51332	1794		KOHLER DAN		Check
			E 01 300 296 000 305 114	Consult & Serv Fees		$178.00
PO#:	Voucher #:	50546	Invoice	Invoice No: 021025	2/10/2025	Paid Amt: $178.00
						Check Amount: $178.00
ASB	51333	1785		NEIBAUER NICK		Check
			E 01 300 296 000 305 114	Consult & Serv Fees		$178.00
PO#:	Voucher #:	50545	Invoice	Invoice No: 021025	2/10/2025	Paid Amt: $178.00
						Check Amount: $178.00
ASB	51334	3242		RUBISCHKO CARSON		Check
			E 01 300 296 000 305 114	Consult & Serv Fees		$178.00
PO#:	Voucher #:	50544	Invoice	Invoice No: 021025	2/10/2025	Paid Amt: $178.00
						Check Amount: $178.00
ASB	51335	cummir		Cummins		Check
			E 01 005 760 720 350 000	Repairs & Maint Serv		$207.81
PO#:	Voucher #:	50583	Invoice	Invoice No: F1-250148810	2/11/2025	Paid Amt: $207.81
						Check Amount: $207.81

Win-E-Mac Public School #2609

Detail Payment Register By Check

Check Number: 51286-2147483647 Payment Date: 7/1/2024-2/28/2025 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
ASB	51336	3016		STAHLS		Check
			E 01 300 331 000 430 001	FACS Print Shop Supplies		$525.00
PO#: 5175	Voucher #:	50579	Invoice	Invoice No: IN11683905	2/11/2025	Paid Amt: $525.00
			E 01 300 331 000 430 001	FACS Print Shop Supplies		$119.00
PO#:	Voucher #:	50582	Invoice	Invoice No: IN11675782	2/11/2025	Paid Amt: $119.00
			E 01 300 331 000 430 001	FACS Print Shop Supplies		$67.00
PO#: 5174	Voucher #:	50580	Invoice	Invoice No: IN11675653	2/11/2025	Paid Amt: $67.00
			E 01 300 331 000 430 001	FACS Print Shop Supplies		$293.00
PO#:	Voucher #:	50581	Invoice	Invoice No: IN11682300	2/11/2025	Paid Amt: $293.00
						Check Amount: $1,004.00
ASB	51337	ADABO		ADA-BORUP-WEST SCHOOL DIST		Check
			E 01 300 292 000 366 120	Travel		$100.00
PO#:	Voucher #:	50616	Invoice	Invoice No: 021225	2/13/2025	Paid Amt: $100.00
						Check Amount: $100.00
ASB	51338	2996		ASKEGAARD SAM		Check
			E 01 300 294 000 305 112	Consult & Serv Fees		$196.00
PO#:	Voucher #:	50613	Invoice	Invoice No: 021325	2/13/2025	Paid Amt: $196.00
						Check Amount: $196.00
ASB	51339	2859		SAMUELSON MATT		Check
			E 01 300 294 000 305 112	Consult & Serv Fees		$196.00
PO#:	Voucher #:	50614	Invoice	Invoice No: 021325	2/13/2025	Paid Amt: $196.00
						Check Amount: $196.00
ASB	51340	3122		STUMO KARSTEN		Check
			E 01 300 294 000 305 112	Consult & Serv Fees		$196.00
PO#:	Voucher #:	50615	Invoice	Invoice No: 021325	2/13/2025	Paid Amt: $196.00
						Check Amount: $196.00
ASB	51341	ADABO		ADA-BORUP-WEST SCHOOL DIST		Check
			E 01 005 020 000 305 000	Superintendent Shared Contract		$11,080.30
PO#:	Voucher #:	50601	Invoice	Invoice No: 202508	2/18/2025	Paid Amt: $11,080.30
						Check Amount: $11,080.30
ASB	51342	2831		ALLUMA		Check
			E 01 100 203 000 305 000	Consulting service-tech & guidance		$105.00
			E 01 300 211 000 305 000			$105.00
PO#:	Voucher #:	50573	Invoice	Invoice No: 01312025	2/18/2025	Paid Amt: $210.00
						Check Amount: $210.00

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
ASB	51343	1208		AL'S ELECTRIC, INC		Check
			E 01 005 865 370 305 000	Consult & Serv Fees - LTFM Electrical	$384.00	
PO#:	Voucher #:	50571	Invoice	Invoice No: 13734	2/18/2025	Paid Amt: $384.00
						Check Amount: $384.00
ASB	51344	2624		ALTERNATIVE SANITATION		Check
			E 01 005 810 000 330 000	Utilities	$259.64	
PO#:	Voucher #:	50561	Invoice	Invoice No: 27227	2/18/2025	Paid Amt: $259.64
						Check Amount: $259.64
ASB	51345	AMAZO		AMAZON CAPITAL SERVICES		Check
			E 01 005 105 000 401 001	Family Service Fund Expenses	$37.88	
PO#:	Voucher #:	50612	Invoice	Invoice No: 161M-TVRF-3VY4	2/18/2025	Paid Amt: $37.88
			E 01 005 605 000 430 000	Instructional Supply	$187.07	
PO#:	Voucher #:	50460	Invoice	Invoice No: 1KGP-QYCX-QVTF	2/18/2025	Paid Amt: $187.07
			E 01 005 718 342 401 000	Safe School Non-Instruct Supply	$309.93	
PO#:	Voucher #:	50489	Invoice	Invoice No: 1GWK-PTVT-7JMP	2/18/2025	Paid Amt: $309.93
			E 01 300 408 740 433 000	Supplies - EBD	$31.98	
PO#:	Voucher #:	50611	Invoice	Invoice No: 147V-CQJN-3QQR	2/18/2025	Paid Amt: $31.98
			E 01 005 605 000 430 000	Instructional Supply	$111.84	
PO#:	Voucher #:	50485	Invoice	Invoice No: 19X9-3J36-F9J7	2/18/2025	Paid Amt: $111.84
			E 01 300 361 000 430 000	Regular Ind Supplies	$454.12	
PO#:	Voucher #:	50486	Invoice	Invoice No: 11F4-N7KV-RLDC	2/18/2025	Paid Amt: $454.12
			E 01 300 292 000 401 000	Non-Instruct Supply	$67.48	
PO#:	Voucher #:	50487	Invoice	Invoice No: 11YP-WHXG-YLP3	2/18/2025	Paid Amt: $67.48
			E 01 100 203 000 430 005	Instructional Supply - Grade 5	$28.98	
PO#:	Voucher #:	50488	Invoice	Invoice No: 1G7G-JQGN-9DYC	2/18/2025	Paid Amt: $28.98
			E 01 005 720 000 401 001	Wellness Committee Supplies	$199.95	
PO#:	Voucher #:	50588	Invoice	Invoice No: 1CG1-TXMJ-VXVJ	2/18/2025	Paid Amt: $199.95
			E 01 300 212 000 430 000	Instructional Supply - Art	$414.67	
PO#:	Voucher #:	50455	Invoice	Invoice No: 1PQ6-QRY9-4H4N	2/18/2025	Paid Amt: $414.67
			E 04 005 505 321 401 000	Non-Instruct Supply	$36.96	
PO#:	Voucher #:	50490	Invoice	Invoice No: 1D99-W77J-GC3C	2/18/2025	Paid Amt: $36.96
			E 01 300 361 000 430 001	Ind Tech - House Build Supplies	$193.88	
PO#:	Voucher #:	50454	Invoice	Invoice No: 1YQV-7QWY-WVGM	2/18/2025	Paid Amt: $193.88
			E 01 300 220 000 430 000	Instructional Supply - English	$44.49	
PO#:	Voucher #:	50491	Invoice	Invoice No: 14TC-MNVX-G64L	2/18/2025	Paid Amt: $44.49
			E 01 005 760 720 350 000	Repairs & Maint Serv	$209.99	
PO#:	Voucher #:	50494	Invoice	Invoice No: 11G4-4NLM-1DP1	2/18/2025	Paid Amt: $209.99

Win-E-Mac Public School #2609

Detail Payment Register By Check

Check Number: 51286-2147483647 Payment Date: 7/1/2024-2/28/2025 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
ASB	**51345**	**AMAZO**		**AMAZON CAPITAL SERVICES**		**Check**
			E 01 300 292 000 401 000	Non-Instruct Supply	$38.97	
PO#:	**Voucher #:**	**50457**	Invoice	**Invoice No:** 1RNK-4CM6-G7JW	**2/18/2025**	**Paid Amt: $38.97**
			E 01 300 270 302 460 000	Textbooks & Workbook - Social Studies	$40.38	
PO#:	**Voucher #:**	**50456**	Invoice	**Invoice No:** 1N6X-VXR6-JHKL	**2/18/2025**	**Paid Amt: $40.38**
			E 02 005 770 701 490 000	Food	$57.72	
PO#:	**Voucher #:**	**50587**	Invoice	**Invoice No:** 1X69-H9FM-CJQX	**2/18/2025**	**Paid Amt: $57.72**
			E 01 300 292 000 401 000	Non-Instruct Supply	$45.91	
PO#:	**Voucher #:**	**50458**	Invoice	**Invoice No:** 1QD7-34FN-YQVQ	**2/18/2025**	**Paid Amt: $45.91**
			E 04 005 505 321 401 000	Non-Instruct Supply	$35.76	
PO#:	**Voucher #:**	**50459**	Invoice	**Invoice No:** 1D19-4FQ9-WVNH	**2/18/2025**	**Paid Amt: $35.76**
			E 01 005 620 000 430 500	SNUSTAD Media Instructional Supply	$222.67	
PO#:	**Voucher #:**	**50610**	Invoice	**Invoice No:** 1KRH-R39M-1KTV	**2/18/2025**	**Paid Amt: $222.67**
						Check Amount: $2,770.63
ASB	**51346**	**ARESP**		**AREA SPECIAL ED CO-OP #997**		**Check**
			E 01 100 407 000 394 000	ASEC Membership Fees	$14,890.80	
PO#:	**Voucher #:**	**50599**	Invoice	**Invoice No:** 03012025	**2/18/2025**	**Paid Amt: $14,890.80**
						Check Amount: $14,890.80
ASB	**51347**	**CARQU**		**Auto Value Fosston**		**Check**
			E 01 005 760 720 401 000	Non-Instruct Supply-Transportation	$169.20	
PO#:	**Voucher #:**	**50495**	Invoice	**Invoice No:** 130173343-130174134	**2/18/2025**	**Paid Amt: $169.20**
						Check Amount: $169.20
ASB	**51348**	**2816**		**BADLANDS DISTRIBUTION**		**Check**
			E 01 300 292 000 401 301	AD concession exp	$436.46	
PO#:	**Voucher #:**	**50543**	Invoice	**Invoice No:** 1092503404	**2/18/2025**	**Paid Amt: $436.46**
			E 01 300 292 000 401 301	AD concession exp	$436.46	
PO#:	**Voucher #:**	**50447**	Invoice	**Invoice No:** 1092501607	**2/18/2025**	**Paid Amt: $436.46**
						Check Amount: $872.92
ASB	**51349**	**3199**		**BRENCO**		**Check**
			E 01 005 810 000 401 000	Building Supplies	$274.75	
PO#:	**Voucher #:**	**50450**	Invoice	**Invoice No:** 0161125-IN	**2/18/2025**	**Paid Amt: $274.75**
			E 01 005 810 000 401 000	Building Supplies	$198.75	
PO#:	**Voucher #:**	**50480**	Invoice	**Invoice No:** 0161348-IN	**2/18/2025**	**Paid Amt: $198.75**
			E 01 005 810 000 401 000	Building Supplies	$530.69	
PO#:	**Voucher #:**	**50499**	Invoice	**Invoice No:** 0161714-IN	**2/18/2025**	**Paid Amt: $530.69**
						Check Amount: $1,004.19

Win-E-Mac Public School #2609

Detail Payment Register By Check

Check Number: 51286-2147483647 Payment Date: 7/1/2024-2/28/2025 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
ASB	**51350**	**2542**		**BRIC**		**Check**
			E 01 300 640 316 366 000	Travel-Staff Dev		$100.00
PO#:	**Voucher #:**	**50565**	Invoice	**Invoice No:** 012725 012825	**2/18/2025**	**Paid Amt: $100.00**
			E 01 300 640 308 366 000	Principal Travel		$85.00
PO#:	**Voucher #:**	**50566**	Invoice	**Invoice No:** 012325	**2/18/2025**	**Paid Amt: $85.00**
						Check Amount: $185.00
ASB	**51351**	**2598**		**BURD HEATHER**		**Check**
			E 01 005 640 308 366 000	Staff Development - District Wide		$800.00
PO#:	**Voucher #:**	**50607**	Invoice	**Invoice No:** 02202025	**2/18/2025**	**Paid Amt: $800.00**
						Check Amount: $800.00
ASB	**51352**	**BURHH**		**BURGGRAF'S ACE HARDWARE**		**Check**
			E 01 005 760 720 401 000	Non-Instruct Supply-Transportation		$32.98
			E 01 005 810 000 350 000	Building & Grounds Repair		$7.99
			E 01 300 361 000 430 000	Regular Ind Supplies		$199.99
PO#:	**Voucher #:**	**50466**	Invoice	**Invoice No:** 466341-467020	**2/18/2025**	**Paid Amt: $240.96**
						Check Amount: $240.96
ASB	**51353**	**3234**		**CENTRAL MCGOWAN INC**		**Check**
			E 01 300 399 628 555 000	Carl Perkins Equipment		$5,229.80
PO#:	**Voucher #:**	**50591**	Invoice	**Invoice No:** 0000938826	**2/18/2025**	**Paid Amt: $5,229.80**
						Check Amount: $5,229.80
ASB	**51354**	**1484**		**COCA-COLA BOTTLING CO HIGH COUNTRY**		**Check**
			E 01 300 292 000 401 301	AD concession exp		$756.00
PO#:	**Voucher #:**	**50497**	Invoice	**Invoice No:** 5011383	**2/18/2025**	**Paid Amt: $756.00**
			E 01 300 292 000 401 301	AD concession exp		$690.00
PO#:	**Voucher #:**	**50604**	Invoice	**Invoice No:** 578519	**2/18/2025**	**Paid Amt: $690.00**
						Check Amount: $1,446.00
ASB	**51355**	**1898**		**EAST SIDE JERSEY DAIRY INC**		**Check**
			E 02 005 770 701 495 000	Milk		$2,275.05
PO#:	**Voucher #:**	**50577**	Invoice	**Invoice No:** 9072829-9082287	**2/18/2025**	**Paid Amt: $2,275.05**
						Check Amount: $2,275.05
ASB	**51356**	**2107**		**ECOLAB PEST ELIM DIV**		**Check**
			E 01 005 865 352 305 000	Consult & Serv Fees - LTFM Mgmt		$153.04
PO#:	**Voucher #:**	**50575**	Invoice	**Invoice No:** 6738582	**2/18/2025**	**Paid Amt: $153.04**
			E 01 005 865 352 305 000	Consult & Serv Fees - LTFM Mgmt		$153.04
PO#:	**Voucher #:**	**50576**	Invoice	**Invoice No:** 7200494	**2/18/2025**	**Paid Amt: $153.04**
						Check Amount: $306.08

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
ASB	51357	3073		EMS LINQ INC		Check
			E 01 005 110 000 305 000	Region 1/Legal/Flex plan		$26.72
PO#:	Voucher #:	50563	Invoice	Invoice No: 7083	2/18/2025	Paid Amt: $26.72
						Check Amount: $26.72
ASB	51358	ERSEC		ERSKINE ECHO		Check
			E 01 005 105 000 305 000	Advertising/audit/		$2,339.90
			E 01 005 105 000 401 000			$1,117.34
			E 01 005 760 720 401 000	Non-Instruct Supply-Transportation		$461.89
			E 01 005 105 000 329 000	Postage/Express/Meter lease		$287.20
			E 01 005 620 000 820 000			$70.00
			E 04 005 505 321 401 000	Non-Instruct Supply		$54.60
PO#:	Voucher #:	50535	Invoice	Invoice No: 3358	2/18/2025	Paid Amt: $4,330.93
						Check Amount: $4,330.93
ASB	51359	ERSWC		ERSKINE WORKS		Check
			E 01 005 810 000 330 000	Utilities		$707.00
PO#:	Voucher #:	50432	Invoice	Invoice No: January 2025	2/18/2025	Paid Amt: $707.00
						Check Amount: $707.00
ASB	51360	2051		EVCO Petroleum Products INC		Check
			E 01 005 760 720 401 000	Non-Instruct Supply-Transportation		$1,203.90
PO#:	Voucher #:	50558	Invoice	Invoice No: 325576	2/18/2025	Paid Amt: $1,203.90
			E 01 005 760 720 401 000	Non-Instruct Supply-Transportation		$162.50
PO#:	Voucher #:	50559	Invoice	Invoice No: 325874	2/18/2025	Paid Amt: $162.50
						Check Amount: $1,366.40
ASB	51361	3085		FENWORKS INC		Check
			E 01 300 298 000 305 122	Consult & Serv Fees- ESports		$1,000.00
PO#:	Voucher #:	50484	Invoice	Invoice No: 929	2/18/2025	Paid Amt: $1,000.00
						Check Amount: $1,000.00
ASB	51362	2298		FERTILE OIL COMPANY		Check
			E 01 005 810 000 440 000	Fuel For Bldg		$1,943.55
PO#:	Voucher #:	50556	Invoice	Invoice No: 247241	2/18/2025	Paid Amt: $1,943.55
						Check Amount: $1,943.55
ASB	51363	3246		FORD KIRSTEN		Check
			E 01 005 640 308 366 000	Staff Development - District Wide		$1,200.00
PO#:	Voucher #:	50606	Invoice	Invoice No: 02202025	2/18/2025	Paid Amt: $1,200.00
						Check Amount: $1,200.00

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
ASB	51364	BACON		FORTMAN GRADING LLC		Check
			E 01 005 810 000 330 000	Utilities		$1,812.50
PO#:	Voucher #:	50539	Invoice	Invoice No: 888	2/18/2025	Paid Amt: $1,812.50
						Check Amount: $1,812.50
ASB	51365	1986		Fosston Chiropractic Clinic		Check
			E 01 005 760 720 305 000	Consult & Serv Fees		$85.00
PO#:	Voucher #:	50428	Invoice	Invoice No: 012025	2/18/2025	Paid Amt: $85.00
						Check Amount: $85.00
ASB	51366	garvt		GARDEN VALLEY TELEPHONE CO		Check
			E 01 005 605 302 555 000	Technology Equip.		$1,638.00
PO#:	Voucher #:	50623	Invoice	Invoice No: 23929	2/18/2025	Paid Amt: $1,638.00
			E 01 005 850 302 305 000	Consult & Serv Fees		$359.00
PO#:	Voucher #:	50620	Invoice	Invoice No: 23890	2/18/2025	Paid Amt: $359.00
			E 01 005 850 302 305 000	Consult & Serv Fees		$235.98
			E 01 005 605 302 555 000	Technology Equip.		$2,204.95
PO#:	Voucher #:	50621	Invoice	Invoice No: 23851	2/18/2025	Paid Amt: $2,440.93
			E 01 005 850 302 305 000	Consult & Serv Fees		$199.98
PO#:	Voucher #:	50622	Invoice	Invoice No: 23853	2/18/2025	Paid Amt: $199.98
			E 01 005 810 000 320 000	Communication Servic		$1,722.61
			E 01 005 850 302 305 000	Consult & Serv Fees		$1,603.00
			E 01 005 850 302 305 000	Consult & Serv Fees		$525.95
PO#:	Voucher #:	50557	Invoice	Invoice No: 101393032	2/18/2025	Paid Amt: $3,851.56
						Check Amount: $8,489.47
ASB	51367	GRAINC		GRAINGER		Check
			E 01 005 810 000 401 000	Building Supplies		$40.49
PO#:	Voucher #:	50435	Invoice	Invoice No: 9367260354	2/18/2025	Paid Amt: $40.49
			E 01 005 810 000 401 000	Building Supplies		$46.28
PO#:	Voucher #:	50468	Invoice	Invoice No: 9371806242	2/18/2025	Paid Amt: $46.28
			E 01 005 810 000 350 000	Building & Grounds Repair		$124.65
PO#:	Voucher #:	50469	Invoice	Invoice No: 9368306123	2/18/2025	Paid Amt: $124.65
			E 01 005 810 000 401 000	Building Supplies		$65.47
PO#:	Voucher #:	50436	Invoice	Invoice No: 65.47	2/18/2025	Paid Amt: $65.47
			E 01 005 810 000 401 000	Building Supplies		$22.48
PO#:	Voucher #:	50590	Invoice	Invoice No: 9392351566	2/18/2025	Paid Amt: $22.48
			E 01 005 810 000 350 000	Building & Grounds Repair		$39.66
PO#:	Voucher #:	50434	Invoice	Invoice No: 9366539923	2/18/2025	Paid Amt: $39.66
						Check Amount: $339.03

Win-E-Mac Public School #2609

Detail Payment Register By Check

Check Number: 51286-2147483647 Payment Date: 7/1/2024-2/28/2025 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
ASB	51368	GROCE		GROCERIES PLUS		Check
			E	01 100 200 000 430 000 Instructional Supply - VPK		$4.09
			E	01 300 298 000 401 000 Non-Instruct Supply		$31.62
			E	02 005 770 701 490 000 Food		$33.14
PO#:		Voucher #:	50560	Invoice	Invoice No: 218356-220690	2/18/2025	Paid Amt: $68.85
						Check Amount: $68.85
ASB	51369	1506		HANDYMAN'S INC		Check
			E	01 005 810 000 350 000 Building & Grounds Repair		$169.90
PO#:		Voucher #:	50493	Invoice	Invoice No: 476332	2/18/2025	Paid Amt: $169.90
						Check Amount: $169.90
ASB	51370	2077		Hillyard		Check
			E	01 005 810 000 401 000 Building Supplies		$408.61
PO#:		Voucher #:	50453	Invoice	Invoice No: 605705074	2/18/2025	Paid Amt: $408.61
			E	01 005 810 000 401 000 Building Supplies		$37.18
PO#:		Voucher #:	50431	Invoice	Invoice No: 605718848	2/18/2025	Paid Amt: $37.18
						Check Amount: $445.79
ASB	51371	3014		HUGOS		Check
			E	01 300 331 000 430 000 Instructional Supply		$211.09
			E	01 300 292 000 401 301 AD concession exp		$69.60
			E	02 005 770 701 490 000 Food		$19.77
			E	02 005 770 705 490 000		$30.03
PO#:		Voucher #:	50574	Invoice	Invoice No: 02012025	2/18/2025	Paid Amt: $330.49
						Check Amount: $330.49
ASB	51372	2269		INNOVATIVE OFFICE SOLUTIONS, LLC		Check
			E	01 005 105 000 401 000 Office Supplies		$63.14
PO#:		Voucher #:	50536	Invoice	Invoice No: IN4740457	2/18/2025	Paid Amt: $63.14
			E	01 005 105 000 401 000 Office Supplies		$93.28
PO#:		Voucher #:	50537	Invoice	Invoice No: IN4748411	2/18/2025	Paid Amt: $93.28
			E	01 005 105 000 401 000 Office Supplies		$106.66
PO#:		Voucher #:	50538	Invoice	Invoice No: IN4750907	2/18/2025	Paid Amt: $106.66
						Check Amount: $263.08
ASB	51373	2136		Johnson Controls		Check
			E	01 005 810 000 350 000 Building & Grounds Repair		$2,702.37
PO#:		Voucher #:	50593	Invoice	Invoice No: 1-135185610683	2/18/2025	Paid Amt: $2,702.37

Win-E-Mac Public School #2609

Detail Payment Register By Check

Check Number: 51286-2147483647 Payment Date: 7/1/2024-2/28/2025 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
ASB	**51373**	**2136**		**Johnson Controls**		**Check**
			E 01 005 810 000 350 000	Building & Grounds Repair		$1,229.52
PO#: 5173	**Voucher #:**	**50540**	Invoice	**Invoice No:** 1-135147097062	**2/18/2025**	**Paid Amt:** **$1,229.52**
						Check Amount: **$3,931.89**
ASB	**51374**	**JOSTE**		**JOSTENS**		**Check**
			E 01 005 105 000 401 000	Office Supplies		$216.55
PO#:	**Voucher #:**	**50429**	Invoice	**Invoice No:** 35639659	**2/18/2025**	**Paid Amt:** **$216.55**
						Check Amount: **$216.55**
ASB	**51375**	**1710**		**KKCQ-FM**		**Check**
			E 01 005 105 000 305 000	Advertising/audit/		$220.00
PO#:	**Voucher #:**	**50541**	Invoice	**Invoice No:** KKCQ04452501111093	**2/18/2025**	**Paid Amt:** **$220.00**
						Check Amount: **$220.00**
ASB	**51376**	**LAKBC**		**LAKESIDE BUILDING CENTER**		**Check**
			E 01 005 810 000 350 000	Building & Grounds Repair		$162.88
			E 01 300 361 000 430 000	Regular Ind Supplies		$24.90
			E 01 300 361 000 430 001	Ind Tech - House Build Supplies		$1,409.50
PO#:	**Voucher #:**	**50603**	Invoice	**Invoice No:** 17297-17642	**2/18/2025**	**Paid Amt:** **$1,597.28**
						Check Amount: **$1,597.28**
ASB	**51377**	**3247**		**LEARNWELL**		**Check**
			E 01 300 050 000 394 000	CIHS (College in the High School)		$346.50
PO#:	**Voucher #:**	**50617**	Invoice	**Invoice No:** INV228133	**2/18/2025**	**Paid Amt:** **$346.50**
						Check Amount: **$346.50**
ASB	**51378**	**1376**		**LIBERTY BUSINESS SYS**		**Check**
			E 01 005 850 302 305 000	Consult & Serv Fees		$75.00
PO#:	**Voucher #:**	**50451**	Invoice	**Invoice No:** 553167	**2/18/2025**	**Paid Amt:** **$75.00**
			E 01 005 105 000 401 000	Office Supplies		$108.73
PO#:	**Voucher #:**	**50542**	Invoice	**Invoice No:** 553665	**2/18/2025**	**Paid Amt:** **$108.73**
			E 01 005 605 302 370 000	Rentals & Leases - Copier		$976.95
PO#:	**Voucher #:**	**50448**	Invoice	**Invoice No:** 25913	**2/18/2025**	**Paid Amt:** **$976.95**
			E 01 005 105 000 401 000	Office Supplies		$108.29
PO#:	**Voucher #:**	**50498**	Invoice	**Invoice No:** 553542	**2/18/2025**	**Paid Amt:** **$108.29**
						Check Amount: **$1,268.97**
ASB	**51379**	**2851**		**LINDE GAS & EQUIPMENT INC**		**Check**
			E 01 300 361 000 430 000	Regular Ind Supplies		$75.62
PO#:	**Voucher #:**	**50430**	Invoice	**Invoice No:** 47577031	**2/18/2025**	**Paid Amt:** **$75.62**
						Check Amount: **$75.62**

Win-E-Mac Public School #2609

Detail Payment Register By Check

Check Number: 51286-2147483647 Payment Date: 7/1/2024-2/28/2025 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
ASB	51380	MACIE		MACIE PUBLISHING CO		Check
			E 01 300 258 000 431 303	Band Supplies - Resale		$447.39
PO#:		Voucher #:	50586 Invoice	Invoice No: 23543	2/18/2025	Paid Amt: $447.39
						Check Amount: $447.39
ASB	51381	NORCB		NORTH CENTRAL BUS SALES		Check
			E 01 005 760 720 401 000	Non-Instruct Supply-Transportation		$58.32
PO#:		Voucher #:	50437 Invoice	Invoice No: 319400	2/18/2025	Paid Amt: $58.32
			E 01 005 760 720 401 000	Non-Instruct Supply-Transportation		$28.61
PO#:		Voucher #:	50478 Invoice	Invoice No: 319500X1	2/18/2025	Paid Amt: $28.61
			E 01 005 760 720 401 000	Non-Instruct Supply-Transportation		$21.63
PO#:		Voucher #:	50479 Invoice	Invoice No: 319863	2/18/2025	Paid Amt: $21.63
			E 01 005 760 720 401 000	Non-Instruct Supply-Transportation		$160.33
PO#:		Voucher #:	50568 Invoice	Invoice No: 319367	2/18/2025	Paid Amt: $160.33
			E 01 005 760 720 401 000	Non-Instruct Supply-Transportation		$215.70
PO#:		Voucher #:	50569 Invoice	Invoice No: 319305	2/18/2025	Paid Amt: $215.70
			E 01 005 760 720 401 000	Non-Instruct Supply-Transportation		$78.13
PO#:		Voucher #:	50570 Credit	Invoice No: CM318657	2/18/2025	Paid Amt: ($78.13)
			E 01 005 760 720 401 000	Non-Instruct Supply-Transportation		$63.29
PO#:		Voucher #:	50433 Invoice	Invoice No: 319500	2/18/2025	Paid Amt: $63.29
			E 01 005 760 720 401 000	Non-Instruct Supply-Transportation		$343.77
PO#:		Voucher #:	50452 Invoice	Invoice No: 319166	2/18/2025	Paid Amt: $343.77
						Check Amount: $813.52
ASB	51382	NORCL		NORTH COUNTRY LUMBER INC		Check
			E 01 300 361 000 430 000	Regular Ind Supplies		$1,730.60
PO#:		Voucher #:	50602 Invoice	Invoice No: 57910-57976	2/18/2025	Paid Amt: $1,730.60
						Check Amount: $1,730.60
ASB	51383	norec		NORTHWEST SERVICE COOPERATIVE		Check
			E 01 100 640 316 366 000	Travel-Staff Dev		$265.00
			E 01 300 640 316 366 000	Travel-Staff Dev		$195.00
			E 01 005 640 316 366 000	Travel - Staff Dev		$35.00
PO#:		Voucher #:	50482 Invoice	Invoice No: 10826	2/18/2025	Paid Amt: $495.00
			E 01 005 760 720 305 000	Miscellaneous Exp		$520.00
PO#:		Voucher #:	50483 Invoice	Invoice No: 10736	2/18/2025	Paid Amt: $520.00
			E 01 005 865 352 305 000	Consult & Serv Fees - LTFM Mgmt		$799.46
PO#:		Voucher #:	50481 Invoice	Invoice No: 10864	2/18/2025	Paid Amt: $799.46
						Check Amount: $1,814.46

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
ASB	51384	1057		NOVA FIRE PROTECTION		Check
			E 01 005 865 363 305 000	Consult & Serv Fees - LTFM Fire Safety	$740.00	
PO#:	Voucher #:	50619	Invoice	Invoice No: 94070-6380	2/18/2025	Paid Amt: $740.00
						Check Amount: $740.00
ASB	51385	NWMCC		NW MN Council Of Collaboratives		Check
			E 01 005 010 000 820 000	Dues & Membership - Board	$1,350.00	
PO#:	Voucher #:	50562	Invoice	Invoice No: 011525	2/18/2025	Paid Amt: $1,350.00
						Check Amount: $1,350.00
ASB	51386	2303		OFTEDAHL OVERHEAD DOORS LLC		Check
			E 01 005 760 720 350 000	Repairs & Maint Serv	$100.00	
PO#:	Voucher #:	50605	Invoice	Invoice No: 3028	2/18/2025	Paid Amt: $100.00
						Check Amount: $100.00
ASB	51387	1379		PAN O GOLD		Check
			E 02 005 770 701 490 000	Food	$525.86	
PO#:	Voucher #:	50578	Invoice	Invoice No: 225006022-225027014	2/18/2025	Paid Amt: $525.86
						Check Amount: $525.86
ASB	51388	1498		PERFORMANCE FOODSERVICE		Check
			E 02 005 770 701 490 000	Food	$148.21	
PO#:	Voucher #:	50472	Invoice	Invoice No: 423044	2/18/2025	Paid Amt: $148.21
			E 02 005 770 701 490 000	Food	$61.84	
PO#:	Voucher #:	50443	Invoice	Invoice No: 417165	2/18/2025	Paid Amt: $61.84
			E 02 005 770 705 490 000	Food - Breakfast	$23.38	
PO#:	Voucher #:	50438	Credit	Invoice No: 415855	2/18/2025	Paid Amt: ($23.38)
			E 02 005 770 707 490 000	Food - Ala carte	$90.74	
PO#:	Voucher #:	50551	Invoice	Invoice No: 434947	2/18/2025	Paid Amt: $90.74
			E 02 005 770 701 490 000	Food	$31.50	
PO#:	Voucher #:	50476	Invoice	Invoice No: 427302	2/18/2025	Paid Amt: $31.50
			E 02 005 770 701 490 000	Food	$42.00	
PO#:	Voucher #:	50444	Invoice	Invoice No: 419259	2/18/2025	Paid Amt: $42.00
			E 02 005 770 705 490 000	Food - Breakfast	$643.03	
PO#:	Voucher #:	50500	Invoice	Invoice No: 431178	2/18/2025	Paid Amt: $643.03
			E 02 005 770 701 490 000	Food	$31.50	
PO#:	Voucher #:	50608	Invoice	Invoice No: 442682	2/18/2025	Paid Amt: $31.50
			E 02 005 770 705 490 000	Food - Breakfast	$286.80	
PO#:	Voucher #:	50441	Invoice	Invoice No: 415710	2/18/2025	Paid Amt: $286.80
			E 02 005 770 705 490 000	Food - Breakfast	$204.55	
PO#:	Voucher #:	50555	Invoice	Invoice No: 439126	2/18/2025	Paid Amt: $204.55

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
ASB	**51388**	**1498**		**PERFORMANCE FOODSERVICE**		**Check**
			E 02 005 770 705 490 000	Food - Breakfast		$209.49
PO#:	**Voucher #:**	**50473**	Invoice	**Invoice No:** 423045	**2/18/2025**	**Paid Amt:** **$209.49**
			E 02 005 770 701 490 000	Food		$593.33
PO#:	**Voucher #:**	**50589**	Invoice	**Invoice No:** 434948	**2/18/2025**	**Paid Amt:** **$593.33**
			E 02 005 770 705 490 000	Food - Breakfast		$103.53
PO#:	**Voucher #:**	**50552**	Invoice	**Invoice No:** 437912	**2/18/2025**	**Paid Amt:** **$103.53**
			E 02 005 770 707 490 000	Food - Ala carte		$62.55
PO#:	**Voucher #:**	**50474**	Invoice	**Invoice No:** 423046	**2/18/2025**	**Paid Amt:** **$62.55**
			E 01 300 292 000 401 301	AD concession exp		$62.84
PO#:	**Voucher #:**	**50553**	Invoice	**Invoice No:** 439124	**2/18/2025**	**Paid Amt:** **$62.84**
			E 02 005 770 701 490 000	Food		$1,476.51
PO#:	**Voucher #:**	**50501**	Invoice	**Invoice No:** 431179	**2/18/2025**	**Paid Amt:** **$1,476.51**
			E 02 005 770 701 490 000	Food		$1,035.42
PO#:	**Voucher #:**	**50446**	Invoice	**Invoice No:** 419624	**2/18/2025**	**Paid Amt:** **$1,035.42**
			E 02 005 770 705 490 000	Food - Breakfast		$569.01
PO#:	**Voucher #:**	**50477**	Invoice	**Invoice No:** 426908	**2/18/2025**	**Paid Amt:** **$569.01**
			E 01 300 292 000 401 301	AD concession exp		$155.51
PO#:	**Voucher #:**	**50470**	Invoice	**Invoice No:** 423042	**2/18/2025**	**Paid Amt:** **$155.51**
			E 02 005 770 701 490 000	Food		$103.53
PO#:	**Voucher #:**	**50600**	Invoice	**Invoice No:** 444047	**2/18/2025**	**Paid Amt:** **$103.53**
			E 02 005 770 701 490 000	Food		$157.76
PO#:	**Voucher #:**	**50445**	Invoice	**Invoice No:** 419569	**2/18/2025**	**Paid Amt:** **$157.76**
			E 02 005 770 701 490 000	Food		$1,239.34
			E 02 005 770 705 490 000			$162.55
PO#:	**Voucher #:**	**50609**	Invoice	**Invoice No:** 442714	**2/18/2025**	**Paid Amt:** **$1,401.89**
			E 02 005 770 707 490 000	Food - Ala carte		$102.92
PO#:	**Voucher #:**	**50439**	Invoice	**Invoice No:** 415706	**2/18/2025**	**Paid Amt:** **$102.92**
			E 02 005 770 701 490 000	Food		$1,194.64
PO#:	**Voucher #:**	**50475**	Invoice	**Invoice No:** 426923	**2/18/2025**	**Paid Amt:** **$1,194.64**
			E 02 005 770 701 490 000	Food		$1,993.86
PO#:	**Voucher #:**	**50471**	Invoice	**Invoice No:** 423043	**2/18/2025**	**Paid Amt:** **$1,993.86**
			E 02 005 770 701 490 000	Food		$1,127.02
PO#:	**Voucher #:**	**50554**	Invoice	**Invoice No:** 439125	**2/18/2025**	**Paid Amt:** **$1,127.02**
			E 02 005 770 701 490 000	Food		$439.59
PO#:	**Voucher #:**	**50442**	Invoice	**Invoice No:** 415766	**2/18/2025**	**Paid Amt:** **$439.59**

Win-E-Mac Public School #2609

Detail Payment Register By Check

Check Number: 51286-2147483647 Payment Date: 7/1/2024-2/28/2025 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
ASB	51388	1498		PERFORMANCE FOODSERVICE		Check
			E 02 005 770 701 490 000	Food		$1,346.64
PO#:	Voucher #:	50440	Invoice	Invoice No: 415708	2/18/2025	Paid Amt: $1,346.64
						Check Amount: $13,652.83
ASB	51389	nardi		PYE BARKER FIRE SAFETY		Check
			E 01 005 865 363 305 000	Consult & Serv Fees - LTFM Fire Safety		$531.00
PO#:	Voucher #:	50618	Invoice	Invoice No: IVN00318431	2/18/2025	Paid Amt: $531.00
						Check Amount: $531.00
ASB	51390	RENAIS		RENAISSANCE LEARNING, INC.		Check
			E 01 100 216 401 430 000	Quote Q-138062		$1,610.00
PO#: 5177	Voucher #:	50572	Invoice	Invoice No: INV5504415	2/18/2025	Paid Amt: $1,610.00
						Check Amount: $1,610.00
ASB	51391	MCITI		RICHARDS PUBLISHING		Check
			E 01 005 105 000 305 000	Advertising/audit/		$150.00
PO#:	Voucher #:	50564	Invoice	Invoice No: INV-00567729	2/18/2025	Paid Amt: $150.00
						Check Amount: $150.00
ASB	51392	SCHSP		SCHOOL SPECIALTY LLC		Check
			E 01 100 403 740 433 000	Supplies - Severe DCD		$55.15
			E 01 300 403 740 433 000			$55.15
PO#:	Voucher #:	50594	Invoice	Invoice No: 208135332948	2/18/2025	Paid Amt: $110.30
						Check Amount: $110.30
ASB	51393	3016		STAHLS		Check
			E 01 300 331 000 430 001	FACS Print Shop Supplies		$210.50
PO#: 5178	Voucher #:	50592	Invoice	Invoice No: IN11694247	2/18/2025	Paid Amt: $210.50
						Check Amount: $210.50
ASB	51394	3103		STUHR JAIME		Check
			R 01 005 000 000 099 000	Snustad		$2,500.00
			R 01 005 000 000 099 000	Hudrlik		$2,000.00
PO#:	Voucher #:	50624	Invoice	Invoice No: 020725	2/18/2025	Paid Amt: $4,500.00
						Check Amount: $4,500.00
ASB	51395	THIB		Thibert Chevrolet and Buick		Check
			E 01 005 760 720 350 000	Repairs & Maint Serv		$57.68
PO#:	Voucher #:	50496	Invoice	Invoice No: 93852	2/18/2025	Paid Amt: $57.68
						Check Amount: $57.68
ASB	51396	GRAFG		US FOODS		Check
			E 02 005 770 705 490 000	Food - Breakfast		$806.23

Win-E-Mac Public School #2609

Detail Payment Register By Check

Check Number: 51286-2147483647 Payment Date: 7/1/2024-2/28/2025 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
ASB	51396	GRAFG		US FOODS		Check
			E	02 005 770 701 490 000		$7,339.00
			E	02 005 770 707 490 000		$825.62
			E	02 005 770 707 490 000		$263.81
			E	02 005 770 701 490 000		$778.19
			E	01 005 640 308 366 000 Staff Development - District Wide		$199.93
PO#:		Voucher #:	50584	Invoice Invoice No: 01/02/25-01/30/25	2/18/2025	Paid Amt: $10,212.78
						Check Amount: $10,212.78
ASB	51397	WILDR		WILDRICE COOPERATIVE		Check
			E	01 005 810 000 330 000 Utilities		$16,362.54
			E	01 005 810 000 330 000		$53.49
			E	01 005 760 720 330 000		$293.18
PO#:		Voucher #:	50550	Invoice Invoice No: 02082025	2/18/2025	Paid Amt: $16,709.21
						Check Amount: $16,709.21
ASB	51398	WTRAV		WIN-E-MAC TRAVEL CENTER		Check
			E	01 005 760 720 440 000 Fuel		$7,107.53
PO#:		Voucher #:	50567	Invoice Invoice No: 01312025	2/18/2025	Paid Amt: $7,107.53
						Check Amount: $7,107.53
						Report Total: $156,316.45

Win-E-Mac Public School #2609

Detail Payment Register By Wire

Check Number: 0-2147483647 Payment Date: 01/18/2025-2/28/2025 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
ASB		**2922**		**WEX BPA-VEBA**		**Wire**
			B 28 215 051	VEBA Liability	$1,560.42	
PO#:	**Voucher #:**	**50532**	Invoice	**Invoice No:** S2025150	**2/5/2025**	**Paid Amt: $1,560.42**
						Check Amount: $1,560.42
ASB		**2993**		**WEX HEALTH INC-HSA**		**Wire**
			B 28 215 029	Flexible Benefits	$1,181.75	
			B 28 215 051	VEBA Liability	$562.50	
PO#:	**Voucher #:**	**50531**	Invoice	**Invoice No:** S2025150	**2/5/2025**	**Paid Amt: $1,744.25**
						Check Amount: $1,744.25
ASB		**FED/W**		**FEDERAL WITHHOLDING**		**Wire**
			B 28 215 010	Federal Tax	$9,435.98	
			B 28 215 040	Social Security	$26,539.60	
PO#:	**Voucher #:**	**50520**	Invoice	**Invoice No:** S2025150	**2/5/2025**	**Paid Amt: $35,975.58**
						Check Amount: $35,975.58
ASB		**MNDER**		**MINNESOTA DEPT. OF REVENUE**		**Wire**
			B 28 215 020	State Tax	$5,495.91	
PO#:	**Voucher #:**	**50526**	Invoice	**Invoice No:** S2025150	**2/5/2025**	**Paid Amt: $5,495.91**
						Check Amount: $5,495.91
ASB		**PERA**		**PERA**		**Wire**
			B 28 215 050	PERA -Public Employees Retire Assn	$7,878.14	
PO#:	**Voucher #:**	**50525**	Invoice	**Invoice No:** S2025150	**2/5/2025**	**Paid Amt: $7,878.14**
						Check Amount: $7,878.14
ASB		**TRA**		**TEACHERS RETIREMENT ASS.**		**Wire**
			B 28 215 030	Teachers Retirement	$19,126.08	
PO#:	**Voucher #:**	**50528**	Invoice	**Invoice No:** S2025150	**2/5/2025**	**Paid Amt: $19,126.08**
						Check Amount: $19,126.08
ASB		**1604**		**Minnesota Revenue**		**Wire**
			R 01 005 000 000 099 000	Misc Revenue Local	$218.00	
			E 01 300 331 000 430 001		$8.00	
			E 01 300 361 000 305 001	Sale of House	$2,823.00	
PO#:	**Voucher #:**	**50585**	Invoice	**Invoice No:** Salestax2024	**1/31/2025**	**Paid Amt: $3,049.00**
						Check Amount: $3,049.00
						Report Total: $74,829.38

WIN-E-MAC SCHOOL DISTRICT #2609
CASH RECONCILIATION BY FUND
FOR THE MONTHS ENDED FY 2024-25

Investments:

Book		**July**	**Aug**	**Sept**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Unaudited June**
General Fund:													
Investments MSDLAF	B-01-104-000	$ 1,554,011	$ 1,786,257	$ 1,814,198	$ 2,021,988	$ 1,497,643	$ 1,430,312	$ 765,661					
Ultima Bank	B-01-104-002	272,695	273,367	274,009	274,661	275,285	275,923	276,555					
MN Trust	B-01-104-003	499	501	503	506	508	509	511					
MSDLAF - LTFM	B-06-104-000	691,158	691,158	691,158	691,158	691,158	691,158	691,158					
Investments	B-01-104-001	731,300	731,300	731,300	740,763	740,763	740,763	740,763					
Trust Fund:													
Troutman Fund	B-08-104-000	506,772	506,772	506,772	538,130	538,130	538,130	538,130					
Total Book Balance		**$ 3,756,435**	**$ 3,989,355**	**$ 4,017,941**	**$ 4,267,206**	**$ 3,743,487**	**$ 3,676,796**	**$ 3,012,779**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Bank													
Liquid Asset Fund Trust		$ 9,680.31	$ 9,723.14	$ 9,763.76	$ 9,803.78	$ 9,841.14	$ 9,878.45	$ 9,915.30					
Liquid Asset Fund General		2,235,489	2,467,692	2,495,592	2,703,342	2,178,960	2,111,592	1,446,904					
Ultima Bank		272,695	273,367	274,009	274,661	275,285	275,923	276,555					
MN Trust Money Market		499	501	503	506	508	509	511					
Certificate of Deposit - First National		729,207	729,207	729,207	738,669	738,669	738,669	738,669					
Certificate of Deposit -Trust Principal		506,772	506,772	506,772	538,130	538,130	538,130	538,130					
Certificate of Deposit - Trophy Fund		2,094	2,094	2,094	2,094	2,094	2,094	2,094					
Total Bank Balance		**$ 3,756,435**	**$ 3,989,355**	**$ 4,017,941**	**$ 4,267,206**	**$ 3,743,487**	**$ 3,676,796**	**$ 3,012,779**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Difference		-	-	-	-	-	-	-	-	-	-	-	-

Cash:

Book													
General Fund	B-01-101-000	$ (181,725)	$ (189,273)	$ (231,783)	$ (529,091)	$ (436,087)	$ (431,614)	$ 226,849					
Food Service Fund	B-02-101-000	8,461	(1,701)	(14,467)	(17,603)	(60,748)	(13,276)	(10,471)					
Community Service Func	B-04-101-000	300,421	290,957	296,376	302,006	296,231	305,008	300,771					
Construction Fund	B-06-101-000	(691,158)	(691,158)	(691,158)	(691,158)	(691,158)	(691,158)	(691,158)					
Debt Fund	B-07-101-000	585,014	630,024	664,967	931,439	967,613	224,354	224,463					
Trust Fund	B-08-101-000	66,489	66,532	66,572	62,612	62,650	62,687	62,724					
Student Activity	B-21-101-001	99,158	103,129	97,075	98,058	116,981	114,275	116,085					
Payroll Fund	B-28-101-000	(51,196)	(6,444)	(6,743)	(4,341)	(945)	(764)	2,931					
Total Book Balance		**$ 135,464**	**$ 202,065**	**$ 180,839**	**$ 151,922**	**$ 254,537**	**$ (430,488)**	**$ 232,195**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Bank													
Checking Account - First National -Payroll		$ 17,842	$ 27,616	$ 12,718	$ 15,638	$ 15,345	$ 8,679	$ 11,860					
Checking Account - FNB -Student Activity		101,969	103,797	98,009	98,697	121,873	114,776	119,674					
Checking Account - American State		155,055	169,586	145,686	116,835	214,975	175,280	219,228					
Flex Account - FNB		8,671	7,850	13,633	11,576	11,062	7,161	6,721					
Total Bank Balance		**$ 283,537**	**$ 308,849**	**$ 270,046**	**$ 242,746**	**$ 363,255**	**$ 305,896**	**$ 357,484**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Reconcile Bank to Book													
First National Bank	o/s checks	$ (2,811)	$ (669)	$ (934)	$ (639)	$ (4,892)	$ (501)	$ (3,589)					
American State Bank	o/s checks	(145,262)	(106,115)	(88,273)	(90,185)	(103,826)	(735,883)	(121,700)					
Total Reconciling Items		$ (148,073)	$ (106,784)	$ (89,207)	$ (90,824)	$ (108,718)	$ (736,384)	$ (125,289)	$ -	$ -	$ -	$ -	$ -
Total Cash Available		**$ 135,464**	**$ 202,065**	**$ 180,839**	**$ 151,922**	**$ 254,537**	**$ (430,488)**	**$ 232,195**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Difference		-	-	-	-	-	-	-	-	-	-	-	-

Finance Officers Report
February 2025

Food Service

- Free & Reduced: For the Elementary we are at 47.15%, the secondary is at 46.48%, and overall, 46.85%. In comparison, the prior year we were at overall 50.22% for February 1. A breakdown is available for you in your packet.

Enrollment

- Our K-12 enrollment as of Feb 1 was 442 (prior year 425). This is down 2 from last month. A complete breakdown is available in your packet.

Other

- I attended the MASBO 2025 Winter Virtual Conference at the beginning of February.
    - Some of the topics of the sessions that I attended included:
        - Legislative Update, UFARS, Special Education Finance Updates, ESEA Title Programs in the MEGS System, AI Uses for School Business Officials, Understanding the Legislative Process and the Value of Advocacy
    - All sessions were recorded, and I plan to view others yet as time allows; since we had to choose one of the two sessions offered each hour

Win-E-Mac School District #2609
Free and Reduced Summary

	9/3/2024			10/1/2024			11/1/2024			12/1/2024			1/1/2025		
	Elem	Sec	Total	Elem	Sec	Total	Elem	Sec	Total	Elem	Sec	Total	Elem	Sec	Total
Direct Certify Free	104	87	191	110	87	197	101	79	180	103	80	183	105	83	188
Free w/app	4	3	7	0	4	4	0	4	4	0	4	4	0	4	4
Total Free	108	90	198	110	91	201	101	83	184	103	84	187	105	87	192
Direct Certify Reduced	21	20	41	15	18	33	14	16	30	12	15	27	12	16	28
Reduced w/app	5	3	8	7	4	11	7	4	11	6	2	8	6	2	8
Total Reduced	26	23	49	22	22	44	21	20	41	18	17	35	18	18	36
Overall total	134	113	247	132	113	245	122	103	225	121	101	222	123	105	228
Enrollment	263	218	481	263	211	474	265	214	479	257	215	472	261	216	477
% Free & Reduced	50.95%	51.83%	51.35%	50.19%	53.55%	51.69%	46.04%	48.13%	46.97%	47.08%	46.98%	47.03%	47.13%	48.61%	47.80%

	2/1/2025			3/1/2025			4/1/2025			5/1/2025			5/23/2025		
	Elem	Sec	Total	Elem	Sec	Total	Elem	Sec	Total	Elem	Sec	Total	Elem	Sec	Total
Direct Certify Free	106	81	187			0			0			0			0
Free w/app	0	3	3			0			0			0			0
Total Free	106	84	190	0	0	0	0	0	0	0	0	0	0	0	0
Direct Certify Reduced	12	13	25			0			0			0			0
Reduced w/app	6	2	8			0			0			0			0
Total Reduced	18	15	33	0	0	0	0	0	0	0	0	0	0	0	0
Overall total	124	99	223	0	0	0	0	0	0	0	0	0	0	0	0
Enrollment	263	213	476	0	0	0	0	0	0	0	0	0	0	0	0
% Free & Reduced	47.15%	46.48%	46.85%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

WIN-E-MAC SCHOOL DISTRICT #2609
INTEREST EARNINGS
FOR THE MONTHS ENDED FY 2024-25

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Unaudited June	YTD 2024-25
LIQUID ASSET FUND													
General Funds	$ 9,840	$ 9,575	$ 9,441	$ 8,877	$ 8,784	$ 7,607	$ 6,151						$ 60,273
Trust Funds	43	43	41	40	37	37	37						278
MN TRUST													
Investments	-	-	-	-	-	-	-						-
General Funds	2	2	2	2	2	2	2						14
CERTIFICATES OF DEPOSIT													
Trust Funds (1st Nat'l Bank)	-	-	-	31,359	-	-	-						31,359
General Funds (1st Nat'l Bank)	-	-	-	9,463	-	-	-						9,463
General Funds (American St Bank)	-	-	16	-	-	16	-						33
CHECKING ACCOUNT													
1st National Bank	20	31	16	16	17	15	15						130
American State Bank	15	24	22	24	17	26	25						153
OTHER ACCOUNTS:													
Ultima Bank	670	672	643	652	623	638	633						4,530
TOTAL INTEREST EARNED	**$ 10,589**	**$ 10,346**	**$ 10,181**	**$ 50,432**	**$ 9,481**	**$ 8,341**	**$ 6,862**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 106,232**

WIN-E-MAC SCHOOL DISTRICT #2609
INVESTMENT SUMMARY
FOR MONTHS ENDED FY 2024-25

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Unaudited June
First National Bank - McIntosh												
CD #31000512 *14 month CD at 2.90%* *Maturity 12/02/25*	$ 152,923	$ 152,923	$ 152,923	$ 162,386	$ 162,386	$ 162,386	$ 162,386					
CD #31000551 *14 month CD at 5.25%* *Maturity 2/21/25*	576,283	576,283	576,283	576,283	576,283	576,283	576,283					
Troutman Trust Account: *CD# 31000513* *14 month CD at 2.90%* *Maturity 12/02/2025*	506,772	506,772	506,772	538,130	538,130	538,130	538,130					
American State Bank - Erskine												
Trophy Fund *CD #47402* *12 month CD at 3.10%* *Maturity 8/25/2025*	2,094	2,094	2,094	2,094	2,094	2,094	2,094					
Ultima Bank - Winger												
UBM Direct - 85417	272,695	273,367	274,009	274,661	275,285	275,923	276,555					
Liquid Asset Fund												
General												
MSDLAF:	105,924	51,904	6,597	48,464	3,512	126,690	230,689					
MSDMAX:	2,129,564	2,415,787	2,488,995	2,654,878	2,175,448	1,984,902	1,216,215					
Total General	2,235,489	2,467,692	2,495,592	2,703,342	2,178,960	2,111,592	1,446,904					
Trust												
MSDLAF:	367	369	370	372	373	374	376					
MSDMAX:	9,313	9,355	9,394	9,432	9,468	9,504	9,540					
Total Trust	9,680	9,723	9,764	9,804	9,841	9,878	9,915					
MN Trust												
Money Market	499	501	503	506	508	509	511					
Total Investments	$ 3,756,435	$ 3,989,355	$ 4,017,941	$ 4,267,206	$ 3,743,487	$ 3,676,796	$ 3,012,779					

Win-E-Mac School District #2609
Enrollment

	Final 2023-24	Orig. Est. 2024-25	9/3/2024	10/1/2024	11/1/2024	12/1/2024	1/1/2025	2/1/2025	3/1/2025	4/1/2025	5/1/2025	5/23/2025	Final Budget	ADM Report
EC	3.29	0	5	7	7	9	9	10					7.83	
VPK	11.06	15.6	12.6	14.4	14.4	14.4	14.4	14.4					14.10	
K	28.67	25	32	33	33	33	33	33					32.83	
1	24.85	28	31	30	30	30	30	31					30.33	
2	26.3	24	27	26	26	26	26	26					26.17	
3	31	25	29	30	31	31	31	31					30.50	
4	30.72	31	34	34	33	33	33	33					33.33	
5	41	29	35	34	34	33	34	34					34.00	
6	29.45	41	41	41	41	41	41	41					41.00	
Total Elementary	**226.34**	**218.6**	**246.6**	**249.4**	**249.4**	**250.4**	**251.4**	**253.4**	**0**	**0**	**0**	**0**	**250.10**	**0.00**
7	32.97	29	33	34	34	34	34	35					34.00	
8	46.21	32	34	36	36	37	38	38					36.50	
9	34.9	46	46	43	43	43	43	41					43.17	
10	28.51	34	36	36	38	38	38	36					37.00	
11	34.46	28	29	29	29	29	29	29					29.00	
12	35.08	36	34	33	33	34	34	34					33.67	
Total High School	**212.13**	**205**	**212**	**211**	**213**	**215**	**216**	**213**	**0**	**0**	**0**	**0**	**213.33**	**0.00**
Total Enrollment	**438.47**	**423.6**	**458.6**	**460.4**	**462.4**	**465.4**	**467.4**	**466.4**	**0**	**0**	**0**	**0**	**463.43**	**0.00**
K-12 Enrollment	**424.12**	**408**	**441**	**439**	**441**	**442**	**444**	**442**	**0**	**0**	**0**	**0**	**441.50**	**0.00**

WIN-E-MAC SCHOOL DISTRICT

AARON COOK, SUPERINTENDENT

www.wemschools.org

Phone: (218)563-2900

23130 345th Street SE
Erskine, MN 56535
Casey Reierson, Principal

DISTRICT FAX: (218)563-2107
H.S./ELEM. FAX: (218)563-2902

February 14, 2025

Superintendent Report

February 2025 School Board Meeting

1. Policy 522 Update
    a. Need to revert to prior approved policy due to court rulings

2. Legislative Update
    a. House Organization
    b. MASA Regional day at the Capital – Tuesday March 11

3. MSHSL Update
    a. State law vs executive orders

4. School Board Retreat
    a. Is this something the board wants to continue
        i. If so, need to set a date

5. Other

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Principals Report 2/18/2024

- Taylor Walters is filling in as our long-term Art Teacher. Congratulations to Ms. Ryba on a healthy daughter!
- Our literacy team has been continuing to work on finding our next Reading/LA curriculum. We have narrowed down our search and ordered a morphology curriculum to support our 3-5th graders.
- Our Career Exploration staff submitted our application for a YST Grant. YST grant winners will be announced April 21st.
- Conferences are Thursday. We are having an open house format with our high school. We made some adjustments to help improve attendance.
- Our 2026-2029 Voluntary Prekindergarten (VPK) grant has been submitted to the state.
- Community Ed - Summer Swimming Lessons are booked for June 2nd and June 23rd.

- **Principal Casey Reierson**

Minutes of Regular Board Meeting
Win-E-Mac School District 2609
Tuesday, January 21, 2025
5:30 PM – Conference Room

Vice-Chairperson Tyler Brekken called the meeting to order. Members present: Brekken, Carlson, Huschle, Rock, Sander, Schow, and Swanson.

Audience Members: Heather Burd, Aaron Cook, Kelsi Gunufson, Rob Hole, Brady Langemo, Kristi Plante and Casey Reierson

Huschle made a motion to approve the agenda with the amendment of adding 10.2 – approve lane change request from Amanda Shultz from MA to MA10. Sander seconded; motion carried.

Election of Officers was held:

Board Member Huschle nominated Tyler Brekken for the office of Board Chair. Board Member Sander seconded. There were no further nominations for the office of Chair and nominations were closed. Tyler Brekken was declared elected by acclamation.

Board Member Sander nominated Davin Swanson for the office of Board Vice-Chair. Board member Rock seconded. There were no further nominations for the office of Vice-Chair and nominations were closed. Davin Swanson was declared elected by acclamation.

Board Member Sander nominated Jackie Huschle for the office of Board Clerk. There were no further nominations for the office of Clerk and nominations were closed. Jackie Huschle was declared elected by acclamation.

Board Member Rock nominated Brad Sander for the office of Board Treasurer. There were no further nominations for the office of Treasurer and nominations were closed. Brand Sander was declared elected by acclamation.

The following are the Committee Assignments for 2025:

Facilities/Building & Grounds (3 members) Health & Safety	Huschle Sander Swanson
Board Policies/Legislative (1 member)	Brekken
Budget (Full Board)	
Minnesota State High School League/Student Activity Advisory Committee (2 members)	Huschle Rock
Curriculum & Instruction Staff Development (2 members)	Huschle Schow
Technology Committee (1 member)	Carlson

	Rock
Negotiations/Personnel (3 members, alternate)	Brekken Sander Swanson Rock (Alternate)
Region 1 (elected position)	Brekken
Pine-to-Prairie (1 member)	Brekken
Transportation Committee	Brekken Sander Swanson
Community Education Advisory Council (2 members)	Rock Schow

Ad-Hoc Committee's will be added as needed

Brady Langemo gave the Activities Directors Report Winter Updates - Varsity BBB is currently 4-9; Varsity GBB is currently 2-13; Wrestling - 4-wrestling varsity, 1-wrestling JV, 1-wrestling junior high; Robotics - High school season is underway, continuing to make adjustments. Another tourney on 1/24; VEX-IQ will have their first tourney on 1/25; Final drone competition in February; One Act Play - Hosted a dress rehearsal for The Bear on 1/19 along with Fosston's OAP. OAP sub-sections are 1/24 in Bagley; Other - Football Cheerleader Awards night will be 1/28; Track Schedule being built; Spring Sport supplies being ordered; Triple A banquet at Shooting Star in Mahnomen on 2/5/25. Jr Knowledge Bowl practice is underway - HS Knowledge Bowl has attended their first competition. Dean of Students - Starting a "fan section leader" group to help promote positive sportsmanship from our student section and helping control monitor the area to assist the site supervisor. Hope to also get these kids into elementary classrooms to promote these qualities with the elementary students. Solo Contest will be held at WEM on Monday, January 27th with a release time for students of 12:30 p.m.

Huschle moved to approve the payment of bills with computer check numbers #51186-51285 in the amount of $192,363.34 activity check number #20008-20010 in the amount of $3704.84: wire payments in the amount of $288,219.31 and MSDLAF Transfers - Redemptions in the amount of $745,000 Seconded by Swanson. Motion carried.

Superintendent Cook reported on the Finance Officers report - January 2025 Food Service • Free & Reduced: We are currently at 47.13% in the elementary, 48.61% at the secondary level and 47.80% overall (prior year 49.89%). CLICS: The reimbursement claim has been submitted for meals from the prior month, as well as after-school snacks and kindergarten milk. Enrollment - Our enrollment as of Jan 1 was 444 for K-12 (prior year 423). This is up 2 from the previous

meeting. A complete breakdown is available in your packet. Other - Quarterly reports are in the process of being completed. W2's has been completed. 1099's are in the process of being completed and mailed. The annual Report of Outstanding Indebtedness to the County is in the process of being completed. The district Bond payments are due at the end of the month and were included in last month's bills. Every few years each school goes through a Special Education fiscal monitoring process from MDE. We have come around again to be monitored. We will have until May 2025 to meet the requests for this monitoring.

Superintendent Cook gave the Superintendent's report - Shared Superintendent Agreement - Approved by ABW earlier this month; Set to run concurrently with Supt Contract; Legislative Update - House & Senate; Governor Proposed budget - Unemployment Aid - $30M; Decreases in special ed transportation aid; Compensatory hold harmless – Current decrease of $52,658 for FY26; No other aid increases; MREA and MSBA briefings; ACA/HITA - Beginning process of HITA requirements, working with Northrisk partners out of TRF; Newspaper add and required RFP going out next week, with bid opening March 25; Presidential Award for Excellence in Mathematics and Science Teaching – Huge Congratulations to Jessica Strom for receiving this award; MSBA Recap. The PAEMST Award is the highest recognition a kindergarten through 12th-grade science, technology, engineering, or mathematics teacher can receive for outstanding teaching in the United States. She will be presented a plaque from the President at the White House; a $10,000 award and attending a series of recognition events and professional development opportunities in Washington D.C.

Casey Reierson gave the Principals Report - I am still working on a long-term Art Teacher; Our literacy team has been continuing to work on finding our next Reading/LA curriculum; Our Career Exploration staff is starting to apply for a YST Grant. The amount we are hoping to receive is $100,000 for the next two years. The Read Act- We are DONE! If staff have not completed all the course work, they have until the 29th of January. We have started an after-school detention program to address student misbehavior. Community Ed - We had a survey that was sent out to the community. This information will help us decide how to improve our community education programming. Looking at doing a peer tutoring program for kids who may need help with homework.

Approve Minutes of the regular and special meetings held on December 17 and accept donations. This motion, made by Megan Rock and seconded by Jackie Huschle, Carried.

Approve the lane change request from Brad Hubred from MA to MA10. This motion, made by Davin Swanson and seconded by Megan Rock, Carried.

Approve the lane change request from Amanda Shultz from MA to MA10. This motion, made by Brad Sander and seconded by Davin Swanson, Carried.

Approve the shared Superintendent agreement with Ada-Borup-West ISD 2910. This motion, made by Megan Rock and seconded by Jackie Huschle, Carried.

Next Meeting February 18, 2025, at 5:30 PM in the Conference Room

Adjourn meeting at 6:35 p.m. This motion, made by Davin Swanson and seconded by Jackie Huschle, Carried.

RESOLUTION ACCEPTING GIFTS/DONATIONS

WHEREAS, Win-E-Mac ISD 2609, Erskine, MN , is authorized to accept gifts or donations of real or personal property under Minnesota Statutes, Section 465.03; and

WHEREAS, the following persons or entities have offered to contribute the items or funds set forth below to the district:

Donor	Amount	Purpose	Date
American Legion Erskine	$500.00	5th Grade Fieldtrip to Detroit Mountain	January 2025
Employees of New Flyer	$190.00	Eagle Scout Shelving Project Jareth Walk	January 2025
Unity Bank	155.45	Spirit Card Donations	January 2025
Ultima Bank	3800	Scoreboard & Soundsystem	January 2025

NOW, THEREFORE, BE IT RESOLVED by the School Board of Win-E-Mac ISD 2609, that the above-described gifts are hereby accepted with appreciation, and the School Board expresses its gratitude on behalf of the district and community.

Northwest Minnesota Council of Collaboratives

Principles for Cooperation 2025

(Updated December 2022)

1. Currently, there are 8 Collaboratives involved in the NW MN Council of Collaboratives, (Kittson, Mahnomen, Marshall, Norman, Pennington, Polk, Red Lake and Roseau). All additional Collaboratives who choose to participate will enter into the process with existing financial commitment and guidelines established for pursuing grants.

2. The members of the NW MN Council of Collaboratives Governing Board will set policy, vision and mission.

3. Each county's collaborative partner has two voting representatives at Governing Board meetings. Representatives must be at the CEO/Superintendent level.

4. The Fiscal Host of the NW MN Council of Collaboratives will hold a non-voting seat on the Governing Board of the NW MN Council of Collaboratives.

5. Member agencies/school districts must be current with paid dues in order to participate in grant opportunities. Additionally, members must remain dues-paying members of the NW MN Council of Collaboratives during the duration of awarded grant(s).

6. If special circumstances need to be met in order to submit or participate in grant or other activities, two-thirds of Governing Board members must agree to the special circumstances.

7. When a grant is received, the fiscal host of the grant or the grant executive committee will:

- Send a letter to all grant partners inviting their participation, and securing their commitment to the grant process, goals and objectives;
- Provide a brief quarterly programmatic and financial written grant update to the Governing Board of the NW MN Council of Collaboratives.

8. The targeted group for grant applications is youth and families (youth through age 21 years and younger).

9. The Governing Board will hire, negotiate and establish Project Developers and/or Consultants.

10. The Governing Board will be the basis for ongoing maintenance of Consultant Position(s).

11. Regular Governing Board meetings will be held on the 1st Friday of each month. Special meetings may be called by the current Chair.

12. All NW MN Council of Collaborative members (agencies/school districts) are informed of all grant opportunities, via electronic mail.

13. There are no refunds.

14. Individual NW MN Council of Collaborative members will respond to requirements of the funding source and the process of grant management on a timely basis. Those members that do not respond on a timely basis will not be involved in said grant round.

15. Electronic communication is accepted as the standard means of communication. When needed, other methods will be used.

16. If a collaborative member (agency/district) changes personnel involved in the process, said member reviews and brings new representation up to date on process/status thus far.

17. The project Developer/Consultant will sign a "conflict of interest" agreement and will not simultaneously be involved in a conflicting grant opportunity that directly competes with the collaborative grant opportunity.

18. A Quorum for the Governing Board is defined as 5/8 Collaboratives present (including physically, via digital or conference call) at Governing Board meetings and with no fewer than 9 Governing Board members present. The meeting must be called by the current Chair of the organization. Email input on a project will be read at the Governing Board meeting.

19. Voting members shall request their alternate attend the meeting in their absence.

20. All NW MN Council of Collaborative partners shall be notified of all meetings.

21. Current Membership dues for Collaboratives will be $1,688 and $1,350 for individual agency partners. Dues must be paid in full by March 31, 2025 to be considered a member of the NW MN Council of Collaboratives.

22. There shall be one at-large family/parent representative on the Governing Board with full voting rights.

Policies and Procedures

Information Request Policy

The Northwest Minnesota Council of Collaboratives anticipates requests for completed grant applications and associated grant reports. Grant applications submitted to the federal and state agencies will be shared if it is required by the receiving governmental agency to do so.

- Full grant applications will be shared with members of the NW MN C/C and the applications and associated reports will be posted on the web site.
- Full grant applications, **if required by the funder** to do so, will be shared with the requestor, but will be shared in a read-only electronic format. Confidential information will be removed. Requesting agency will need to provide documentation listing the funder's requirement that application must be shared.
- Grant reports will be shared, **if required by the funder** to do so, but will be reviewed by the NW MN Council of Collaborative staff to ensure that confidential information is blacked out of the report.
- Exceptions and/or changes to this policy can be made at any time by a majority vote of the NW MN Council of Collaborative Governing Board.

(Adopted July 2005)

Open Meeting Protocol was discussed. Since the NW MN Council of Collaboratives is not covered by open meeting law, the Governing Board decided to set meeting/agenda request protocol:

- If a member or non-member would like to place an item on the Governing Board agenda, they will submit the potential agenda item to staff.
- Staff will work with the Chair and the Board to determine if the item meets our mission, goal and objectives; and will determine if the item should be placed on an upcoming meeting agenda.
- Staff will communicate the Chair and/or Board's response.

(Adopted May 2007)

Grant Voting Process -- Non-Meeting

When a grant opportunity is available for the NW MN Council of Collaboratives and the opportunity presents itself when a regularly scheduled Governing Board meeting is not taking place in a timely manner, the following process will be used to determine if the grant opportunity will be pursued:

- Information about the grant will be emailed to all Governing Board members.
- An Ad Hoc Committee consisting of board members, convened either via conference call or in person by contracted staff, will discuss options and develop a recommendation if and how to proceed.
- Updated information will be emailed to Governing Board members. Feedback will be requested with timelines affixed.
- A conference call or email vote will be scheduled to determine if resources should be dedicated to pursue a grant opportunity.

(Adopted May 2008. Amended November 2019)

Payment of 2025 dues constitutes agreement with the above Principles for Cooperation.

Adopted:_____

Revised:_____

MSBA/MASA Model Policy 522
Orig. 1995
Rev. 2022

522 TITLE IX SEX NONDISCRIMINATION POLICY, GRIEVANCE PROCEDURE AND PROCESS

I. GENERAL STATEMENT OF POLICY

A. The school district does not discriminate on the basis of sex in its education programs or activities, and it is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The school district is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

B. The school district prohibits sexual harassment that occurs within its education programs and activities. When the school district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.

C. This policy applies to sexual harassment that occurs within the school district's education programs and activities and that is committed by a school district employee, student, or other members of the school community. This policy does not apply to sexual harassment that occurs off school grounds, in a private setting, and outside the scope of the school district's education programs and activities. This policy does not apply to sexual harassment that occurs outside the geographic boundaries of the United States, even if the sexual harassment occurs in the school district's education programs or activities.

D. Any student, parent, or guardian having questions regarding the application of Title IX and its regulations and/or this policy and grievance process should discuss them with the Title IX Coordinator. The school district's Title IX Coordinator(s) is/are:

Superintendent and Prinicipal
Win-E-Mac ISD 2609
23130 345th St SE
Erskine, MN 56535
218 687 2236

Questions relating solely to Title IX and its regulations may be referred to the Title IX Coordinator(s), the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

E. The effective date of this policy is August 14, 2020, and applies to alleged violations of this policy occurring on or after August 14, 2020.

II. DEFINITIONS

A. "Actual knowledge" means notice of sexual harassment or allegations of sexual harassment to the school district's Title IX Coordinator or to any employee of the school district. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the

only official of the school district with actual knowledge is the respondent.

B. "Complainant" means a person who is alleged to be the victim of conduct that could constitute sexual harassment under Title IX. A Title IX Coordinator who signs a formal complaint is not a complainant unless the Title IX Coordinator is alleged to be the victim of the conduct described in the formal complaint.

C. "Day" or "days" means, unless expressly stated otherwise, business days (i.e. day(s) that the school district office is open for normal operating hours, Monday - Friday, excluding State-recognized holidays).

D. "Deliberately indifferent" means clearly unreasonable in light of the known circumstances. The school district is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

E. "Education program or activity" means locations, events, or circumstances for which the school district exercises substantial control over both the respondent and the context in which the sexual harassment occurs and includes school district education programs or activities that occur on or off of school district property.

F. "Formal complaint" means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the school district investigate the allegation of sexual harassment.

1. A formal complaint filed by a complainant must be a physical document or an electronic submission. The formal complaint must contain the complainant's physical or digital signature, or otherwise indicate that the complainant is the person filing the formal complaint, and must be submitted to the Title IX Coordinator in person, by mail, or by email.

2. A formal complaint shall state that, at the time of filing the formal complaint, the complainant was participating in, or attempting to participate in, an education program or activity of the school district with which the formal complaint is filed.

G. "Informal resolution" means options for resolving a formal complaint that do not involve a full investigation and adjudication. Informal resolution may encompass a broad range of conflict resolution strategies, including mediation or restorative justice.

H. "Relevant questions" and "relevant evidence" are questions, documents, statements, or information that are related to the allegations raised in a formal complaint. Relevant evidence includes evidence that is both inculpatory and exculpatory. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

I. "Remedies" means actions designed to restore or preserve the complainant's equal access to education after a respondent is found responsible. Remedies may include the same individualized services that constitute supportive measures, but need not be non-punitive or non-disciplinary, nor must they avoid burdening the respondent.

J. "Respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment under Title IX.

K. "Sexual harassment" means any of three types of misconduct on the basis of sex that occurs in a school district education program or activity and is committed against a person in the United States:

1. *Quid pro quo* harassment by a school district employee (conditioning the provision of an aid, benefit, or service of the school district on an individual's participation in unwelcome sexual conduct);

2. Unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access; or

3. Any instance of sexual assault (as defined in the Clery Act, 20 United States Code, section 1092(f)(6)A(v)), dating violence, domestic violence, or stalking (as defined in the Violence Against Women Act, 34 United States Code, section 12291).

L. "Supportive measures" means individualized services provided to the complainant or respondent without fee or charge that are reasonably available, non-punitive, non-disciplinary, not unreasonably burdensome to the other party, and designed to ensure equal educational access, protect safety, and deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, alternative educational services as defined under Minnesota Statutes, section 121A.41, as amended, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the school district buildings or property, and other similar measures.

M. "Title IX Personnel" means any person who addresses, works on, or assists with the school district's response to a report of sexual harassment or formal complaint, and includes persons who facilitate informal resolutions. The following are considered Title IX Personnel:

1. "Title IX Coordinator" means an employee of the school district that coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX. The Title IX Coordinator is responsible for acting as the primary contact for the parties and ensuring that the parties are provided with all notices, evidence, reports, and written determinations to which they are entitled under this policy and grievance process. The Title IX Coordinator is also responsible for effective implementation of any supportive measures or remedies. The Title IX Coordinator must be free from conflicts of interest and bias when administrating the grievance process.

2. "Investigator" means a person who investigates a formal complaint. The investigator of a formal complaint may not be the same person as the Decision-maker or the Appellate Decision-maker. The Investigator may be a school district employee, school district official, or a third party designated by the school district.

3. "Decision-maker" means a person who makes a determination regarding responsibility after the investigation has concluded. The Decision-maker cannot be the same person as the Title IX Coordinator, the Investigator, or the

Appellate Decision-maker.

4. "Appellate Decision-maker" means a person who considers and decides appeals of determinations regarding responsibility and dismissals of formal complaints. The Appellate Decision-maker cannot be the same person as the Title IX Coordinator, Investigator, or Decision-maker. The Appellate Decision-maker may be a school district employee, or a third party designated by the school district.

5. The superintendent of the school district may delegate functions assigned to a specific school district employee under this policy, including but not limited to the functions assigned to the Title IX Coordinator, Investigator, Decision-maker, Appellate Decision-maker, and facilitator of informal resolution processes, to any suitably qualified individual and such delegation may be rescinded by the superintendent at any time. The school district may also, in its discretion, appoint suitably qualified persons who are not school district employees to fulfill any function under this policy, including, but not limited to, Investigator, Decision-maker, Appellate Decision-maker, and facilitator of informal resolution processes.

III. BASIC REQUIREMENTS FOR GRIEVANCE PROCESS

A. Equitable Treatment

1. The school district shall treat complainants and respondents equitably. However, equality or parity with respect to supportive measures provided to complainants and respondents is not required.

2. The school district will not impose any disciplinary sanctions or take any other actions against a respondent that do not constitute supportive measures until it has completed this grievance process and the respondent has been found responsible.

3. The school district will provide appropriate remedies to the complainant any time a respondent is found responsible.

B. Objective and Unbiased Evaluation of Complaints

1. Title IX Personnel, including the Title IX Coordinator, Investigator, Decision-maker, and Appellate Decision-maker, shall be free from conflicts of interest or bias for or against complainants or respondents generally or a specific complainant or respondent.

2. Throughout the grievance process, Title IX Personnel will objectively evaluate all relevant evidence, inculpatory and exculpatory, and shall avoid credibility determinations based solely on a person's status as a complainant, respondent, or witness.

C. Title IX Personnel will presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

D. Confidentiality

The school district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act (FERPA), 20 United States Code, section 1232g, FERPA regulations, 34 Code of Federal Regulations, part 99, Minnesota law under Minnesota Statutes section 13.32, or as required by law, or to carry out the purposes of 34 Code of Federal Regulations, part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder (i.e., the school district's obligation to maintain confidentiality shall not impair or otherwise affect the complainants and respondents receipt of the information to which they are entitled with respect to the investigative record and determination of responsibility).

E. Right to an Advisor; Right to a Support Person

Complainants and respondents have the right, at their own expense, to be assisted by an advisor of their choice during all stages of any grievance proceeding, including all meetings and investigative interviews. The advisor may be, but is not required to be, an attorney. In general, an advisor is not permitted to speak for or on behalf of a complainant or respondent, appear in lieu of complainant or respondent, participate as a witness, or participate directly in any other manner during any phase of the grievance process.

A complainant or respondent with a disability may be assisted by a support person throughout the grievance process, including all meetings and investigative interviews, if such accommodation is necessary. A support person may be a friend, family member, or any individual who is not otherwise a potential witness. The support person is not permitted to speak for or on behalf of a complainant or respondent, appear in lieu of complainant or respondent, participate as a witness, or participate directly in any other manner during any phase of the grievance process.

F. Notice

The school district will send written notice of any investigative interviews or meetings to any party whose participation is invited or expected. The written notice will include the date, time, location, participants, and purpose of the meeting or interview, and will be provided to allow sufficient time for the party to prepare to participate.

G. Consolidation

The school district may, in its discretion, consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

H. Evidence

1. During the grievance process, the school district will not require, allow, rely upon, or otherwise use questions or evidence that constitute or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

2. The school district shall not access, consider, disclose, or otherwise use a party's

medical, psychological, and similar treatment records unless the school district obtains the party's voluntary, written consent.

I. Burden of Proof

1. The burden of gathering evidence and the burden of proof shall remain upon the school district and not upon the parties.

2. The grievance process shall use a preponderance of the evidence standard (i.e. whether it is more likely than not that the respondent engaged in sexual harassment) for all formal complaints of sexual harassment, including when school district employees are respondents.

J. Timelines

1. Any informal resolution process must be completed within thirty (30) calendar days following the parties' agreement to participate in such informal process.

2. An appeal of a determination of responsibility or of a decision dismissing a formal complaint must be received by the school district within five (5) days of the date the determination of responsibility or dismissal was provided to the parties.

3. Any appeal of a determination of responsibility or of a dismissal will be decided within thirty (30) calendar days of the day the appeal was received by the school district.

4. The school district will seek to conclude the grievance process, including any appeal, within 120 calendar days of the date the formal complaint was received by the school district.

5. Although the school district strives to adhere to the timelines described above, in each case, the school district may extend the time frames for good cause. Good cause may include, without limitation: the complexity of the allegations; the severity and extent of the alleged misconduct; the number of parties, witnesses, and the types of other evidence (e.g., forensic evidence) involved; the availability of the parties, advisors, witnesses, and evidence (e.g., forensic evidence); concurrent law enforcement activity; intervening school district holidays, breaks, or other closures; the need for language assistance or accommodation of disabilities; and/or other unforeseen circumstances.

K. Potential Remedies and Disciplinary Sanctions

1. The following is the range of possible remedies that the school district may provide a complainant and disciplinary sanctions that the school district might impose upon a respondent, following determination of responsibility: counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual or unilateral restrictions on contact between the parties, changes in work locations, leaves of absence, monitoring of certain areas of the school district buildings or property, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge.

2. If the Decision-maker determines a student-respondent is responsible for violating this policy, the Decision-maker will recommend appropriate remedies,

including disciplinary sanctions/consequences. The Title IX Coordinator will notify the superintendent of the recommended remedies, such that an authorized administrator can consider the recommendation(s) and implement appropriate remedies in compliance with MSBA Model Policy 506 – Student Discipline. The discipline of a student-respondent must comply with the applicable provisions of Minnesota Pupil Fair Dismissal Act, the Individuals with Disabilities Education Improvement Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1972, and their respective implementing regulations.

IV. REPORTING PROHIBITED CONDUCT

A. Any student who believes they have been the victim of unlawful sex discrimination or sexual harassment, or any person (including the parent of a student) with actual knowledge of conduct which may constitute unlawful sex discrimination or sexual harassment toward a student should report the alleged acts as soon as possible to the Title IX Coordinator.

B. Any employee of the school district who has experienced, has actual knowledge of, or has witnessed unlawful sex discrimination, including sexual harassment, or who otherwise becomes aware of unlawful sex discrimination, including sexual harassment, must promptly report the allegations to the Title IX Coordinator without screening or investigating the report or allegations.

C. A report of unlawful sex discrimination or sexual harassment may be made at any time, including during non-business hours, and may be made in person, by mail, by telephone, or by e-mail using the Title IX Coordinator's contact information. A report may also be made by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

D. Sexual harassment may constitute both a violation of this policy and criminal law. To the extent the alleged conduct may constitute a crime, the School District may report the alleged conduct to law enforcement authorities. The school district encourages complainants to report criminal behavior to the police immediately.

V. INITIAL RESPONSE AND ASSESSMENT BY THE TITLE IX COORDINATOR

A. When the Title IX Coordinator receives a report, the Title IX Coordinator shall promptly contact the complainant confidentially to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filling a formal complaint.

B. The school district will offer supportive measures to the complainant whether or not the complainant decides to make a formal complaint. The school district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the school district's ability to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

C. If the complainant does not wish to file a formal complaint, the allegations will not be investigated by the school district unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the complainant's wishes is not clearly unreasonable in light of the known circumstances.

D. Upon receipt of a formal complaint, the school district must provide written notice of the formal complaint to the known parties with sufficient time to prepare a response before any initial interview. This written notice must contain:

1. The allegations of sexual harassment, including sufficient details known at the time, the identities of the parties involved in the incident (if known), the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known;

2. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process;

3. A statement explaining that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney;

4. A statement that the parties may inspect and review evidence gathered pursuant to this policy;

5. A statement informing the parties of any code of conduct provision that prohibits knowingly making false statements or knowingly submitting false information; and

6. A copy of this policy.

VI. STATUS OF RESPONDENT DURING PENDENCY OF FORMAL COMPLAINT

A. Emergency Removal of a Student

1. The school district may remove a student-respondent from an education program or activity of the school district on an emergency basis before a determination regarding responsibility is made if:

   a. The school district undertakes an individualized safety and risk analysis;

   b. The school district determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal of the student-respondent; and

   c. The school district determines the student-respondent poses such a threat, it will so notify the student-respondent and the student-respondent will have an opportunity to challenge the decision immediately following the removal. In determining whether to impose emergency removal measures, the Title IX Coordinator shall consult related school district policies, including MSBA Model Policy 506 – Student Discipline. The school district must take into consideration applicable requirements of the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973, prior to removing a special education student or Section 504 student on an emergency basis.

B. Employee Administrative Leave

The school district may place a non-student employee on administrative leave during the pendency of the grievance process of a formal complaint. Such leave will typically be paid leave unless circumstances justify unpaid leave in compliance with legal requirements. The school district must take into consideration applicable requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act prior to removing an individual with a qualifying disability.

VII. INFORMAL RESOLUTION OF A FORMAL COMPLAINT

A. At any time prior to reaching a determination of responsibility, informal resolution may be offered and facilitated by the school district at the school district's discretion, but only after a formal complaint has been received by the school district.

B. The school district may not require as a condition of enrollment or continued enrollment, or of employment or continued employment, or enjoyment of any other right, waiver of the right to a formal investigation and adjudication of formal complaints of sexual harassment.

C. The informal resolution process may not be used to resolve allegations that a school district employee sexually harassed a student.

D. The school district will not facilitate an informal resolution process without both parties' agreement, and will obtain their voluntary, written consent. The school district will provide to the parties a written notice disclosing the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, the parties' right to withdraw from the informal resolution process, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

E. At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

VIII. DISMISSAL OF A FORMAL COMPLAINT

A. Under federal law, the school district must dismiss a Title IX complaint, or a portion thereof, if the conduct alleged in a formal complaint or a portion thereof:

1. Would not meet the definition of sexual harassment, even if proven;

2. Did not occur in the school district's education program or activity; or

3. Did not occur against a person in the United States.

B. The school district may, in its discretion, dismiss a formal complaint or allegations therein if:

1. The complainant informs the Title IX Coordinator in writing that the complainant desires to withdraw the formal complaint or allegations therein;

2. The respondent is no longer enrolled or employed by the school district; or

3. Specific circumstances prevent the school district from gathering sufficient evidence to reach a determination.

C. The school district shall provide written notice to both parties of a dismissal. The notice must include the reasons for the dismissal.

D. Dismissal of a formal complaint or a portion thereof does not preclude the school district from addressing the underlying conduct in any manner that the school district deems appropriate.

IX. INVESTIGATION OF A FORMAL COMPLAINT

A. If a formal complaint is received by the School District, the school district will assign or designate an Investigator to investigate the allegations set forth in the formal complaint.

B. If during the course of the investigation the school district decides to investigate any allegations about the complainant or respondent that were not included in the written notice of a formal complaint provided to the parties, the school district must provide notice of the additional allegations to the known parties.

C. When a party's participation is invited or expected in an investigative interview, the Investigator will coordinate with the Title IX Coordinator to provide written notice to the party of the date, time, location, participants, and purposes of the investigative interview with sufficient time for the party to prepare.

D. During the investigation, the Investigator must provide the parties with an equal opportunity to present witnesses for interviews, including fact witnesses and expert witnesses, and other inculpatory and exculpatory evidence.

E. Prior to the completion of the investigative report, the Investigator, through the Title IX Coordinator, will provide the parties and their advisors (if any) with an equal opportunity to inspect and review any evidence directly related to the allegations. The evidence shall be provided in electronic format or hard copy and shall include all relevant evidence, evidence upon which the school district does not intend to rely in reaching a determination regarding responsibility, and any inculpatory or exculpatory evidence whether obtained from a party or another source. The parties will have ten (10) days to submit a written response, which the Investigator will consider prior to completion of the investigative report.

F. The Investigator will prepare a written investigative report that fairly summarizes the relevant evidence. The investigative report may include credibility determinations that are not based on a person's status as a complainant, respondent or witness. The school district will send the parties and their advisors (if any) a copy of the report in electronic format or hard copy, for their review and written response at least ten (10) days prior to a determination of responsibility.

X. DETERMINATION REGARDING RESPONSIBILITY

A. After the school district has sent the investigative report to both parties and before the school district has reached a determination regarding responsibility, the Decision-maker must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness.

B. The Decision-maker must provide the relevant questions submitted by the parties to the

other parties or witnesses to whom the questions are offered, and then provide each party with the answers, and allow for additional, limited follow-up questions from each party.

C. The Decision-maker must explain to the party proposing the questions any decision to exclude a question as not relevant.

D. When the exchange of questions and answers has concluded, the Decision-maker must issue a written determination regarding responsibility that applies the preponderance of the evidence standard to the facts and circumstances of the formal complaint. The written determination of responsibility must include the following:

1. Identification of the allegations potentially constituting sexual harassment;

2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;

3. Findings of fact supporting the determination;

4. Conclusions regarding the application of the school district's code of conduct to the facts;

5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the school district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the school district to the complainant; and

6. The school district's procedures and permissible bases for the complainant and respondent to appeal and the date by which an appeal must be made.

E. In determining appropriate disciplinary sanctions, the Decision-maker should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incident occurred.

F. The written determination of responsibility must be provided to the parties simultaneously.

G. The Title IX Coordinator is responsible for the effective implementation of any remedies.

H. The determination regarding responsibility becomes final either on the date that the school district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

XI. APPEALS

A. The school district shall offer the parties an opportunity to appeal a determination regarding responsibility or the school district's dismissal of a formal complaint or any allegations therein, on the following bases:

1. A procedural irregularity that affected the outcome of the matter (e.g., a material deviation from established procedures);

2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

3. The Title IX Coordinator, Investigator, or Decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

B. If notice of an appeal is timely received by the school district, the school district will notify the parties in writing of the receipt of the appeal, assign or designate the Appellate Decision-maker, and give the parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.

C. After reviewing the parties' written statements, the Appellate Decision-maker must issue a written decision describing the result of the appeal and the rationale for the result.

D. The written decision describing the result of the appeal must be provided simultaneously to the parties.

E. The decision of the Appellate Decision-maker is final. No further review beyond the appeal is permitted.

XII. RETALIATION PROHIBITED

A. Neither the school district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of sexual harassment, filing a formal complaint, or participating in an investigation, constitutes a violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

B. Any person may submit a report or formal complaint alleging retaliation in the manner described in this policy and it will be addressed in the same manner as other complaints of sexual harassment or sex discrimination.

C. Charging an individual with violation of school district policies for making a materially false statement in bad faith in the course of a grievance proceeding under this policy shall not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

XIII. TRAINING

A. The school district shall ensure that Title IX Personnel receive appropriate training. The training shall include instruction on:

1. The Title IX definition of sexual harassment;

2. The scope of the school district's education program or activity;

3. How to conduct an investigation and grievance process, appeals, and informal resolution processes, as applicable;

4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias;

5. For Decision-makers, training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's prior sexual behavior are not relevant; and

6. For Investigators, training on issues of relevance, including the creation of an investigative report that fairly summarizes relevant evidence.

B. The training materials will not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints.

C. Materials used to train Title IX Personnel must be posted on the school district's website. If the school district does not have a website, it must make the training materials available for public inspection upon request.

XIV. DISSEMINATION OF POLICY

A. This policy shall be made available to all students, parents/guardians of students, school district employee, and employee unions.

B. The school district shall conspicuously post the name of the Title IX Coordinator, including office address, telephone number, and work e-mail address on its website and in each handbook that it makes available to parents, employees, students, unions, or applicants.

C. The school district must provide applicants for admission and employment, students, parents or legal guardians of secondary school students, employees, and all unions holding collective bargaining agreements with the school district, with the following:

1. The name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator;

2. Notice that the school district does not discriminate on the basis of sex in the education program or activity that it operates, and that it is required by Title IX not to discriminate in such a manner;

3. A statement that the requirement not to discriminate in the education program or activity extends to admission and employment, and that inquiries about the application of Title IX may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the United States Department of Education, or both; and

4. Notice of the school district's grievance procedures and grievance process contained in this policy, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the school district will respond.

XV. RECORDKEEPING

A. The school district must create, and maintain for a period of seven calendar years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the school district must document:

1. The basis for the school district's conclusion that its response to the report or formal complaint was not deliberately indifferent;

2. The measures the school district has taken that are designed to restore or preserve equal access to the school district's education program or activity; and

3. If the school district does not provide a complainant with supportive measures, then it must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. Such a record must be maintained for a period of seven years.

4. The documentation of certain bases or measures does not limit the recipient in the future from providing additional explanations or detailing additional measures taken.

B. The school district must also maintain for a period of seven calendar years records of:

1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the recipient's education program or activity;

2. Any appeal and the result therefrom;

3. Any informal resolution and the result therefrom; and

4. All materials used to train Title IX Personnel.

Legal References: Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)
Minn. Stat. §§ 121A.40 – 121A.575 (Minnesota Pupil Fair Dismissal Act)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments)
34 C.F.R. Part 106 (Implementing Regulations of Title IX)
20 U.S.C § 1400, *et seq.* (Individuals with Disabilities Education Act)
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act)
42 U.S.C. § 12101, *et seq.* (Americans with Disabilities Act)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act of 1974)
20 U.S.C. § 1092 *et seq.* (Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act ("Clery Act")

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 413 (Harassment and Violence)

MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)