

Minutes of Regular Meeting

The Board of Directors
Roseau Public School

A regular meeting of the Board of Directors of Roseau Public School was held Monday, August 17, 2026, at 5:15 PM in the board room.

<https://youtube.com/live/OkjAQ9fv79c?feature=share>

1. Call to Order at 5:19 PM
2. Roll Call
 1. Roll Call: Thor Didrikson, Neal Vatnsdal, Pete Kvien, Jodee Haugen, Heather Magnusson, David Simmons
 2. Administration: Tom Jerome
3. Listening Session

*The following spoke about hockey (remaining in Class AA or moving to Class A): Blair Comstock, Phil Larson, Paul Baumgartner, Trevor Hammer, Andy Lundbohm, Brian Lundbohm and Bob Brellenthin.
4. Approval of Agenda
 1. A motion was made by Heather Magnusson, seconded by David Simmons and UC that, BE IT RESOLVED the Board of Education approves the agenda of the August 17, 2026 regular board meeting as presented/amended.
5. Minutes
 1. A motion was made by Jodee Haugen, seconded by Neal Vatnsdal and UC that, BE IT RESOLVED the Board of Education approves the minutes of the preceding regular meeting of July 13, 2026.
6. Business Services
 1. A motion was made by Neal Vatnsdal, seconded by David Simmons and UC that, BE IT RESOLVED the Board of Education approves the payment of bills based on review by the Audit Committee (Vatnsdal, Simmons) in the amount of \$467,707.27 .
7. Reports
 1. Listening Session
 2. Student Design Challenge: Keith Severson / Jason Cummings
 3. Building and Grounds: Aaron Rose
 4. Cardiac Emergency Response Plan: Beth Ulvin
8. Communications
 1. Superintendent
 - a. Buildings and Grounds
 - b. Roseau School District Projected Enrollment
 - c. Staffing Update
 - d. Roseau School District Open House
 - e. Miscellaneous Compensation Schedule
 - f. Minnesota Permanent School Fund
 - g. Minnesota State High School League Hockey Classification
9. Principal Report

1. Principal Report
10. Upcoming Board Meeting(s)
11. Proposed Resolutions August 17, 2026
 1. A motion was made by David Simmons, seconded by Neal Vatnsdal and UC that, BE IT RESOLVED the Board of Education of District 682 approves the hiring of:
 - Tina Lee: Paraprofessional
 - Kristy Wiersma: Paraprofessional
 - Taylor Grill: Paraprofessional
 - Trina Billingsley: .38 Music Teacher *pending acquisition of license
 - Karen Engevik: Part Time Special Education Teacher
 - Mckenzie Cole: Social Worker
 2. A motion was made by Jodee Haugen, seconded by Heather Magnusson and UC that, BE IT RESOLVED the Board of Education of District 682 approves the resignation of the following staff members:
 - Calli Westrum: FACS Teacher
 - Carrie Delaney: Food Service
 - Ricki Starren: Food Service
 - Mary Beth King: Music Teacher
 - Vernell Beito: Paraprofessional
 - Jess Johnson: Secretary
 3. A motion was made by Neal Vatnsdal, seconded by Heather Magnusson and UC that, BE IT RESOLVED the Board of Education of District 682 approves the Miscellaneous Compensation Schedule as presented.
 4. A motion was made by Jodee Haugen and seconded by Heather Magnusson that, BE IT RESOLVED the Board of Education of District 682 approves the participation of the Roseau Rams Boys Hockey team in Minnesota State High School League Class A competition for the 2027-2028 and 2028-2029 hockey seasons. The following voted in favor thereof: Magnusson and Haugen, and the following voted against: Didrikson, Vatnsdal, Simmons and Kvien.
 5. A motion was made by Neal Vatnsdal and seconded by Heather Magnusson that, BE IT RESOLVED the Board of Education of District 682 approves the participation of the Roseau Rams Girls Hockey team in Minnesota State High School League Class A competition for the 2027-2028 and 2028-2029 hockey seasons. The following voted in favor thereof: Haugen, and the following voted against: Didrikson, Vatnsdal, Magnusson, Simmons and Kvien.
 6. A motion was made by Jodee Haugen, seconded by David Simmons and UC that, BE IT RESOLVED the Board of Education of District 682 approves the Cardiac Emergency Response Plan as presented.
 7. A motion was made by Heather Magnusson, seconded by Neal Vatnsdal and UC that, BE IT RESOLVED the Board of Education of District 682 amends the Miscellaneous Fee Schedule as follows: Adult Lunch \$5.30.
12. Adjourn: 7:18 PM

Signed _____
Jodee Haugen, Clerk

Signed _____
Thor Didrikson, Chairman

MISCELLANEOUS COMPENSATION SCHEDULE

Roseau Public School

SCHOOL ACTIVITY OR SCHOOL EVENT	2026-2027		2025-2026	
ANNUAL, HIGH SCHOOL RAMBLER				
High School Rambler Advisor.....	\$2,383	/year	\$2,383	/year
Elementary Memory Book Advisor.....	\$791	/year	\$791	/year
ATHLETIC EVENT SUPERVISION.....	\$6,615	/season	\$6,615	/season
BASEBALL				
Head Coach, K-12 (1).....	\$5,445	/season	\$5,445	/season
High School Assistant (1).....	\$3,613	/season	\$3,613	/season
Junior High School Assistant (2).....	\$2,384	/season	\$2,384	/season
BASKETBALL				
Head Coach, K-12 (1).....	\$6,615	/season	\$6,615	/season
High School Assistant (1).....	\$4,390	/season	\$4,390	/season
Junior High School Assistant (1).....	\$2,897	/season	\$2,897	/season
BOARD OF EDUCATION OPERATIONS				
Chairman of the Board	\$1,794	/year	\$1,794	/year
Clerk of the Board	\$714	/year	\$714	/year
Treasurer of the Board.....	\$714	/year	\$714	/year
Board Appointed Advisory Committee Meetings	\$98	/meeting	\$98	/meeting
Board Meetings: Compensation per meeting for attendance at board functions, school meetings, conference with administrators, legal consultants, workshops, and conventions.....	\$98	/meeting	\$98	/meeting
CLASS ADVISORS				
High School, Grade 11 (2).....	\$1,433	/year	\$1,433	/year
High School, Grade 12 (1).....	\$1,201	/year	\$1,201	/year
High School, Grades 7-10 (1 per grade).....	\$295	/year	\$295	/year
CLASSIFIED PERSONNEL (Temporary)				
Temporary help with Supt's approval (Adult).....	\$16.81	/hour	\$16.81	/hour
Temporary help with Supt's approval (Student)	\$13.66	/hour	\$13.66	/hour
Substitute for Regular Employee: Paid on Step 1 of the of the absent employee's pay rate or other district policy.				
COMMUNITY SERVICE/EDUCATION				
(Note: Unless indicated otherwise, amounts shown are for the 2027 calendar year.)				
Community Education Supervisor.....	\$6,000	/year	\$6,000	/year
ECFE Coordinator/Teacher.....	\$62,619	/year	\$52,205	/year
School Age Child Care Provider / Coordinator.....	\$19.57	/hour	\$19.57	/hour
School Aged Child Care & ECFE Para Professional.....	\$15.75	/hour	\$15.75	/hour
Swimming Pool Coordinator (school year).....	\$2,169	/quarter	\$2,169	/quarter
Supervisor for Open Gym (Full session is 3 hours.).....	\$53.83	/session	\$53.83	/session
Supervisor for Open Gym (Less than 3 hours.).....	\$37.52	/session	\$37.52	/session
Driver Education Instructor	\$34.19	/hour	\$34.19	/hour
ECFE Instructor.....	\$30.67	/hour	\$30.67	/hour
Summer School & School Year Enrichment Classes.....	\$30.67	/hour	\$30.67	/hour
Instructor for Community Education.....	\$26.31	/hour	\$26.31	/hour
Water Safety Instructor	\$15.63	/hour	\$15.63	/hour
Lifeguard	\$13.66	/hour	\$13.66	/hour
Theater Lighting & Sound Technician	\$13.66	/hour	\$13.66	/hour
Sports Center - Zamboni Driver.....	\$16.81	/hour	\$16.81	/hour
CROSS COUNTRY				
Head Coach, K-12 (1).....	\$5,004	/season	\$5,004	/season
Assistant Coach, 7-12 (1).....	\$3,320	/season	\$3,320	/season
DECLAMATION SPEECH				
Head Coach, K-12 (1).....	\$3,565	/season	\$3,565	/season
Assistant Coach, 7-12 (1).....	\$2,301	/season	\$2,301	/season
Judges and Clerical for Contests.....	\$87	/session	\$87	/session

MISCELLANEOUS COMPENSATION SCHEDULE

Roseau Public School

SCHOOL ACTIVITY OR SCHOOL EVENT	2026-2027		2025-2026	
GOLF				
Head Coach, K-12 (1).....	\$5,004	/season	\$5,004	/season
High School Assistant (1).....	\$3,320	/season	\$3,320	/season
Junior High School Assistant (1).....	\$2,192	/season	\$2,192	/season
FOOTBALL				
Head Coach, K-12 (1).....	\$6,615	/season	\$6,615	/season
High School Assistant (2).....	\$4,390	/season	\$4,390	/season
Junior High School Assistant (2).....	\$2,897	/season	\$2,897	/season
GAME OFFICIALS AND ASSISTANTS (Must be an adult unless noted otherwise)				
All Sports, Game Assistant	\$14.18	/hour	\$14.18	/hour
All Sports, Game Assistant (High School Student).....	\$13.05	/game	\$13.05	/game
Baseball & Softball, Behind the Plate (or, as per Baseball Referee Association).....	\$65.25	/game	\$65.25	/game
Baseball & Softball, Bases	\$57.09	/game	\$57.09	/game
Baseball & Softball (JV), Behind the Plate.....	\$44.04	/game	\$44.04	/game
Baseball & Softball (JV), Bases	\$37.52	/game	\$37.52	/game
Baseball & Softball (C), Both Bases & Behind the Plate	\$42.41	/game	\$42.41	/game
Baseball & Softball (C), Behind the Plate.....	\$30.99	/game	\$30.99	/game
Baseball & Softball (C), Bases	\$21.21	/game	\$21.21	/game
Basketball, A + B Combined	\$135.77	/game	\$135.77	/game
Basketball, A Game	\$85.99	/game	\$85.99	/game
Basketball, B (Jr. Varsity) Game.....	\$44.50	/game	\$44.50	/game
Basketball, C (9th Grade) Game.....	\$41.86	/game	\$41.86	/game
Basketball, Jr. High (7-8) Game.....	\$36.21	/game	\$36.21	/game
Cross Country, Clerk/Scorekeeper.....	\$54.73	/game	\$54.73	/game
Cross Country, Timer	\$53.83	/game	\$53.83	/game
Football, A Game (or, as per Football Referee Association).....	\$102.87	/game	\$102.87	/game
Football, B Game.....	\$43.76	/game	\$43.76	/game
Football, C Game.....	\$26.74	/game	\$26.74	/game
Game Assistants & Ticket Takers - Less Than 3 hrs.....	\$37.52	/game	\$37.52	/game
Game Assistants & Ticket Takers - More Than 3 hrs	\$53.83	/game	\$53.83	/game
Hockey, A Game (or, as per Hockey Referee Association).....	\$116.41	/game	\$116.41	/game
Hockey, B Game.....	\$57.67	/game	\$57.67	/game
Hockey, Linesman	\$57.67	/game	\$57.67	/game
Swimming, Official Starter.....	\$95.48	/game	\$95.48	/game
Track, Starter	\$53.83	/game	\$53.83	/game
Track, Scorer.....	\$53.83	/game	\$53.83	/game
Track, Timer.....	\$53.83	/game	\$53.83	/game
Volleyball, A+B Game Combined	\$102.92	/game	\$102.92	/game
Volleyball, B Game	\$32.82	/game	\$32.82	/game
Volleyball, C Game	\$29.42	/game	\$29.42	/game
Wrestling, A+B Match Combined	\$103.44	/game	\$103.44	/game
Wrestling, B Match	\$41.32	/game	\$41.32	/game
Wrestling, C Match.....	\$25.52	/game	\$25.52	/game
HOCKEY				
Head Coach, K-12 (1).....	\$6,615	/season	\$6,615	/season
High School Assistant (2).....	\$4,390	/season	\$4,390	/season
INSTRUCTION RELATED				
Coordinator, Federal Programs, Basic Skills	\$6,536	/year	\$6,536	/year
Manager for Athletic Equipment Repair & Inventory.....	\$6,536	/year	\$6,536	/year
Teacher Mentor (Full Rate).....	\$1,000	/year	\$1,000	/year
Arranging for Substitutes: H.S., Elem., & Spec. Ed	\$1,628	/year	\$1,628	/year
Substitute for Licensed Teaching Position.....	\$179	/day	\$179	/day
Teacher Stipend for College Course (Student must pass course.).....	\$80	/student	\$80	/student
Educational Projects (2027 Calendar Year)	\$34.19	/hour	\$34.19	/hour
Teacher for Homebound Students	\$35.07	/hour	\$35.07	/hour
Detention Supv. & Hrly. Tchr. Sub. (Article VIII, Section 4 of RTA Agr.)...	\$29.83	/hour	\$29.90	/hour

MISCELLANEOUS COMPENSATION SCHEDULE

Roseau Public School

SCHOOL ACTIVITY OR SCHOOL EVENT	2026-2027		2025-2026	
INTERNAL COACH				
Reading Corp.....	\$1,131	/year	\$1,131	/year
KNOWLEDGE BOWL				
Head Coach, K-12	\$2,573	/year	\$2,573	/year
MATH CONTEST				
Advisor, Secondary.....	\$1,159	/year	\$1,159	/year
MSHSL State Tournament				
Team or Group Participation at MSHSL State Tournament	\$788	/tournament	\$788	/tournament
MUSIC				
Special Instrumental Music, High School	\$4,979	/year	\$4,979	/year
Special Vocal Music, High School.....	\$3,186	/year	\$3,186	/year
Special Elementary Music (Evening music program.)	\$115.81	/event	\$115.81	/event
Band or choir supervision (Out-of-district athletic event < 100 miles)	\$78	/event	\$78	/event
Band or choir supervision (Out-of-district athletic event > 100 miles)	\$157	/event	\$157	/event
Band or choir supervision (At-home athletic event.)	\$35.07	/event	\$35.07	/event
Piano Accompanist for Winter / Spring Concert Performances.....	\$19.02	/hour	\$19.02	/hour
_____ max hours with approval from Principal				
NATIONAL HONOR SOCIETY				
Advisor	\$1,159	/year	\$1,159	/year
POLARIS STUDENT DESIGN CHALLENGE				
Advisor (2).....	\$1,800	/year	\$1,800	/year
PUPIL TRANSPORTATION				
Bus Driver for School Sponsored Activities	per contract	/hour	per contract	/hour
Temporary bus garage help	\$19.61	/hour	\$19.61	/hour
RAM SPORTS CENTER				
Facility Maintenance Supervisor.....	\$6,000		\$6,000	
ROBOTICS COMPETITION				
First Robotics Competition (max. of 2 @ \$1,000 each) Based on Polaris donation	\$2,000	/year	\$2,000	/year
SCHOOL PLAY, ONE ACT				
Director (1).....	\$1,606	/year	\$1,606	/year
SOFTBALL				
Head Coach, K-12 (1).....	\$5,445	/season	\$5,445	/season
High School Assistant (1).....	\$3,613	/season	\$3,613	/season
Junior High School Assistant (2).....	\$2,384	/season	\$2,384	/season
SPECIAL OLYMPICS				
Advisor.....	\$1,159	/season	\$1,159	/season
SPECIAL AWARDS AND RECOGNITION				
Coach or Advisor of the Year at the National Level	\$1,207	/season	\$1,207	/season
Coach or Advisor of the Year at the State Level.....	\$861	/season	\$861	/season
Coach or Advisor of the Year at the Regional Level.....	\$517	/season	\$517	/season
SPELLING BEE COMPETITION				
Coordinator, K-12	\$1,159	/season	\$1,159	/season
Spelling Bee Assistant.....	\$28	/hour	\$28	/hour
STAFF DEVELOPMENT				
Staff Development Committee Chair.....	\$1,584	/year	\$1,584	/year
Committee Meetings	\$34.12	/meeting	\$34.12	/meeting
STUDENT COUNCIL				
Advisor (2 paid positions).....	\$1,159	/year	\$1,159	/year
SWIMMING, GIRLS				
Head Coach, K-12 (rate based on Co-op with Warroad)	TBD	/season	TBD	/season
Assistant Coach, 7-12 (rate based on Co-op with Warroad)	\$4,796	/season	\$4,796	/season
TARGET PROGRAM				
Advisor	\$1,159	/year	\$1,159	/year
TENNIS				
Head Coach, K-12 (1).....	\$5,004	/season	\$5,004	/season
Assistant Coach, 7-12 (1).....	\$3,320	/season	\$3,320	/season
Junior High School Assistant (1)	\$2,192	/season	\$2,192	/season

MISCELLANEOUS COMPENSATION SCHEDULE

Roseau Public School

SCHOOL ACTIVITY OR SCHOOL EVENT	2026-2027		2025-2026	
TRACK				
Head Coach, K-12 (1).....	\$5,445	/season	\$5,445	/season
High School Assistant (1).....	\$3,613	/season	\$3,613	/season
Junior High School Assistant (1).....	\$2,384	/season	\$2,384	/season
VOCATIONAL PROGRAM ADVISOR				
FCCLA & VICA Program Advisors	\$2,278	/season	\$2,278	/season
VOLLEYBALL				
Head Coach, K-12 (1).....	\$6,615	/season	\$6,615	/season
High School Assistant (1).....	\$4,390	/season	\$4,390	/season
Junior High School Assistant (2).....	\$2,897	/season	\$2,897	/season
WOLF RIDGE				
Advisor.....	\$1,159	/year	\$1,159	/year
WRESTLING				
Head Coach, K-12 (1).....	\$6,615	/season	\$6,615	/season
High School Assistant (1).....	\$4,390	/season	\$4,390	/season
Junior High School Assistant (1).....	\$2,897	/season	\$2,897	/season
2026-2027 Misc. Comp. Schedule - Adopted: August 17, 2026				

MISCELLANEOUS COMPENSATION SCHEDULE

Roseau Public School

SCHOOL ACTIVITY OR SCHOOL EVENT				2026-2027		
OTHER MISCELLANEOUS DISTRICT POLICY						
1) Head coaches for a MSHSL student activity are eligible for support to attend a state tournament as follows: (a) a stipend of \$200, (b) use of a school auto, (c) leave with pay for the tournament days approved, and (d)) two sets of free tickets for the state tournament attended.						
2) Assistant coaches may be compensated at 2/3 the amount received by the head coach for MSHSL state tournament responsibilities at the discretion of the Director of Athletics. This amount shall not be approved when such request is inappropriate, too costly, or has a detrimental effect on the school program; e.g., excessive absences from the classroom duties, etc.						
3) Assistant coaches are not eligible for the 40% premium paid to head coaches that accept a dual boys/girls assignment for a sport.						
4) Whenever the MSHSL Conference, MSHSL District, or MSHSL Region sets a higher rate of pay for game officials than that found in this schedule, the higher rate shall prevail.						
5) Members of the Board of Education are entitled to enroll in the school district's group insurance program. The school district's contribution toward the cost of participation shall be equivalent to that received by an employee having a 0.35 full-time equivalent status with the school district. A board member shall be entitled to continue participation in any group insurance program after leaving the Board of Education by paying the full cost of such continuation.						
6) Head athletic coaches responsible for a combined boy-girl sport shall receive extra compensation amounting to 1.4 times the head coach salary.						
7) Summer School Rates of Pay: The current summer school teaching positions and rates of pay are divided into two categories. These summer school positions are a continuation of IEP services. Such positions earning pro-rata (e.g.: 1/2-day, full day) pay are: Licensed Teachers Providing: a. Extended School Year (ESY) services b. Birth through 2-year-old services						

Roseau Community School

Cardiac Emergency Response Plan



Roseau Community School

Date adopted by School Board: 8/17/2026

Date of Last Revision: 8/17/2026

Cardiac Emergency Response Plan

This plan is based on the Minnesota Department of Education's (MDE's) model plan guidance for school districts and charter schools to meet the requirements in [Minnesota Statutes 2025, section 121A.241](#) and [Minnesota Statutes 2024, section 121A.035](#) and supports a school's development of a cardiac emergency response plan (CERP).

Purpose and Integration

The CERP provides a comprehensive strategy for responding to sudden cardiac arrest (SCA) on school grounds. The plan should become an addendum to the **Crisis Management Policy** and be included in a building-level crisis management plan under crisis-specific procedures for cardiac emergencies.

List of Abbreviations

Abbreviations	Definitions
AED	automated external defibrillator
CERP	cardiac emergency response plan
CERT	cardiac emergency response team
CPR	cardiopulmonary resuscitation
EMS	emergency medical services
SCA	sudden cardiac arrest

Definition of Sudden Cardiac Arrest

Sudden cardiac arrest (SCA), as defined by the American Heart Association, as a sudden and unexpected loss of heart function caused by an irregular heart rhythm and can occur with or without a known heart condition. This disruption prevents effective blood circulation, and without immediate intervention, can cause loss of consciousness, collapse, and death within minutes.

Signs of arrest may include one or more of the following:

- Unresponsiveness
- Abnormal or absent breathing
- seizure-like movements
- In some cases, SCA may occur immediately after a sudden, forceful direct hit to the chest

Cardiac Emergency Response Team (CERT)

The school administrator in each building designates available and willing school staff including school nurse, physical education teachers, activities directors, coaches, office and maintenance staff, staff overseeing recess, and any other staff who are present before, during, or after the school day. Best practice suggests including at least five people or 10% of overall staff (AHA, 2025). Minnesota Statutes 2025, section 121A.241, subdivision 2(1).

Members of this school district's Cardiac Emergency Response Team are listed below:

Staff Name	Role	CPR/AED Certification Date
Beth Ulvin	CERP Coordinator	BLS Healthcare Provider 2/2025-2/2027
Kenneth Hayden	CERT Member	Recertifying 9/2026
Tom Jerome	CERT Member	6/2025-6/2027
Chad Gerlach	CERT Member	6/2025-6/2027
Bryce Lingen	CERT Member	6/2025-6/2027
Wade Hinson	CERT Member	6/2025-6/2027
Skyler Forst	CERT Member	Recertifying 9/2026
Jenny Cole	CERT Member	6/2025-6/2027
Christine Reese	CERT Member	8/2025-8/2027
Leif Eidsmoe	CERT Member	12/2025-12-2027
Becky Hayden	CERT Member	8/2025-8/2027

Shawn Goos	CERT Member	8/2025-8/2027
Josh Weckman	CERT Member	Recertifying 9/2026
Kya Hastensgard	CERT Member	2/2025-2/2027
Dani Gunderson	CERT Member	5/2025-5/2027
McKenzie Cole	CERT Member	Recertifying 9/2026

Automated External Defibrillator (AED) Locations

AEDs must be placed in high-traffic, accessible locations (e.g., cafeterias, gymnasiums) to ensure **retrieval and delivery ideally within 3 minutes** of notification of the emergency.

AED Registry

[Minnesota Statutes 2024, section 403.51](#), states that a person who purchases or obtains a public access AED shall register that device with an AED registry within 30 working days of receiving the AED. Register public access devices with the **National Emergency AED Registry (NEAR)** via [PulsePoint AED](#).

Maintenance

Schools are required to provide routine maintenance of AEDs and should consult with their district or charter school's health and safety or facilities team to determine best practices for proper installation and maintenance of AEDs, including a process for regular safety checks. Minnesota Statutes 2025, section 121A.241, subdivision 2(3).

This plan designates the following school staff or department to maintain AED registry and maintenance of equipment including regular safety checks to verify expiration dates for device pads and batteries and to ensure equipment is functioning properly:

Staff/Department Name	Role	Responsibility
Ken Hayden - Athletic and Activities Department	AED Coordinator/Athletic Director	AED registry, regular safety checks, verify pad/battery expirations

		Roseau School AED Information
Aaron Rose/Buildings and Grounds	AED device manager	AED registry, regular safety checks, verify pad/battery expirations Roseau School AED Information

AED locations

AED Location	Nearest High-Traffic Area	Co-located Items
Outside High Gymnasium	Gymnasium	Naloxone/pocket mask/gloves
2nd Floor Fitness Center	Elementary Gym	Naloxone/pocket mask/gloves
Elementary Gymnasium	Elementary Gym	Naloxone/pocket mask/gloves
RAMS Sports Center-by concession stand/main entrance	Girls Hockey Arena	Naloxone/pocket mask/gloves
Outside Elementary Office	Elementary PreK-3rd grade hall	Naloxone/pocket mask/gloves
Portable AED #2 Black Case Athletic Director's Office	Portable AED for athletic department activities.	Scissors, razor, gloves
Portable AED #3 Yellow Case Athletic Director's Office	Portable AED for athletic department activities.	Scissors, razor, gloves
Portable AED #4 Phillips- Athletic Director's office	Portable AED for athletic department activities.	Scissors, razor, gloves

AED Site Map References



Communication Plan

How to Activate the CERT and Local Emergency Medical Services (EMS)

Discuss Roles and Responsibilities

Identify and discuss specific tasks within the emergency response team. CERT members should be prepared to assist in multiple roles if necessary to account for when staff are absent or not available at the time of the emergency response.

1. Staff member to call 911
2. Staff member to retrieve the AED
3. Staff member to meet EMS at the quickest entry point to access the scene
4. Staff member to clear the area and manage possible crowds
5. Staff members to assist with compressions and AED use
6. Staff member to document the event timeline and transition report to EMS

Communication

Communication is a critical component in the team's efficient emergency response. CERTs should determine a communication plan that includes two-way communication covering all areas of the school's campus, both inside and outside of the facility.

The following plan outlines how staff members activate local EMS and the CERT in a consistent manner using overhead page, two-way radio, phone, or other communication device with consideration for confidentiality.

- **Initial Alert:** Any staff member witnessing a collapse should immediately call 911
- **Internal Notification:** Activate the CERT via Overhead Page *99 or by contacting the office and requesting the CERT team be paged.
- **Standard Script:** "There is a cardiac emergency in [*specific location*] and 911 has been called"
- **Building Status:** School will be placed in a "**hold**" for medical emergency to clear hallways

Integration of Local EMS with School CERP

School administrators and CERT members develop and implement the CERP in cooperation with relevant local emergency responders, school district health and safety officials, school nurses, athletic staff, and other members of the school or community medical team. The school's CERP with locations of onsite AEDs is provided, along with facility diagrams and site plans to first responders, as requested. Minn. Stat. 121A.241, subd. 2(4) (2025).

The school administrator has designated Beth Ulvin as the person responsible for updating and distributing the CERP annually.

Training and Practice Drills

Staff Training

Training is the educational process of learning how to recognize sudden cardiac arrest, call 911, perform quality chest compressions, and use an AED. School staff and coaches are encouraged to annually review the school's CERP and learn Hands-Only CPR and AED use to strengthen the school-wide readiness and timely response for cardiac emergencies.

CERT Certification

Certification formally recognizes a person's proficiency in performing CPR and AED use. Certification is obtained through a nationally recognized organization, such as American Heart Association, the American Red Cross, and others, and includes written and hands-on testing of competency.

Emergency Response Team members are encouraged to maintain CPR/AED certification, renewed at least every two years through a nationally recognized organizations like American Heart Association or American Red Cross.

Student Instruction and Practice

Minnesota law requires grade 7-12 students receive one-time CPR and AED use instruction with hands-on practice as part of the curriculum. Minnesota Statutes 2025, section 120B.236. Schools should consider instructing students on the building's AED locations and how to initiate the emergency response team.

Annual Drills:

Research shows that having a written and practiced CERP with regular practice drills can increase the chance of survival to 70% compared to less than 10% without such practice (Evans, 2024). Minnesota Statutes 2025, section 121A.241, subdivision 2(5) requires schools to conduct **annual drills** involving staff and students. A successful drill is defined by the American Heart Association as full completion of the protocol in **5 minutes or less**.

The school's plan for practice drills is as follows:

- Administration and the school nurse will ensure at least one annual drill is completed. The goal of the drills will be to ensure the CERP protocol can begin to be administered within 5 minutes or less based on American Heart Association Recommendations.
- The Cardiac Emergency Response Team (CERT) will also practice protocol on their own in the form of a tabletop exercise or walking through the response recommendations. These drills and

practice will allow the response team time to practice key elements of the plan including effective communication, test the availability of CPR/AED certified responders, identify roles and responsibilities of team members, ensure AEDs are ready to be used, and can also include coordination with community emergency responders.

- Practice drill protocol will be included in our crisis management plan under crisis-specific procedures for cardiac emergencies.

Cardiac Emergency Response Protocol

Although most school staff do not have a background in the medical field, it is possible that a situation will arise that requires quick action from staff to successfully respond to a medical emergency. This protocol provides step-by-step guidance that all staff can follow in the event of a cardiac emergency.

1. **Recognize signs of Sudden Cardiac Arrest (SCA).** Signs may include one or more of the following:

- Not moving, unresponsive, or unconscious
- Not breathing normally (e.g., irregular breathing patterns, gasping or gurgling, or may not be breathing at all)
- Seizure or convulsion-like movements

2. **Call 911.** The first school staff to observe the unresponsive person calls 911 or directs a specific person to call 911.

- Provide building address: **509 Third St NE, Roseau MN** and include closest entry point, if possible, (e.g., “Door A”)
- Explain the person’s condition and symptoms
- Listen carefully to the dispatcher for additional guidance
- stay on the line and answer dispatcher questions

3. **Activate Cardiac Emergency Response Team (CERT):** Once 911 has been called, activate the CERT using the internal communication plan to alert the team.

Internal Notification: Activate the cardiac emergency response team via *Overhead Page *99* or by *calling the office and requesting the CERT team be paged as below.*

“There is a cardiac emergency in [name the specific location] and 911 has been called.”

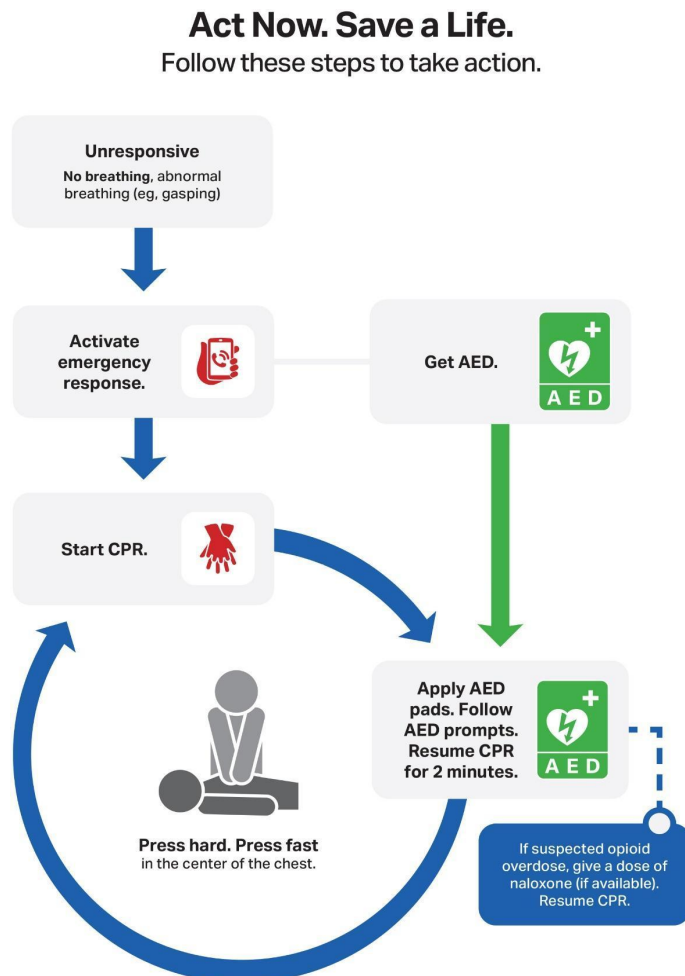
- Schools follow communication procedures within the crisis management plan for placing the school or area of the school in a “**hold**” for a medical emergency.

4. **Retrieve AED:** The school staff that finds the unresponsive person should designate a person to retrieve the nearest AED.

5. **Start CPR:** The school staff that finds the unresponsive person should start CPR (Hands-Only CPR if not CPR certified until a CERT member or EMS arrives on scene)

- Place the unresponsive person on their back, on a firm, flat surface and begin chest compressions (100-120 per minute).

- Use 2-hands placing the heel of one hand in the center of the chest, on the lower half of the breastbone, and the other hand directly on top, interlock fingers (use one hand for smaller adults and children).
 - If you are able and willing to provide rescue breaths, use a barrier mask and provide 2 breaths after 30 compressions.
 - Continue compressions until EMS arrives.
6. **Turn on the AED:** Apply the pads and follow all audio/visual prompts.
 7. **Transfer Care:** Report the time found and CPR start time to EMS.
 8. **Document:** A designated CERT member must record all event timings and conditions.



9.

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Post-Event Procedures

- **Notification:** Notify emergency contacts following the crisis management plan.
- **AED Data:** Provide AED data to medical providers if requested.
- **After-Action Review:** CERT members should debrief to identify successes and improvements to the plan.
- **Mental Health Support:** Implement a plan for supporting staff and student mental health needs following their participation in or observation of the event. The plan may include support through the Employee Assistance Program or Regional Crisis Response Team ([Minnesota Statewide Crisis Management Team](#)).

Annual Review

The School Board and CERP Coordinator will review this plan annually to ensure it reflects current evidence-based best practices. Minnesota Statutes 2025, section 121A.241, subdivision 2 (6).

Planning and evaluation tools are provided in the MDE Model CERP for Schools, Appendix B.

Legal References

- Minnesota Statutes 2025, section 121A.241 Cardiac Emergency Response Plan
- Minnesota Statutes 2025, section 121A.035 Crisis Management Policy
- Minnesota Statutes 2025, section 120B.236 CPR and AED Instruction
- Minnesota Statutes 2025, section 403.51 Automatic External Defibrillation; Registration
- Minnesota Statutes 2025, section 604A.01 Good Samaritan Law

References

American Heart Association. (2025). Cardiac emergency response plan and protocol. https://cpr.heart.org/en/-/media/CPR-Files/Training-Programs/2025-CERP/Cardiac-Emergency-Response-Plan-and-Protocol042025.pdf?sc_lang=en

Evans S, Legg M. (2024). Cardiac emergency response plan: Is your school prepared? NASN School Nurse, 39(4):175-180. <https://doi.org/10.1177/1942602X231201087>

Resources

Project ADAM resources. Adapted from Project ADAM National resources; for additional resources please visit www.projectadam.com/Heartsafeschools.

[Children's Minnesota – Project ADAM:](https://www.childrensmn.org/services/care-specialties-departments/cardiovascular-program/conditions-and-services/project-adam/)

<https://www.childrensmn.org/services/care-specialties-departments/cardiovascular-program/conditions-and-services/project-adam/>

ISD NO. 682 FEE SCHEDULE	2026-2027	2025-2026	2024-2025	2023-2024	2022-2023
ATHLETIC PARTICIPATION FEES - HIGH SCHOOL					
- Cross Country, Tennis, and Track & Field (7-9)	\$75.60	\$72.00	\$60.00	\$60.00	\$60.00
- Cross Country, Tennis, and Track & Field (10-12).....	\$107.10	\$102.00	\$85.00	\$85.00	\$85.00
- Basketball, Golf, and Volleyball (7-9).....	\$88.20	\$84.00	\$70.00	\$70.00	\$70.00
- Basketball, Golf, and Volleyball (10-12).....	\$132.30	\$126.00	\$105.00	\$105.00	\$105.00
- Baseball, Softball, Football, Wrestling & Swimming (7-9).....	\$100.80	\$96.00	\$80.00	\$80.00	\$80.00
- Baseball, Softball, Football, Wrestling & Swimming (10-12).....	\$132.30	\$126.00	\$105.00	\$105.00	\$105.00
- Hockey (10-12).....	\$283.50	\$270.00	\$225.00	\$225.00	\$225.00
OTHER STUDENT ACTIVITY FEES					
- Fine Arts and Industrial Technology Projects	Cost of Materials	Cost of Materials	Cost of Materials	Cost of Materials	Cost of Materials
- Rental, Band Instrument.....	\$105.00	\$100.00	\$75.00	\$75.00	\$75.00
- Rental, Band Instrument (Family Maximum)	\$131.25	\$125.00	\$100.00	\$100.00	\$100.00
- Summer Band Lessons.....	\$25.20	\$24.00	\$20.00	\$20.00	\$20.00
- One Act Play.....	\$75.60	\$72.00	\$60.00	\$60.00	\$60.00
- Speech.....	\$75.60	\$72.00	\$60.00	\$60.00	\$60.00
- Knowledge Bowl.....	\$75.60	\$72.00	\$60.00	\$60.00	\$60.00
- Mock Trial.....	Not Offered	Not Offered	\$60.00	\$60.00	\$60.00
- Super Mileage Competition.....	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered
- Cyberknowledge.....	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered
- Driver Training, Behind-the-Wheel	\$491.40	\$468.00	\$390.00	\$390.00	\$390.00
- Maximum Per Household (Excludes Driver Education & Class Dues & Special Projects).....	\$504.00	\$480.00	\$400.00	\$400.00	\$400.00
ADMISSION TO SCHOOL SPONSORED EVENTS					
- One Athletic Event (Student)	\$3.00	\$3.00	\$2.00	\$2.00	\$2.00
- One Athletic Event (Roseau Public School K-12 Student)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
- One Athletic Event (Senior Citizen).....	\$4.00	\$4.00	\$4.00	\$4.00	\$4.00
- One Athletic Event (Adult)	\$6.00	\$6.00	\$5.00	\$5.00	\$5.00
- All Athletic Events (Student).....	discontinued	discontinued	discontinued	discontinued	discontinued
- All Athletic Events (Adult)	\$75.60	\$72.00	\$60.00	\$60.00	\$60.00
- All Athletic Events (Senior Citizen)	\$42.00	\$40.00	\$40.00	\$40.00	\$40.00
- Non-Athletic Student Performances & Events (eg: Band Concert).....	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00
COMMUNITY SWIMMING POOL ADMISSION					
- Admission, Single Admission (Student).....	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00
- Admission, Single Admission (Adult).....	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00
- Admission, 10 Punch Admission - 10 for 9 (Student).....	\$9.00	\$9.00	\$9.00	\$9.00	\$9.00
- Admission, 10 Punch Admission - 10 for 9 (Adult)	\$18.00	\$18.00	\$18.00	\$18.00	\$16.00
- Admission, 20 Punch Admission - 20 for 18 (Student)	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00
- Admission, 20 Punch Admission - 20 for 18 (Adult)	\$36.00	\$36.00	\$36.00	\$36.00	\$32.00
- Pool Party - \$35 first hour, \$25 for each additional hour.....	\$35.00	\$35.00	\$35.00	\$35.00	
- Swim Lessons - Level PS - 6 - Eight Lessons.....	\$45.00	\$45.00	\$45.00	\$45.00	
- Swim Lessons - Four Private Lessons.....	\$70.00	\$70.00	\$70.00	\$70.00	
WEIGHT ROOM ADMISSION					
- Admission, 10 Punch Admission (Adult).....	No Charge	No Charge	No Charge	No Charge	No Charge
- Admission, 20 Punch Admission (Adult)	No Charge	No Charge	No Charge	No Charge	No Charge
- Admission, Student With Approved Supervision.....	No Charge	No Charge	No Charge	No Charge	No Charge
SCHOOL LUNCH PROGRAM					
- Cost Per Single Milk.....	\$0.40	\$0.40	\$0.40	\$0.40	\$0.40
- Meal Ticket, Lunch (K-6 Student) regular price.....	\$0.00	\$0.00	\$0.00	\$0.00	\$2.40
- Meal Ticket, Lunch (7-12 Student) regular price.....	\$0.00	\$0.00	\$0.00	\$0.00	\$2.50
- Meal Ticket, Lunch (K-12 Student) Eligible for REDUCED price based on 2014 MN Legislative action Kindergarten = FREE Breakfast.....	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
- Meal Ticket, Breakfast (1-6 Student) regular price.....	\$0.00	\$0.00	\$0.00	\$0.00	\$1.20
- Meal Ticket, Breakfast (7-12 Student) regular price.....	\$0.00	\$0.00	\$0.00	\$0.00	\$1.25
- Meal Ticket, Breakfast (K-12 Student) Eligible for REDUCED price.....	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
- Meal Ticket, Breakfast (Adult)	\$2.65	\$2.65	\$2.65	\$2.65	\$2.65
- Meal Ticket, Lunch (Adult)	\$5.30	\$5.05	\$5.00	\$4.95	\$4.60
TECHNOLOGY USE FEE FOR DISTRICT ISSUED 1:1 COMPUTER DEVICES					
- Annual non-refundable fee.....	\$31.50	\$30.00	\$30.00	\$30.00	\$20.00
- Annual non-refundable fee for students eligible for "reduced" school meals.....	\$15.75	\$15.00	\$15.00	\$15.00	\$10.00
- Annual non-refundable fee for students eligible for "free" school meals.....	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
- Family Max (grades 6-12).....	\$78.75	\$75.00	\$75.00	\$75.00	
CHARGES FOR TRANSPORTATION SERVICES					
- Bus Cost Per Mile with Gas.....	As per Formula	As per Formula	As per Formula	As per Formula	As per Formula
- Bus Driver for Rental Unit.....	Cost of Driver	Cost of Driver	Cost of Driver	Cost of Driver	Cost of Driver
- Van Cost Per Mile with Gas	As per Formula	As per Formula	As per Formula	As per Formula	As per Formula
- Mileage: Cost Per Mile (if school vehicle is NOT available) [IRS determined typically in January]	0.76	0.67 0.70 0.725	0.67 0.70	0.625 0.67	0.625
- Mileage: Cost Per Mile (if school vehicle is available).....	\$0.32	\$0.32	\$0.32	\$0.32	\$0.32
MISCELLANEOUS FEES					
- Xerox, Cost Per Copy	\$0.08	\$0.08	\$0.08	\$0.08	\$0.08
- Athletic Locker (Adult) per 1/2 Year	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00
SCHOOL AGED CHILD CARE FEES					
- per hour for one child	\$1.84	\$1.75	\$1.75	\$1.75	\$1.75
- per hour for each additional child	\$1.58	\$1.50	\$1.50	\$1.50	\$1.50
School Readiness Fee					
- per day for one child.....	\$14.70	\$14.00	TBD	\$14.00	\$14.00
Music Lessons (instructor annual fee)					
- 1/2 day Lessons on Mondays & Fridays = \$40 \$80 full day			discontinued		
- 1/2 day Lessons on Tues.Wed. Thurs. = \$50 \$100 full day			discontinued		