

**BRECKENRIDGE SCHOOL BOARD MEETING  
INDEPENDENT SCHOOL DISTRICT #846  
WEDNESDAY, JUNE 17, 2026  
REGULAR MEETING - 7:00 AM  
BHS MEDIA CENTER ROOM #215  
710 13TH STREET NORTH  
BRECKENRIDGE, MN 56520**

**AGENDA**

- 1. Call the Meeting to Order**
  - A. Pledge of Allegiance
  - B. School Happenings
- 2. Approval of Agenda**
- 3. Public Input**
- 4. Approval of Consent Agenda**
  - A. Minutes

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**Meeting of the Board of Education, Independent School District No. 846, Breckenridge, Minnesota met Wednesday, May 20, 2026 at 4:00 PM in the Breckenridge High School, Media Center #215.**

UNOFFICIAL MINUTES UNTIL APPROVED AT THE NEXT BOARD MEETING

**Members Present:** Ernst, Hasbargen, Hiedeman, Hought, Johnson, Nepl, Mikkelson

**Ex-officio Member Present:**

Chairperson Johnson called the regular meeting to order at 4:00 PM with the Pledge of Allegiance recited.

**Motion** by Hiedeman, seconded by Mikkelson to approve the amended agenda as presented. 7-0

**CONSENT AGENDA:**

**Motion** by Ernst, seconded by Hasbargen to approve the consent agenda. 7-0

Previous month's minutes – April 15, 2026

Financial reports as presented including:

General Ledger Debits: April 2026

General Fund: \$1,285,690.90—Food Service: \$59,465.90—Community Service: \$48,972.70—Construction Fund: \$259,645.25—Debt Redemption: \$0.00—Trust Fund: \$0.00—Student Activities: \$1,760.40

Accounts Payable/Wires & Checks: 4/13/26 -5/18/26

Total: \$1,640,830.45

Hires: Jill Christopherson, Preschool Teacher, ECFE Coordinator, Parent Educator; Paige Schreiber, Cheer Coach; Gabriel Skaria, Business Education Instructor

Resignations: McKala Carroll, Prom Advisor; Corinna Erickson, Principal; Barb Odens, Classroom Para; Molly Olson, ECFE Coordinator; Falon Phelps, SpEd Para-Educator; Jazmyn Peterson, SpEd Para-Educator; Jolynn Werner Sasse, Assistant Fall Play Director, National Honor Society Advisor

**COMMUNICATIONS:**

Dean of Students Elementary –Jessica Holland,

◊Report given.

Dean of Students High School–Jordan Christensen

◊Report given.

K-12 Principal - Corinna Erickson

◊Report given.

Business Manager – Dessica Komestakes

◊Report given.

Superintendent – Kristie Sullivan

◊Report given.

Committee Reports -

**OLD BUSINESS:**

**NEW BUSINESS:**

**Motion** by Hiedeman to adopt the RESOLUTION ACCEPTING DONATIONS for the following: *April donations received:* \$80.00 Bell Bank. (Custom Card Donation). \$90.00 Bold Print (ECFFE Sponsor Banner), Cash Donated at the Event \$245.00 (ECFE Easter Egg Donation), \$100.00 Anonymous (Angel Funds), Neppl seconded the motion. 7-0

**Motion** by Mikkelson, seconded by Hasbargen to authorize Superintendent Kristie Sullivan as the Identified Official with Authority (IOwA) to assign job duties and authorize user access to the Minnesota Department of Education secure websites for the Breckenridge School District #0846-01 (Resolution on file). 7-0

**Motion** by Ernst, seconded by Hought to approve the resolution to renew membership in the Minnesota State High School League for 2026/2027. 7-0

**Motion** by Hasbargen, seconded by Neppl to approve Service Agreement with Lakes Country Service Cooperative for mental health support for the 2026-2027 school year. 7-0

**Motion** by Mikkelson, seconded by Mikkelson to approve FY 2027 membership with Lakes Country Service Cooperative. 7-0

**Motion** by Hasbargen, seconded by Hought to approve the petition to vacate right-of-ways for submission to the City of Breckenridge for Phase I of the school construction and renovation project. 7-0

**Motion** by Hasbargen, seconded by Ernst to approve the Moorhead Adult Education 2026-2027 Consortium Agreement. 7-0

**Motion** by Neppl, seconded by Hought to approve the agreement with Subject Technologies. 7-0

**Motion** by Hiedeman, seconded by Mikkelson to adjourn at 4:59 PM. 7-0

The next regular meeting date is Wednesday, June 17, 2026 at 7:00 AM.

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Chair

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Clerk

## B. Financials

### 1. Financial Report & Bills

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**Reconciliation of Ledger Balances with Bank Statement  
Independent School District NO. 846  
Breckenridge, Minnesota**

Date of Report: June 11th, 2026

For the Month of May 2026

**General Ledger Balances**

FUNDS	Balance Beg. of Month	Debits	Credits	Balance End of Month
General Fund	\$2,816,492.20	1,101,004.24	1,284,230.21	\$2,633,266.23
Food Service	149,288.15	59,677.48	62,232.61	\$146,733.02
Comm. Serv.	70,920.11	102,062.87	61,035.34	\$111,947.64
Construction Fund	1,142.00	0.00	4,366.50	(\$3,224.50)
Debt. Redemption	104,891.81	561.40	0.00	\$105,453.21
Trust Fund	5,439.91	0.00	0.00	\$5,439.91
Student Activities	66,996.79	0.00	4,367.84	\$62,628.95
TOTALS:	\$3,215,170.97	\$1,263,305.99	\$1,416,232.50	\$3,062,244.46

**Bank Balances**

Description	Balance Per Bank	Outstanding Checks and Wires	Deposits in Transit	Balance
Old National Bank	\$2,984.53	0.00	0.00	\$2,984.53
The "Barn" Cash Box				50.00
BMO (Contingent)				8,000.00
TOTALS:				\$11,034.53

**Investments**

Minn. School District Liquid Asset Fund	3.4900%	\$ 234,307.77	
Minn. School District "MAX" Fund	3.5800%	\$2,809,488.56	
Bremer Money Market	2.6800%	\$53,203.02	
TOTALS:		\$	3,096,999.35
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TOTAL CASH AND INVESTMENTS:			\$3,108,033.88
			=====

# Breckenridge Public School Student Activity Guideline Period Ending May 31, 2026

Sequence: Group-Sub, Crs

										<b>B26</b>							
L	Fd	Org	Pro	Fin	O/S	Crs	Class	Sub	Description	Annual Budget	Period 202611	Year To Date	% YTD	Encumbrances	+ Enc	% YTD	Remaining Balance
00 Assets																	
B	21	101	000				100	00	Student Activities Cash	0.00	(4,367.84)	62,628.95	0%	0.00	0.00	0%	(62,628.95)
B	21	115	000				100	00	Student Activities Accounts R	0.00	0.00	902.00	0%	0.00	0.00	0%	(902.00)
B	21	401	926				400	00	Class of 2026	0.00	0.00	(6,195.85)	0%	0.00	0.00	0%	6,195.85
<b>00</b>									<b>Fund Balance</b>	<b>0.00</b>	<b>(4,367.84)</b>	<b>57,335.10</b>	<b>0%</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>	<b>(57,335.10)</b>
925 Class of 2025																	
R	21	005	298	301	099	925	401	925	Class of 2025 Revenue	(9,000.00)	0.00	0.00	0%	0.00	0.00	0%	(9,000.00)
<b>925</b>									<b>Class of 2025</b>	<b>(9,000.00)</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>	<b>(9,000.00)</b>
926 Class of 2026																	
E	21	005	298	301	401	926	401	926	Class of 2026 Supplies	1,000.00	(410.12)	0.00	0%	0.00	0.00	0%	1,000.00
R	21	005	298	301	099	926	401	926	Class of 2026 Revenue	1,000.00	0.00	0.00	0%	0.00	0.00	0%	1,000.00
<b>926</b>									<b>Class of 2026</b>	<b>2,000.00</b>	<b>(410.12)</b>	<b>0.00</b>	<b>0%</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>	<b>2,000.00</b>
927 Class of 2027																	
B	21	401	927				400	927	Class of 2027	0.00	0.00	(2,665.21)	0%	0.00	0.00	0%	2,665.21
E	21	005	298	301	401	927	401	927	Class of 2027 Expenses	0.00	2,426.62	6,088.97	0%	0.00	0.00	0%	(6,088.97)
R	21	005	298	301	099	927	401	927	Class of 2027 Revenue	0.00	0.00	(5,544.98)	0%	0.00	0.00	0%	5,544.98
<b>927</b>									<b>Class of 2027</b>	<b>0.00</b>	<b>2,426.62</b>	<b>(2,121.22)</b>	<b>0%</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>	<b>2,121.22</b>
978 National Honor Society																	
B	21	401	978				400	978	National Honor Society	0.00	0.00	(1,259.67)	0%	0.00	0.00	0%	1,259.67
E	21	005	298	301	401	978	401	978	National Honor Society Suppl	1,300.00	64.84	257.34	20%	0.00	0.00	20%	1,042.66
R	21	005	298	301	099	978	401	978	National Honor Society Reven	0.00	0.00	(1,610.00)	0%	0.00	0.00	0%	1,610.00
<b>978</b>									<b>National Honor Society</b>	<b>1,300.00</b>	<b>64.84</b>	<b>(2,612.33)</b>	<b>(201%)</b>	<b>0.00</b>	<b>0.00</b>	<b>(201%)</b>	<b>3,912.33</b>
979 High School Student Council																	
B	21	401	979				400	979	High School Student Council	0.00	0.00	(5,757.31)	0%	0.00	0.00	0%	5,757.31
E	21	005	298	301	401	979	401	979	High School Student Council	4,500.00	33.66	2,156.12	48%	0.00	0.00	48%	2,343.88
R	21	005	298	301	099	979	401	979	High School Student Council	(5,000.00)	0.00	(3,011.00)	60%	0.00	0.00	60%	(1,989.00)
<b>979</b>									<b>High School Student Council</b>	<b>(500.00)</b>	<b>33.66</b>	<b>(6,612.19)</b>	<b>1322%</b>	<b>0.00</b>	<b>0.00</b>	<b>1322%</b>	<b>6,112.19</b>
980 Letterclub																	
B	21	401	980				400	980	Letterclub	0.00	0.00	(6,229.36)	0%	0.00	0.00	0%	6,229.36
E	21	005	298	301	401	980	401	980	Letterclub Supplies	1,000.00	11.75	94.00	9%	0.00	0.00	9%	906.00
<b>980</b>									<b>Letterclub</b>	<b>1,000.00</b>	<b>11.75</b>	<b>(6,135.36)</b>	<b>(614%)</b>	<b>0.00</b>	<b>0.00</b>	<b>(614%)</b>	<b>7,135.36</b>
981 Mathletes																	
B	21	401	981				400	981	Mathletes	0.00	0.00	6.74	0%	0.00	0.00	0%	(6.74)
E	21	005	298	301	401	981	401	981	Mathletes Supplies	500.00	0.00	0.00	0%	0.00	0.00	0%	500.00

# Breckenridge Public School Student Activity Guideline Period Ending May 31, 2026

Sequence: Group-Sub, Crs

										B26					
L	Fd	Org	Pro	Fin	O/S	Crs	Class	Sub	Description	Annual Budget	Period 202611	Year To Date	% YTD Encumbrances	% YTD + Enc	Remaining Balance
		981							Mathletes Revenue	0.00	0.00	(377.00)	0%	0%	377.00
R	21	005	298	301	099	981	401	981		0.00	0.00	(370.26)	(74%)	0.00	870.26
		981							Mathletes	500.00	0.00				
		982							HS Band	0.00	0.00	(11,409.71)	0%	0%	11,409.71
B	21	401	982				400	982	HS Band	0.00	0.00			0.00	11,409.71
E	21	005	298	301	401	982	401	982	HS Band Supplies	17,000.00	1,399.74	10,245.51	60%	0.00	6,754.49
R	21	005	298	301	099	982	401	982	HS Band Revenue	(15,000.00)	0.00	(15,090.17)	101%	0.00	90.17
		982							HS Band	2,000.00	1,399.74	(16,254.37)	(813%)	0.00	18,254.37
		983							Boys Golf	0.00	0.00	(230.54)	0%	0%	230.54
B	21	401	983				400	983	Boys Golf	0.00	0.00			0.00	230.54
E	21	005	298	301	401	983	401	983	Boys Golf Supplies	500.00	0.00	0.00	0%	0%	500.00
		983							Boys Golf	500.00	0.00	(230.54)	(46%)	0.00	730.54
		984							HS Choir	0.00	0.00	(5,972.44)	0%	0%	5,972.44
B	21	401	984				400	984	HS Choir	0.00	0.00			0.00	5,972.44
E	21	005	298	301	401	984	401	984	HS Choir Supplies	500.00	0.00	1,425.23	285%	0.00	(925.23)
R	21	005	298	301	099	984	401	984	HS Choir Revenue	0.00	0.00	(1,800.00)	0%	0%	1,800.00
		984							HS Choir	500.00	0.00	(6,347.21)	(1269%)	0.00	6,847.21
		986							FFA	0.00	0.00	(6,711.13)	0%	0%	6,711.13
B	21	401	986				400	986	FFA	0.00	0.00			0.00	6,711.13
E	21	005	298	301	401	986	401	986	FFA Supplies	4,000.00	211.00	3,573.66	89%	0.00	426.34
R	21	005	298	301	099	986	401	986	FFA Revenue	(1,000.00)	0.00	(2,529.00)	253%	0.00	1,529.00
		986							FFA	3,000.00	211.00	(5,666.47)	(189%)	0.00	8,666.47
		987							Close Up	0.00	0.00	(1,620.79)	0%	0%	1,620.79
B	21	401	987				400	987	Close Up	0.00	0.00			0.00	1,620.79
		987							Close Up	0.00	0.00	(1,620.79)	0%	0%	1,620.79
		988							Speech	0.00	0.00	(4,640.13)	0%	0%	4,640.13
B	21	401	988				400	988	Speech	0.00	0.00			0.00	4,640.13
E	21	005	298	301	401	988	401	988	Speech Supplies	450.00	0.00	0.00	0%	0%	450.00
		988							Speech	450.00	0.00	(4,640.13)	(1031%)	0.00	5,090.13
		989							Drama Club	0.00	0.00	(855.07)	0%	0%	855.07
B	21	401	989				400	989	Drama Club	0.00	0.00			0.00	855.07
E	21	005	298	301	401	989	401	989	Drama Club Supplies	750.00	0.00	1,350.00	180%	0.00	(600.00)
R	21	005	298	301	099	989	401	989	Drama Club Revenue	(1,500.00)	0.00	(233.00)	16%	0.00	(1,267.00)
		989							Drama Club	(750.00)	0.00	261.93	(35%)	0.00	(1,011.93)



# Breckenridge Public School Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
9858	0846	FAB	17119	Credit	A	05/18/26		Wire	1	STATE OF MINNESOTA						
						0846	R 02 005 770	705 476	000	Breakfast Program					8,975.26	0.00
						0846	R 02 005 770	701 300	000	School Lunch					18,703.61	0.00
						0846	R 02 005 770	703 300	000	Special Milk Program					74.40	0.00
						0846	R 02 005 770	705 300	000	Breakfast State Aid					8,484.20	0.00
						0846	R 02 005 770	701 472	000	Free/ Reduced Lunch					14,458.00	0.00
						0846	R 02 005 770	701 471	000	Federal Lunch Aid					696.51	0.00
						0846	R 02 005 770	701 471	000	Federal Lunch Aid					3,405.16	0.00
						0846	R 02 005 770	702 471	000	AfterSchool Snack					1,472.94	0.00
															<b>\$56,270.08</b>	<b>\$0.00</b>
															<b>\$56,270.08</b>	<b>\$0.00</b>
9859	0846	FAB	17120	Credit	A	05/18/26		Wire	1	STATE OF MINNESOTA						
						0846	R 01 005 005	000 211	000	Gen Ed Aid Rev					380,127.09	0.00
						0846	R 01 250 420	740 300	000	Special Ed State Aid					25,272.57	0.00
															<b>\$405,399.66</b>	<b>\$0.00</b>
															<b>\$405,399.66</b>	<b>\$0.00</b>
9860	0846	FAB	17121	Credit	A	05/18/26		Wire	1	STATE OF MINNESOTA						
						0846	R 04 005 570	499 400	118	CLLC					82,467.43	0.00
															<b>\$82,467.43</b>	<b>\$0.00</b>
															<b>\$82,467.43</b>	<b>\$0.00</b>
9861	0846	FAB	17124	Credit	A	05/18/26		Wire	1	MN OFFICE OF HIGHER E						
						0846	B 01 115 000				1533	05/12/26	Invoice	1,000.00	1,000.00	0.00
															<b>\$1,000.00</b>	<b>\$0.00</b>
															<b>\$1,000.00</b>	<b>\$0.00</b>
9862	0846	FAB	17123	Credit	A	05/18/26		Wire	1	STATE OF MINNESOTA						
						0846	R 04 005 582	337 369	000	Early Lrng Schlrshp-Pthwy II					4,687.50	0.00
															<b>\$4,687.50</b>	<b>\$0.00</b>
															<b>\$4,687.50</b>	<b>\$0.00</b>

# Breckenridge Public School Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount	
9863	0846	FAB															
			17125	Credit	A	05/19/26		Check	1	Misc							
						0846	R 04 005 505 321 098 000			Comm Ed Easter Egg Hunt D					50.00	0.00	
						0846	R 04 005 505 321 098 000			Comm Ed Easter Egg Hunt D					100.00	0.00	
						0846	R 04 005 505 321 098 000			Comm Ed Easter Egg Hunt D					100.00	0.00	
						0846	R 04 005 505 321 098 000			Comm Ed Easter Egg Hunt D					50.00	0.00	
														Receipt Total:	\$300.00	\$0.00	
			17126	Credit	A	05/19/26		Check	1	Misc							
						0846	E 01 300 294 000 820 210			HS Boys Track Dues/Fees					1,000.00	0.00	
														Receipt Total:	\$1,000.00	\$0.00	
			17127	Credit	A	05/19/26		Check	1	Misc							
						0846	E 01 300 050 000 401 000			HS Principal General Supplies					46.68	0.00	
														Receipt Total:	\$46.68	\$0.00	
			17128	Credit	A	05/19/26		Check	1	VALLEY LAKE BOYS HOM							
						0846	E 01 300 050 000 401 000			HS Principal General Supplies					46.69	0.00	
														Receipt Total:	\$46.69	\$0.00	
			17129	Credit	A	05/19/26		Check	1	Misc							
						0846	R 01 005 000 000 099 000			Misc. Revenue					63.90	0.00	
														Receipt Total:	\$63.90	\$0.00	
			17130	Credit	A	05/19/26		Cash	1	Misc							
						0846	R 01 005 000 000 099 000			Misc. Revenue					140.00	0.00	
						0846	R 01 005 000 000 099 000			Cody Wade replaced raquet					20.00	0.00	
														Receipt Total:	\$160.00	\$0.00	
			17131	Credit	A	05/19/26		Check	1	Misc							
						0846	R 01 005 000 000 099 000			Misc. Revenue					140.00	0.00	
														Receipt Total:	\$140.00	\$0.00	
			17132	Credit	A	05/19/26		Check	1	Misc							
						0846	R 01 005 000 000 099 000			Misc. Revenue					100.00	0.00	
														Receipt Total:	\$100.00	\$0.00	
			17133	Credit	A	05/19/26		Check	1	WEST CENTRAL INITIATI							
						0846	E 01 300 291 000 430 255			HS Chorus Instr Supplies					1,749.99	0.00	
														Receipt Total:	\$1,749.99	\$0.00	

# Breckenridge Public School Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
9863	0846	FAB	17134	Credit A	05/19/26	0846	B 01 115 000	Check 1		WAHPETON PUBLIC SCH	1532	04/14/26	Invoice	8,845.18	8,845.18	0.00
														Receipt Total:	\$8,845.18	\$0.00
														Receipt Total:	\$569.30	\$0.00
														Deposit Total:	\$13,021.74	\$0.00
9864	0846	FAB	17136	Credit A	05/31/26	0846	R 01 005 000 000	Wire 1		AMERICAN EXPRESS				201.95	201.95	0.00
														Receipt Total:	\$201.95	\$0.00
														Deposit Total:	\$201.95	\$0.00
9865	0846	FAB	17137	Credit A	05/31/26	0846	R 01 201 258 000 621 102	Check 1		ELEM GENERAL FUND DE				62.25	62.25	0.00
										MS Band Sales				40.00	40.00	0.00
										School Readines Tuition from				693.00	693.00	0.00
										Student Lunch Sales				Receipt Total:	\$795.25	\$0.00
														Deposit Total:	\$795.25	\$0.00
9866	0846	FAB	17138	Credit A	05/31/26	0846	R 01 005 000 000 099 000	Wire 1		AMAZON				114.60	114.60	0.00
										Misc. Revenue				Receipt Total:	\$114.60	\$0.00
														Deposit Total:	\$114.60	\$0.00
9867	0846	FAB	17139	Credit A	05/31/26	0846	R 01 005 005 000 010 000	Wire 1		OTTERTAIL COUNTY				30.84	30.84	0.00
										County Apportionment				499.21	499.21	0.00
										Gen Fund Levy				22.44	22.44	0.00
										Comm Ed Levy						0.00

# Breckenridge Public School Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
9867	0846	FAB	17139	Credit	A	05/31/26		Wire	1	OTTERTAIL COUNTY						
						0846	R 07 005 000 000 001 000			Debt Service Levy				561.40		0.00
														Receipt Total:	\$1,113.89	\$0.00
														Deposit Total:	\$1,113.89	\$0.00
9868	0846	FAB	17142	Credit	A	05/31/26		Wire	1	STATE OF MINNESOTA						
						0846	R 01 005 005 000 211 000			Gen Ed Aid Rev				159,863.22		0.00
						0846	R 01 250 420 000 360 000			Special Ed Aid				177,170.71		0.00
														Receipt Total:	\$337,033.93	\$0.00
														Deposit Total:	\$337,033.93	\$0.00
9869	0846	FAB	17140	Credit	A	05/31/26		Wire	1	OLD NATIONAL						
						0846	R 01 005 000 000 092 000			Interest Income				8,513.64		0.00
														Receipt Total:	\$8,513.64	\$0.00
														Deposit Total:	\$8,513.64	\$0.00
9870	0846	FAB	17141	Credit	A	05/31/26		Wire	1	COMMUNITY EDUCATION						
						0846	R 04 005 582 337 369 000			Early Lrng Schlrshp-Pthwy II				4,687.50		0.00
														Receipt Total:	\$4,687.50	\$0.00
														Deposit Total:	\$4,687.50	\$0.00
9871	0846	FAB	17143	Credit	A	05/31/26		Wire	1	COMMUNITY EDUCATION						
						0846	R 04 005 591 000 050 200			Twin Town Baseball League Fe				430.00		0.00
						0846	R 04 005 591 000 050 201			Youth Baseball Fees				1,175.00		0.00
						0846	R 04 005 591 000 050 202			Youth Basketball Fees				530.00		0.00
						0846	R 04 005 591 000 050 203			Youth Softball Fees				570.00		0.00
						0846	R 04 005 591 000 050 204			Youth Football Fees				405.00		0.00
						0846	R 04 005 591 000 050 208			Summer Youth Enrichment Fe				2,380.00		0.00
						0846	R 04 005 591 000 050 210			Youth Track Fees				600.00		0.00
						0846	R 04 005 591 000 050 211			Youth Volleyball Fees				1,760.00		0.00
						0846	R 04 005 591 000 050 216			Youth Fitness and Agility Fee				200.00		0.00





**Breckenridge Public School-Contingent Account  
Account Summary  
March 2026**

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	Mar 26
<b>Ordinary Income/Expense</b>	
<b>Expense</b>	
01005010000401000 Sch Bd Misc	15.00
01005760720401000 Transportatio	156.70
01005790499366118 LASSO TRAVEL	278.14
01100640306366000 Stf Devl Trav	37.70
01201258000430101 General Music	31.61
01300212000430000 HS Art Supply	52.71
01300291000369256 Band Enty Fee	580.00
01300291000369288 Spch Entry Fe	356.50
01300292000402216 BB Reimburse	600.00
01300294000319202 BoyBskt Ofcal	169.00
01300294000367210 Boys Track In	175.00
01300296000319202 Grl Bktbl Off	60.00
01300296000367210 Girls Track I	160.00
01300301830433000 Ag Ed Sup	51.26
04005570321490118LASSO FOOD	20.28
04005570499430118 LASSOSUPPLIES	52.26
04005591000142207 Open Gym	840.00
<b>Total Expense</b>	3,636.16
<b>Net Ordinary Income</b>	-3,636.16
<b>Net Income</b>	-3,636.16

**Breckenridge Public School-Contingent Account  
Transaction List by Date  
May 2026**

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
<b>May 26</b>				
05/06/2026	27473	Chad Fredericksen	Range practice golf balls	-24.00
05/06/2026	27474	Frazee/Vergas Public School	Section True Team Fee Track	-75.00
05/06/2026	27475	Perham Public School	Heart O' Lakes Conference Track a...	-250.00
05/07/2026	27476	Hawley Public School	4-23 UCB Booster, 4-26 JH Maroo...	-500.00
05/11/2026	27477	Brandon Bulson	Range Balls Birchwood Gold Course	-28.00
05/11/2026	27478	Matt Stoll	Breakfast Supplies	-24.75
05/11/2026	27479	Melrose Area Schools	Speech Entry Fee	-54.00
05/11/2026	27480	Brandon Bulson	Greens Fees and Range Balls	-107.27
05/11/2026	27485	Kim Willemsen	travel Fiscal Year End Mtg.	-37.70
05/11/2026	27486	Balmoral Golf Course	Girls Golf	-90.00
05/11/2026	27487	Wildflower Golf Course	boys golf	-120.00
05/11/2026	27493	Region 6A	Girls and Boys Golf Sections	-400.00
05/11/2026	27494	Region 6A	Boys and Girls Golf	-200.00
05/13/2026	27481	Carly Beyer	Consulting	-50.00
05/13/2026	27482	Jacob Purrier	Consulting	-50.00
05/13/2026	27483	Grace Lutheran Church	Consulting	-50.00
05/15/2026	27484	Pelican Rapids School #548	JH Track Meet	-200.00
05/19/2026	27488	Jamie Jensen	Museum & Uncle Edy's	-10.00
05/19/2026	27489	Chad Fredericksen	Range Balls	-20.65
05/19/2026	27490	Scott Albertson	Balmoral Golf Course	-90.00
05/19/2026	27491	Barnesville Baseball Club	2026 Nate Strand Memorial	-150.00
05/21/2026	27492	Perham Public School	Perham Track and Field	-200.00
05/28/2026	27495	Janice Novak	STRONG IS NEW SKINNY	-40.00
05/29/2026	27496	Kiwanis Track Meet	OJ JENSEN KIWANIS TRACK ME...	-300.00
05/29/2026	27497	Chad Fredericksen	STATE GOLF AND TRACK FOOD...	-360.00
05/29/2026			Deposit	3,636.16
<b>May 26</b>				

C. Hires

1. Sabrina Korth, SpEd Para - Educator

D. Resignations

E. Extra Curricular Contracts

F. Enrollment

**5. Communications**

A. Dean of Students

B. K-12 Principal

C. ZBA/GCS

D. Business Manager

E. Superintendent

F. Committee Reports

**6. Old Business**

**7. New Business**

A. Resolution Accepting Donations

B. 2026-2027 Preliminary Budget

18

2026-27 Budget						
	2023-2024 Final	2024-2025 Final	2025-2026 Projected Adopted June	2025-2026 Projected Revised Nov	2025-2026 Projected Revised Feb	2026-2027 Projected Adopted June
<b>REVENUE</b>						
General Fund 01	\$ 9,295,742.00	\$9,898,408.00	\$9,491,998.00	\$9,436,058.00	\$10,129,394.00	\$10,104,047.00
Food Service Fund 02	506,207.00	595,502.82	529,889.00	584,011.00	584,011.00	587,111.00
Community Service Fund 04	425,003.00	498,523.32	552,444.00	518,152.00	504,879.00	563,613.00
<b>TOTAL REVENUE - Operating Funds</b>	<b>\$ 10,226,952.00</b>	<b>\$ 10,992,434.14</b>	<b>\$ 10,574,331.00</b>	<b>\$ 10,538,221.00</b>	<b>\$ 11,218,284.00</b>	<b>\$ 11,254,771.00</b>
Debt Service Fund 07	832,302.00	825,935.00	824,825.00	716,552.00	716,552.00	4,360,602.00
<b>TOTAL REVENUE - All Funds</b>	<b>\$ 11,059,254.00</b>	<b>\$ 11,818,369.14</b>	<b>\$ 11,399,156.00</b>	<b>\$ 11,254,773.00</b>	<b>\$ 11,934,836.00</b>	<b>\$ 15,615,373.00</b>
<b>EXPENDITURES</b>						
General Fund 01	\$ 8,899,734.00	\$9,641,327.00	\$9,624,775.00	\$9,491,723.00	\$10,022,857.00	\$10,006,465.00
Food Service Fund 02	595,419.00	546,884.00	502,760.00	502,760.00	514,760.00	571,561.00
Community Service Fund 04	431,006.00	502,848.00	544,596.00	534,979.00	540,486.00	525,942.00
<b>TOTAL EXPENDITURES - Operating Funds</b>	<b>\$ 9,926,159.00</b>	<b>\$ 10,691,059.00</b>	<b>\$ 10,672,131.00</b>	<b>\$ 10,529,462.00</b>	<b>\$ 11,078,103.00</b>	<b>\$ 11,103,968.00</b>
Debt Service Fund 07	813,975.00	817,875.00	824,825.00	728,725.00	728,725.00	4,106,547.00
<b>TOTAL EXPENDITURES - All Funds</b>	<b>\$ 10,740,134.00</b>	<b>\$ 11,508,934.00</b>	<b>\$ 11,496,956.00</b>	<b>\$ 11,258,187.00</b>	<b>\$ 11,806,828.00</b>	<b>\$ 15,210,515.00</b>
Revenue OVER (UNDER) Overall	\$ 319,120.00	\$ 309,435.14	\$ (97,800.00)	\$ (3,414.00)	\$ 128,008.00	\$ -
Revenue OVER (UNDER) <b>FUND 01</b>		\$ 257,081.00	\$ (132,777.00)	\$ (55,665.00)	\$ 106,537.00	\$ 97,582.00
Revenue OVER (UNDER) <b>FUND 02</b>		\$ 48,618.82	\$ 27,129.00	\$ 81,251.00	\$ 69,251.00	\$ 15,550.00
Revenue OVER (UNDER) <b>FUND 04</b>		\$ (4,324.68)	\$ 7,848.00	\$ (16,827.00)	\$ (35,607.00)	\$ 37,671.00
Revenue OVER (UNDER) <b>FUND 07</b>		\$ 8,060.00	\$ -	\$ (12,173.00)	\$ (12,173.00)	\$ 254,055.00

C. Contract Settlements  
D. Cardiac Response Plan

# Cardiac Emergency Response Plan



Breckenridge Public Schools  
Date Adopted by School Board: 06.16.2026

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## Purpose

The cardiac emergency response plan (CERP) was developed to provide Breckenridge Public Schools with a comprehensive strategy for the preparation of and response to cardiac emergencies in the school setting in accordance with Minnesota Statutes 2025, 121A.035 Crisis Management Policy and Minnesota Statutes 2025, section 121A.241 Cardiac Emergency Response Plan.

## [Jump to the Plan](#)

## List of Abbreviations

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

The American Heart Association (AHA) defines sudden cardiac arrest (SCA) as a sudden and unexpected loss of heart function where the heart stops beating due to an irregular heart rhythm in persons who may or may not have been diagnosed with a heart condition. When the heart beats abnormally it affects its ability to pump blood which may lead to cardiac arrest. Without immediate response and treatment, the person may lose consciousness and collapse, leading to death within minutes.

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

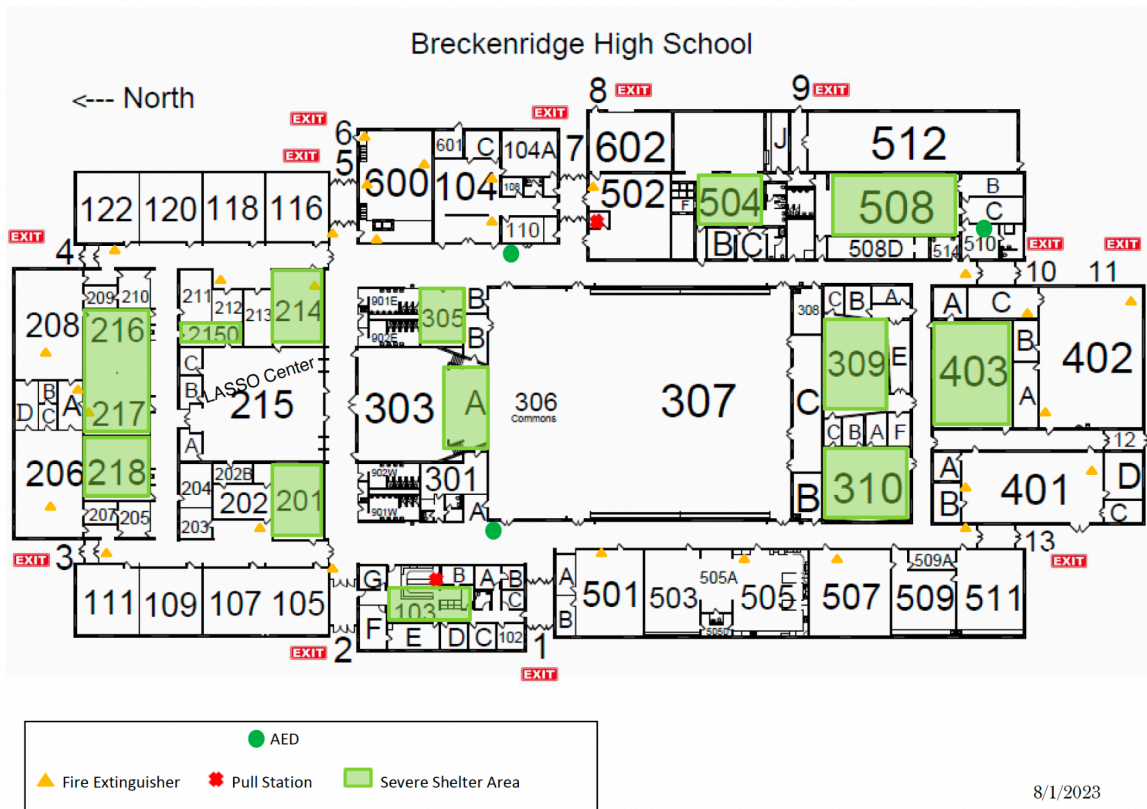
- Not moving, unresponsive, or unconscious
- Not breathing normally (e.g., may have irregular breathing patterns, gasping or gurgling, or may not be breathing at all)
- Seizure or convulsion-like movements It is important to note that SCA may also occur when a person collapses shortly following a firm, sudden, direct hit to the chest.

### Automated External Defibrillator Equipment

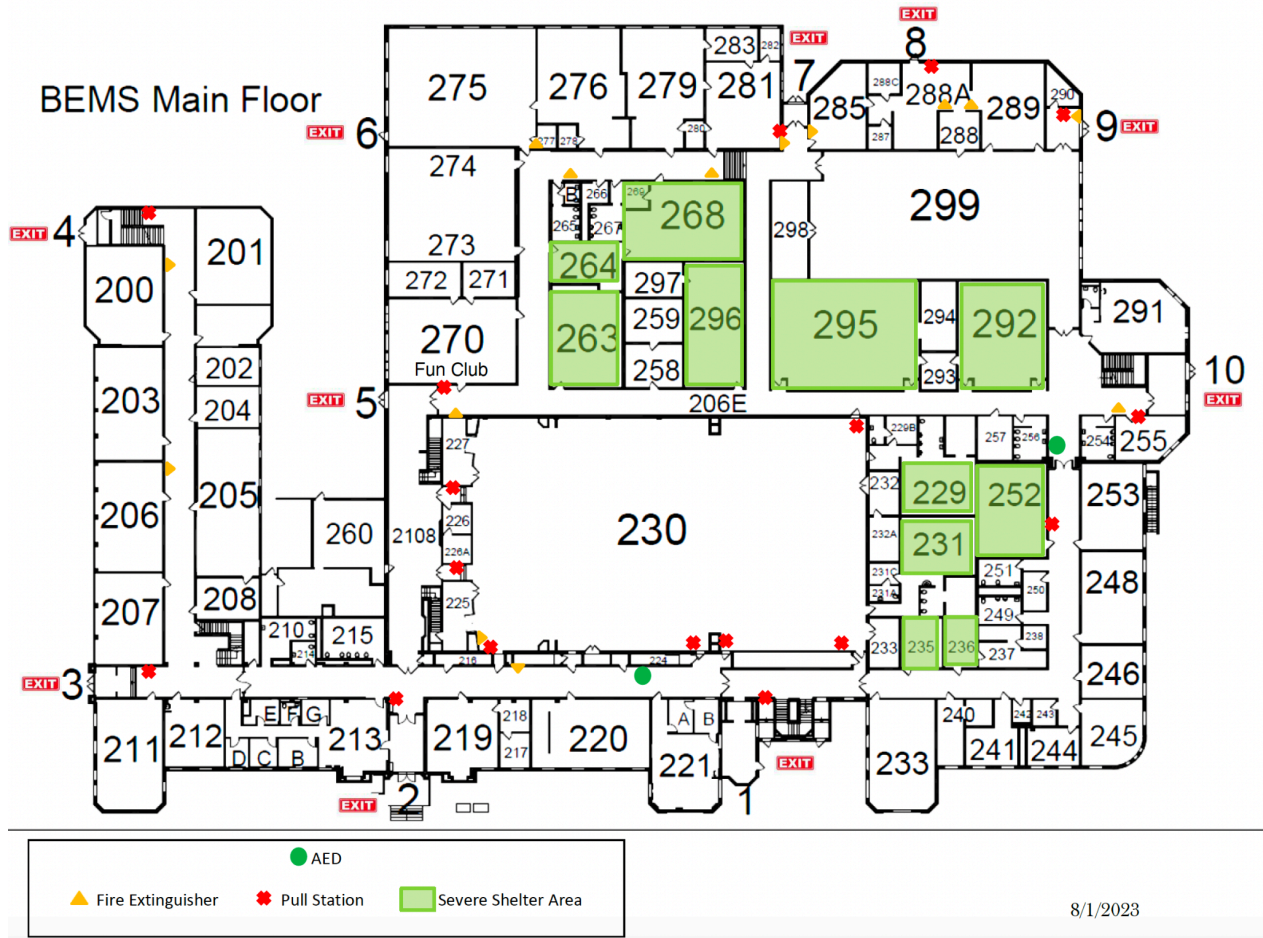
Automated external defibrillators (AEDs) are devices used to analyze the heart's rhythm and, if necessary, deliver an electrical shock, to restore a normal rhythm. AEDs are lifesaving devices designed to be easy to use with visual and audio guidance.

### Placement

AEDs should be stored in an unlocked case and ensure accessibility for people of all abilities with installation in high traffic areas of the school building like cafeterias and gymnasiums. The device's readiness indicator should be facing outward and visible with signage that clearly indicates the location of the device with AED use instructions available in languages relevant to the school community. Minnesota state law requires that schools place AEDs in accessible locations throughout the campus to allow for retrieval and delivery to the scene ideally within 3 minutes of being notified of a potential cardiac emergency.



8/1/2023



## Maintenance

Schools should consult with their district’s health and safety or facilities team to determine best practices for proper installation and maintenance of AEDs, including a process for documenting regular safety checks to verify expiration dates for the device’s pads and batteries and to ensure the device is functioning properly.

## Training for CPR and AED Use

To effectively respond to cardiac emergencies, school districts and charter schools should include clear procedures for CPR and AED training and certification within the response plan. As a best practice, all school staff and coaches should review the school’s CERP annually and be encouraged to learn Hands-Only CPR and AED use. These efforts ensure a coordinated and rapid response to cardiac emergencies within the school setting.

Annual training should include review of the CERP, recognizing the signs of cardiac arrest, understanding how to initiate the emergency response team, and knowledge of where AEDs are located inside and outside the building.

## **CPR training**

Training is the educational process of learning how to recognize sudden cardiac arrest, perform chest compressions (Hands-Only CPR), and use an AED. School staff and coaches are encouraged to participate in annual CPR and AED education to strengthen school-wide readiness and ensure a timely response that meets CERT roles of CPR initiation, AED retrieval, and 911 notification.

## **Practice Drill for Cardiac Emergency Response**

Developing and implementing a written and practiced CERP in schools is critical for saving lives and ensures a coordinated and timely response for cardiac emergencies. Research shows that having a CERP in place and conducting regular practice drills can increase a person's chance of survival to 70% compared to less than 10% without such practice. For schools to be fully prepared to respond to a cardiac emergency, annual drills for school staff and students should be incorporated into the CERP.

The American Heart Association describes a successful cardiac emergency response drill as full completion of the CERP protocol in 5 minutes or less. Schools should perform at least one drill annually, while two or more are recommended by the AHA, noting that one of the drills may include a tabletop exercise with participation of CERT members and school staff. The drills allow the response team time to practice key elements of the plan including effective communication, availability of CPR/AED certified responders, identification of roles and responsibilities, access to AEDs, and coordination with onsite and community medical responders. Practice drills should be included in a building level crisis management plan under crisis-specific procedures for cardiac emergencies.

Breckenridge Public Schools will conduct CERP drills annually in February for National Heart Month.

## **Annual Review of the Plan**

School Boards are required to conduct an annual review and evaluation of the CERP, focusing on ways to improve the effectiveness of the plan. This evaluation may include post-event feedback from after-action reviews. Annually, the District's CERP Coordinator(s) and building CERT members should review and update the CERP based on current evidence-based best practices for responding to a cardiac emergency.

The Breckenridge Board of Education will review this plan annually in June.

# **Building Cardiac Emergency Response Teams (CERT)**

## **Elementary School CERT**

- Principal
- Jess Holland, Dean
- Peggy Kram, Health Assistant
- Missy Johnson, Physical Education Teacher
- Austin Robert, Lead Custodian

## **Secondary School CERT**

- Principal
- Jordan Christensen, Dean
- Chad Fredericksen, Activities Director
- Steph Pausch, Administrative Assistant
- Tony Bogenreif, Physical Education Teacher
- Chad Affield, Lead Custodian

# Cardiac Emergency Response Plan

1. Recognize signs of SCA (may include one or more of the following):

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

2. The first school staff to observe the unresponsive person calls 9-1-1 or designates another adult to call 9-1-1.

- a. Provide school building address
- b. Explain person's condition/symptoms
- c. Listen carefully to the dispatcher for additional guidance
- d. Stay on the line and answer dispatcher questions

3. Once 911 has been called, activate the cardiac emergency response team (CERT) immediately. Use a calm, clear voice to call the office and state, "There is a cardiac emergency in [name specific location within the building] and 911 has been called."

4. The school staff that finds the unresponsive person should also designate someone to retrieve and deliver an AED from the nearest location to the emergency.

5. The first staff member at the scene of the emergency should start CPR

- a. Place the person on their back on a firm flat surface.
- b. Using 2-hands place the heel of one hand in the center of the chest, on the lower half of the breastbone, with the other hand directly on top (or one hand for smaller children), pushing hard and fast to a depth of about 2 inches (or one-third the depth of the chest for smaller children). You can lift or interlock fingers to keep them off the chest.
- c. 100-120 compressions per minute, allowing the chest to rise fully between compressions.
- d. If you are able and willing to provide rescue breaths, use a CPR barrier mask and provide 2 breaths after 30 compressions. e. **Continue compressions until help arrives.**

6. School administrators or office staff should follow communication procedures within the crisis management plan for placing the school in a “hold” for medical emergency, and alert CERT using a two-way communication system to the location of the medical emergency.
7. CERT members should report to the emergency location, ensuring CPR certified staff remain on scene and additional staff are securing the location and available at entry points to quickly direct EMS personnel to the scene.
8. When the AED arrives, turn the device on immediately.
9. Follow the AED’s visual and audio prompts for pad placement and shock advisement. *Note: the AED will only deliver electrical shocks if advised by the device.* Continue CPR, rotating staff doing chest compressions as needed, until the person becomes responsive, or EMS takes over.
10. Transfer care to EMS upon their arrival reporting the time the unresponsive person was found and when CPR began.
11. A CERT member should be designated to document the emergency, noting the time the event began, when CPR was initiated, when and if the AED delivered a shock, the time EMS arrived on scene and assumed control of the emergency response, and the person’s condition when care was transferred to EMS.
12. Following the communication procedures outlined in the building’s crisis management plan, a school administrator or office staff should notify emergency contacts for the unresponsive person.
13. Medical providers evaluating the person following the emergency response may request information about what the person was doing at the time of the event as well as retrieval of data from the AED to determine proper treatment. EMS personnel may request that the school send the AED with the person to the hospital.
14. CERT members should allow for time following the event to debrief the outcome of the cardiac emergency and complete an after-action review to identify successes and areas for improving future emergency medical response, updating plans and protocols accordingly. School boards are required to annually review and evaluate the effectiveness of the plan.
15. Develop a plan for supporting staff and/or student mental health needs following their participation in or observation of a medical emergency response on campus. The plan may include staff support through the Employee Assistance Program (EAP) or the Regional Crisis Response Team. Staff may also engage with school-employed mental health professionals to evaluate postevent trauma and identify students who may need additional care and support following the emergency event.

## Appendix A: Resources for Schools

Available resources for schools implementing a cardiac emergency response plan.

Organization	Provided Resource	Web Address
American Heart Association	Implementation guide to assist with developing action plans, practice drills, and evaluation materials including a school checklist	<a href="https://cpr.heart.org/en/trainingprograms/cardiac-emergency-response-plan-cerp">https://cpr.heart.org/en/trainingprograms/cardiac-emergency-response-plan-cerp</a>
Project ADAM	Minnesota Free assistance in creation and implementation of a practiced CERP	<a href="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/</a>
Parent Heart Watch	Toolkit templates and trainings for school and athletic staff, and programs providing AEDs to schools	<a href="https://parentheartwatch.org/resources/caprevention/cardiac-emergency-response-plan/">https://parentheartwatch.org/resources/caprevention/cardiac-emergency-response-plan/</a> <a href="https://parentheartwatch.org/programs/getcharged-up/">https://parentheartwatch.org/programs/getcharged-up/</a>
Sudden Cardiac Arrest Foundation	National funding resources for AEDs and school-based CPR/AED education programs	<a href="https://www.sca-aware.org/campus/fundingresources-for-schools">https://www.sca-aware.org/campus/fundingresources-for-schools</a>

## Appendix B: Conducting a Cardiac Emergency Response Drill

# Cardiac Emergency Response Drill Procedures

## Pre-Drill Preparation

### Notification

1. School administration shall notify staff that a cardiac emergency response drill will occur during the school year.
2. The exact date and time of the drill need not be disclosed.
3. Prior to the drill, administration shall notify local emergency dispatch and emergency medical services that a drill is being conducted and that no emergency response is required.

Personnel	Materials
<ul style="list-style-type: none"><li>• Drill Coordinator</li><li>• Timekeeper</li><li>• Evaluator(s)</li><li>• Simulated Patient (adult volunteer)</li><li>• CERT Members</li></ul>	<ul style="list-style-type: none"><li>• AED training unit or demonstration AED</li><li>• Stopwatch or timing device</li><li>• Drill Evaluation Form</li><li>• Building communication equipment</li></ul>

## Drill Scenario

**Location:** High School Gymnasium during a Physical Education class.

### Scenario Description

A participant engaged in physical activity suddenly collapses and becomes unresponsive. The participant is not breathing normally and is unable to respond to verbal commands or physical stimulation.

The individual simulating the emergency shall remain unresponsive throughout the drill unless otherwise directed by the Drill Coordinator.

# Cardiac Emergency Drill: Expected Response Procedures

## **Step 1: Recognition of a Possible Cardiac Arrest**

The staff member discovering the unresponsive individual shall:

1. Assess responsiveness.
2. Observe breathing.
3. Recognize the signs of a potential cardiac arrest.

Signs may include:

- Unresponsiveness
- Abnormal breathing
- No breathing
- Gasping respirations
- Seizure-like activity following collapse

*Time Goal: Recognition within 30 seconds.*

## **Step 2: Activate Emergency Medical Services (911)**

The first staff member on scene shall immediately direct a specific individual to call 911.

Example: **"Call 911 now and report a possible cardiac arrest in the High School Gym."**

The caller shall:

1. Provide the school name and address.
2. Identify the exact location within the building.
3. Describe the individual's condition.
4. Remain on the line and follow dispatcher instructions.

*Time Goal: 911 activation within 1 minute.*

## **Step 3: Activate the School Cardiac Emergency Response Team**

Once 911 has been called, another designated individual shall contact the main office and report: **"Medical Emergency in the High School Gym. 911 has been called."**

Office personnel shall:

1. Activate the Cardiac Emergency Response Team.
2. Notify administration.
3. Dispatch the nearest AED to the scene.
4. Assign personnel to meet and direct EMS responders.

#### **Step 4: Initiate CPR**

The first trained adult on scene shall begin CPR immediately.

Staff should not delay CPR while waiting for:

- CERT members
- An administrator
- An AED
- EMS personnel

Evaluators shall verify:

- Correct hand placement
- Appropriate compression rate
- Continuous chest compressions

*Time Goal: CPR initiated within 2 minutes.*

#### **Step 5: Retrieve and Deploy the AED**

A designated responder shall retrieve the nearest AED and bring it directly to the scene.

Upon arrival:

1. Turn on the AED immediately.
2. Follow all visual and verbal prompts.
3. Apply pads as directed.
4. Continue CPR when instructed.

*Time Goal: AED arrives within 3 minutes.*

#### **Step 6: CERT Response**

CERT members shall report to the emergency location and perform assigned duties, which may include:

- CPR assistance
- AED operation
- Crowd control
- Student supervision
- EMS coordination
- Documentation

\*Administration may implement a temporary Hold if necessary to maintain safety and limit hallway traffic.

### **Step 7: EMS Coordination**

A designated staff member shall proceed to the building entrance and:

1. Meet responding EMS personnel.
2. Escort EMS directly to the scene.
3. Provide relevant information regarding the incident.

### **Conclusion of Drill**

The Drill Coordinator shall terminate the exercise once:

- CPR has been initiated;
- The AED has been applied; and
- EMS coordination procedures have been demonstrated.

The Drill Coordinator shall announce: "**The Cardiac Emergency Response Drill is complete.**"

## Appendix C: Cardiac Emergency Drill Report

### Cardiac Emergency Response Drill Report

School/Building: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

Drill Coordinator: \_\_\_\_\_

Scenario

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#### Response Times

Response Activity	Target Time	Target Met
Recognition of emergency	Within 30 seconds	Yes / No
911 activated	Within 1 minute	Yes / No
CPR initiated	Within 2 minutes	Yes / No
AED arrival at scene	Within 3 minutes	Yes / No
Fully coordinated response	Within 5 minutes	Yes / No

## Drill Evaluation

Please check all that apply.

### Recognition & Response

- Emergency recognized promptly
- 911 called immediately
- CPR initiated promptly
- AED retrieved and delivered promptly

### Communication & Coordination

- Office notified appropriately
- CERT activated appropriately
- Staff understood their roles
- EMS access procedures followed

### Student Management

- Students followed directions
- Area was secured appropriately

What Went Well?

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Areas for Improvement

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Follow-Up Actions Needed

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### **Certification**

I certify that this Cardiac Emergency Response Drill was conducted in accordance with the District's Cardiac Emergency Response Plan.

Drill Coordinator: \_\_\_\_\_

Date: \_\_\_\_\_





**Minnesota School Boards Association**  
**1900 West Jefferson Avenue**  
**St. Peter, MN 56082-3015**  
**507-934-2450 or 800-324-4459**

<b>Invoice</b>	INV-15678-T6Y6B2
<b>Date</b>	7/1/2026
<b>Amount Due</b>	\$7,777.00
<b>Date Due</b>	8/15/2026

Breckenridge  
 810 Beede Ave  
 Breckenridge, MN 56520-1660

<b>Customer Name</b>	<b>Purchase Order No.</b>			
Breckenridge				
<b>Description</b>	<b>Quantity</b>		<b>Unit Price</b>	<b>Ext. Price</b>
Policy Services Subscription - Breckenridge	1		\$775.00	\$775.00
ISD Membership - Breckenridge	1		\$3,777.00	\$3,777.00
BoardBook Subscription - Breckenridge	1		\$3,225.00	\$3,225.00

Dues for your district are based on "Average Daily Membership of Students Served" for the fiscal year ended June 30, 2025, as provided by the Minnesota Department of Education.

<b>Subtotal</b>	\$7,777.00
<b>Total</b>	\$7,777.00

MSBA is not able to accept Credit, Debit, or Procurement Cards as a method of payment of your 2026-2027 Dues Invoice. Please remit payment of this invoice to MSBA by CHECK. Thank you for your cooperation.

In accordance with IRS Code Sec. 6113, contributions or gifts (including membership dues) to MSBA are not deductible as charitable contributions for Federal income tax purposes.

## 8. Adjournment