



South St. Paul School Board Meeting

Monday, October 27, 2025 6:00 PM

CITY HALL, 125 THIRD AVENUE NORTH, South St Paul, Minnesota 55075

I. ROLL CALL and PLEDGE OF ALLEGIANCE

II. APPROVAL OF MEETING AGENDA/MINUTES

II.A. School Board Meeting Agenda, October 27, 2025

II.B. Work Session Minutes for October 13, 2025, and Work and Regular Minutes for September 22, 2025

III. QUALITY-IN-ACTION and REPORTS

III.A. **Report:** Student School Board Representatives Chloe, Fenet, and Monty will provide an update on recent events, activities and other informational items.

III.B. **Quality-in-Action:** Lincoln Center will share a Quality in Action presentation featuring highlights from their school community and how staff and students are bringing our district mission, *Engage. Educate. Empower!* to life through meaningful learning and collaboration. (S. Bossard)

III.C. **Report:** Comprehensive Achievement & Civic Readiness — previously called World's Best Workforce. (A. Winter)

III.D. **Report:** Chair Kim Humann will highlight the Stakeholder Comments to the Board submissions. (K. Humann)

III.E. **Report:** School Board members will highlight items from the Board's Work Sessions. (Board)

III.F. **Report:** Superintendent Zambreno will provide highlights from around the District. (B. Zambreno)

IV. CONSENT ITEMS

IV.A. Financial Claims: Bills Payable

IV.B. Staffing: Appointments, Resignations, Transfers, Retirements, Abolishments, and Leaves

V. POLICY REVIEW

V.A. **Approval** — The following policies are on their second and final review:

V.A.1.#201: Legal Status of the School Board

V.A.2.#202: School Board Officers

V.A.3.#203: Operation of the School Board – Governing Rules

V.A.4.#203.2: Order of the Regular School Board Meeting

V.A.5.#203.5: School Board Meeting Agenda

V.A.6.#203.6: Consent Agendas

V.A.7.423: Employee-Student Relationships

V.A.8.#507: Corporal Punishment and Prone Restraint

V.A.9.#507.5: School Resource Officers

V.A.10. #508: Extended School Year for Certain Students with Individualized Education Plans

V.A.11. #519: Interviews of Students by Outside Agencies

V.A.12. #520: Student Surveys and Form

V.B. **Review** — The following policies are on their second of three reviews:

V.B.1.#532: Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds

V.B.2.#905: Advertising

VI. **BUSINESS ITEMS**

VI.A. Approval, for the South St. Paul School Board to approve the Resolution authorizing Employment of Board Member Ryan Duffy as a Substitute in a Classified Position in the School District. (C. Cook)

VI.B. Approval, for the South St. Paul School Board to approve the Resolution authorizing Employment of Board Member Kim Humann as a Substitute in a Classified Position in the School District. (C. Cook)

VI.C. Approval, for the South St. Paul School Board to approve the Resolution authorizing Employment of Board Member Wendy Felton as a Substitute in a Classified Position in the School District. (C. Cook)

VI.D. Approval, for the South St. Paul School Board to approve the Resolution authorizing Employment of Board Member Tim Felton as a Substitute in a Classified Position in the School District. (C. Cook)

VI.E. Approval, for the South St. Paul School Board to approve the Resolution of Governing Board Supporting Form A Application to the Minnesota State High School League Foundation. (B. Krueger)

VI.F. Approval, for the South St. Paul School Board to approve the Preliminary Field Trip Request for the HS IB History Class Field Trip to Spain and Portugal on March 17–25, 2027. (A. Winter)

VI.G. Approval, for the South St. Paul School Board to approve the Acceptance of Gifts Report. (R. Chhoth)

VII. **INFORMATIONAL ITEMS**

VII.A. **Board Members' Reports/Committee Updates/Where Have You Seen a Passion:** Board members will report on recent educational activities/events in which they have participated as well as other informational items.

VIII. **ADJOURNMENT**

The School Board Work Session for South St. Paul Public Schools, Special School District 6, was held in the District Office Conference Room on Monday, October 13, 2025. Chair Kim Humann called the meeting to order at 5:00 PM with seven Board members present: Claflin, Cumings, Duffy, T. Felton, W. Felton, Weber, and Humann. Superintendent Dr. Brian Zambreno and several staff members were also present.

Jim Carter Stadium Naming Request

A request to rename Ettinger Field to *Ettinger Field at Jim Carter Stadium* was initially reviewed by a Facilities Naming Committee in 2024. The committee did not reach consensus, and the Board tabled the request at that time. The proposal was resubmitted in August 2025 for further consideration.

The Board's Finance, Facilities, and Long-Range Planning Committee reviewed and discussed the resubmitted proposal and shared highlights from their conversation with the full Board, including their recommendation not to support the request at this time. The committee noted ongoing concerns connected to the appropriateness of such recognition.

The full Board engaged in further discussion about the proposal, weighing the potential benefits and drawbacks. Chair Humann noted a disconnect between the proposal and its intended scope, particularly related to tied donations and the absence of a formal commitment or defined scope for those donations. Following discussion, the Board agreed to pause further action on the request, with next steps to be determined.

Potential Bond Referendum

Administration provided an update on the district's facility needs and potential next steps following the 2022 facilities review conducted with Wold Architecture. The study identified significant deferred maintenance needs across all district buildings, estimated at approximately \$150 million. A facilities taskforce established in 2024 reviewed priorities and gathered community input to guide future planning.

The Board discussed the findings, including questions about the use and need for all district facility sites. Following discussion, the Board agreed to allow administration to continue exploring the possibility of a bond referendum, conduct a community survey, and bring back a potential recommendation at the November 10 work session.

It was noted that the last bond referendum occurred in 2013, and that the district's nearing bond repayment creates an opportunity to generate up to \$30 million in new revenue without increasing property taxes.

Scorecard Review

Superintendent Zambreno provided an update on the implementation of the new strategic plan adopted by the School Board in spring 2025. He reviewed the district scorecard with the Board, highlighting how it aligns with and supports the priorities outlined in the plan. To help move the plan forward, the administration developed district and department scorecards to serve as both a roadmap and a tool for accountability, outlining specific goals, action steps, and ways to measure progress.

The District Leadership Team identified key areas of focus related to student academic performance and employee experience. The scorecard includes clear measures to track progress, support continuous improvement, and demonstrate transparency in the district's work.

Comprehensive Achievement & Civic Readiness

Executive Director of Educational Services Amy Winter provided an update on the Minnesota Department of Education's new Comprehensive Achievement and Civic Readiness (CACR) plan, which replaces the former World's Best Workforce (WBWF) framework. The new CACR plan is designed to better align district improvement efforts with state accountability measures and prepare all students for college, career, and civic life.

Director Winter shared that South St. Paul Public Schools has been identified by MDE as a Priority District based on statewide performance indicators. This designation highlights areas for focused improvement and provides access to additional support and resources.

Discussions continued on how the new framework and designation will guide district goals, strategies, and planning to improve student outcomes. A formal presentation is scheduled to be shared at the business meeting later this month.

Recess

The School Board recessed the work session at 6:25 PM for the Stakeholder Comments to the Board session.

One stakeholder spoke before the Board to share concerns related to fourth-grade curriculum materials.

The Board reconvened their work session at 6:45 PM.

Public Relations and Community Engagement

The School Board discussed opportunities to collaborate with students, staff, families, and the broader South St. Paul community to advance the district's mission and vision.

Committee Updates

Board members provided updates on the various committees in which they serve.

Adjourn

The South St. Paul School Board adjourned their October 13, 2025, work session at 7:45 PM.

Official Board Minutes are available in the
District Office at 104 - 5th Ave. S. - South St. Paul

Respectfully Submitted by:

Lisa Brandecker, Acting Secretary-Clerk
Board of Education

The School Board Work Session for South St. Paul Public Schools, Special School District 6, was held in the City Hall Conference Room on Monday, September 22, 2025. Chair Kim Humann called the meeting to order at 5:00 PM with six Board members present: Claflin, Cumings, Duffy, W. Felton, Weber, and Humann. Director T. Felton was absent. Superintendent Dr. Brian Zambreno and several staff members were also present.

2025-26 Student School Board Representatives

The district's three new student school board representatives introduced themselves and shared some fun facts at their first meeting of the 2025–26 school year.

Facilities Update

The District continues to review and plan for long-term facility and capital needs to ensure safe, functional, and effective learning environments for students and staff.

Administration provided an update on ongoing facility planning efforts and, as part of that update, emphasized the importance of balancing these needs with the community's financial capacity. The School Board engaged in discussion regarding priorities, potential funding considerations, and next steps for continued planning.

2025 Payable 2026 Proposed Levy

Administration reviewed information regarding the 2025 Payable 2026 Proposed Levy Certification. The proposed certification is for taxes payable in calendar year 2026 and represents revenue for the 2026–2027 school year. Administration recommended approval of the proposed levy at the “Maximum” level.

It was noted that proposed levies for school districts carry the option of levying the “Maximum” rather than a specific amount due to ongoing adjustments from the Minnesota Department of Education. Selecting the “Maximum” option provides flexibility if levy amounts increase, while certifying a specific dollar amount prevents such adjustments.

The Board was reminded that the Proposed Levy must be certified to the County Auditor by September 30, 2025. The certified information will be used to prepare the proposed property tax statements mailed to taxpayers in November.

In accordance with Truth in Taxation statutes, the required hearing will be conducted during the regular School Board meeting on December 8, 2025, at 6:00 PM. The date and time of the hearing were announced at the time of certification.

Insurance Update

Human Resources Director Charlie Cook presented information on the Health Insurance Transparency Act (HITA) bidding process for a self-insured health insurance plan effective January 1, 2026. Six carriers submitted proposals, with the lowest and most competitive bid received from the district's current provider, HealthPartners.

Administration recommended approval of a two-year (2026–2027) self-insured health insurance contract with HealthPartners. The district noted that continuing with HealthPartners will help avoid the complexity of switching carriers for both employees and the district. The recommendation was reviewed and supported by the district’s Insurance Committee.

Administration also recommended an 8% increase in health insurance premiums, a 3% increase in dental insurance premiums, and no change to life and long-term disability premiums for 2026. Additional plan updates include the removal of coverage for GLP-1 medications for weight-loss purposes and increased communication efforts to reduce costs. The Board engaged in discussion regarding the increased insurance premium costs, noting that the adjustments were based on recent claims experience, projected future claims, and general increases in health care costs.

Public Relations and Community Engagement

The Board did not have time for this agenda item.

Committee Updates

The Board did not have time for this agenda item.

Adjourn

The South St. Paul School Board adjourned their September 22, 2025, work session at 5:55 PM.

Official Board Minutes are available in the
District Office at 104 - 5th Ave. S. - South St. Paul

Respectfully Submitted by:

Lisa Brandecker, Acting Secretary-Clerk
Board of Education

The regular meeting of the School Board, Special School District No. 6, South St. Paul, was held in the city hall council chambers on Monday, September 22, 2025. Chair Kim Humann called the meeting to order at 6:00 PM with six Board members present for roll call: Duffy, Weber, W. Felton, Claflin, Cumings, and Humann. Director T. Felton was absent. Superintendent Dr. Brian Zambreno and several staff and community members were also present.

PLEDGE OF ALLEGIANCE

The pledge of allegiance was recited.

OATH OF OFFICE

The 2025-26 Student School Board Representatives, Fenet, Chloe, and Monty recited their oath of office.

AGENDA AND MINUTES

By Director Claflin

Seconded by Director Duffy

That the South St. Paul School Board approves the September 22, 2025, School Board meeting agenda as well as minutes from the August 25, 2025, work session and regular meetings, the minutes from September 8, 2025, work session, and the minutes from September 11, 2025, special meeting.

Motion carried (6-0)

QUALITY-IN-ACTION AND REPORTS

Report: Student School Board Representatives Chloe, Fenet, and Monty provided an update on recent events, activities, and other informational items.

Quality-in-Action - KEC Tree Planting Project: On September 16, 2025, Kaposia Education Center partnered with Tree Trust to plant nearly 30 trees on campus with the help of students, staff, and community members. This project fostered student pride and community connection while enhancing school grounds. Principal Terry Bretoi, staff, students and Tree Trust's Rachel Schindler shared highlights of this collaboration with the board.

Quality in Action - School Board Appreciation: September was School Board Appreciation Month, and we recognized and thanked our South St. Paul School Board members. Their leadership, vision, and dedication ensured that students and staff were supported, challenged, and prepared for success. We appreciate the countless hours they devoted to guiding our schools and serving our community.

Report: Jennifer Danielson, Assistant Director of Student Services, Amy Winter, Executive Director of Educational Services, and Dr. Scott Sundstrom, Instructional and Achievement Coordinator, presented the Minnesota Accountability Measure Performance Report. Each year, the district presents a comprehensive review of key accountability data that includes: Attendance, MCA/MTAS Results, and Graduation Rates.

Report - There were no stakeholder comments to the board submissions this evening.

Work Session Report - Highlights were provided of the School Board's discussion at their work session meeting this evening. Items discussed included facility planning and health and dental insurance increases.

Superintendent Report - Superintendent Zambreno provided highlights from around the district.

CONSENT ITEMS

By Director Claflin

Seconded by Director Duffy

A. Financial Claims - Bills Payable

B. Staffing: Appointments, Resignations, Transfers, Retirements, Abolishments, and Leaves

Motion Carried (6-0)

BUSINESS ITEMS

By Director Cumings

Seconded by Director W. Felton

Approval, for the South St. Paul School Board to approve the 2025 Payable 2026 Proposed Levy.

Motion carried (6-0)

By Director Weber

Seconded by Director Claflin

Approval, for the South St. Paul School Board to approve the Transportation Contracts.

Motion carried (6-0)

By Director Duffy

Seconded by Director Claflin

Approval, for the South St. Paul School Board to approve the 2026 & 2027 Self-insured Health Insurance contracts with Health Partners.

Motion carried (6-0)

INFORMATIONAL ITEMS

School Board members reported on various educational activities/events in which they have participated as well as other informational items.

ADJOURN

By Director Weber

Seconded by Director Duffy

Approval, for the South St. Paul School Board to adjourn the September 22, 2025, meeting at 7:30 PM.

Motion carried (6-0)

Official Board Minutes are available in the
District Office at 104 - 5th Ave. S. - South St. Paul

Respectfully Submitted by:

Lisa Brandecker, Acting Secretary-Clerk
Board of Education



**South St. Paul
Public Schools**

School Board Agenda Item

Place on Agenda: Reports

Action Requested: Discussion Only

Attachment: None

Topic: Student School Board Representative Highlights
Presenter(s): Fenet Iresso, Chloe O'Neil, & Monty Whitaker
Background: Student School Board Representatives Fenet Iresso, Chloe O'Neil, & Monty Whitaker will provide highlights.
Recommendation: N/A
Alternatives: N/A

Date: October 27, 2025

Place on Agenda: Business Meeting

Action Requested: Report

Attachment: None

Topic: Comprehensive Achievement & Civic Readiness (CACR)- previously called World’s Best Workforce(WBWF)

Presenter(s): Amy Winter (Executive Director of Educational Service), Natalie Tourtelotte (Asst. Director of Educational Service), Dr. Scott Sundstrom (Instruction & Achievement Coordinator), Kristen Sammatano-Weeks (Early Learning Coordinator), Tom Umhoefer (ABE Coordinator)

Background:

Comprehensive Achievement & Civic Readiness Report (formerly World’s Best Workforce)

This annual report provides an update on our district’s progress toward ensuring every student is prepared for success in school, career, and life. Guided by state requirements and our district priorities, we monitor progress in the following areas:

- **School Readiness:** All children are ready for school.
- **Equity in Learning:** Racial and economic achievement gaps are closed.
- **College and Career Readiness:** All students are prepared for postsecondary opportunities.
- **Graduation Success:** All students graduate from high school.
- **Lifelong Learning:** Students are prepared to thrive as lifelong learners and engaged citizens.

The data summarized here reflect the previous year’s performance, highlight areas of growth, and identify opportunities where focused improvement efforts will continue. We will also focus on the work based on this data.

Achievement & Integration (A&I) Plan

The Achievement and Integration Plan is a three-year strategic commitment to advancing equity, increasing integration, and improving academic outcomes for all students. The plan is designed to:

- **Close Achievement Gaps:** Reduce racial, ethnic, and economic disparities.
- **Promote Integration:** Build inclusive and integrated learning environments.

- **Prepare for Postsecondary Success:** Ensure all students are ready for college and career pathways.

This report highlights progress made during the current plan cycle, outlines strategies implemented, and identifies areas where continued effort is required to meet our three-year goals.

Recommendation:

NA

Alternatives:

NA



School Board Agenda Item

Place on Agenda: Business Meeting Reports

Action Requested: None

Attachment: None

Topic: Stakeholder Comments to the Board

Presenter(s): Board Chair

At the Regular Business Meeting, the Board Chair will provide an overview of the Stakeholder Comments to the Board submissions.

The South St. Paul School Board provides the following opportunities for community members to address the board:

- **In-Person** on the first meeting date of each month according to the schedule listed on the [district's website](#). Stakeholder Comments to the Board sessions are held at the District Office (104 - 5th Avenue South) beginning at 6:30 PM.
- **Electronic form Submissions** are accepted on all meeting dates listed on the [district's website](#). Click [here](#) to submit a Stakeholder Comment to the Board.
 - Form submissions will be acknowledged by the Board Chair and/or Superintendent on-air during the regular business meeting. The Board Chair and/or Superintendent will also follow up personally with the individuals submitting a Stakeholder Comment to the Board form.



**South St. Paul
Public Schools**

School Board Agenda Item

Place on Agenda: Report

Action Requested: None

Attachment: None

Topic: Work Session Meeting Update
Presenter(s): Board Chair
Background: School Board members will highlight items from the Work Session meeting.
Recommendation: N/A
Alternatives: N/A



**South St. Paul
Public Schools**

School Board Agenda Item

Place on Agenda: Reports

Action Requested: None

Attachment: None

Topic: Superintendent's Update
Presenter(s): Dr. Zambreno
Background: Superintendent Dr. Brian Zambreno will provide highlights from around the District.
Recommendation: N/A
Alternatives: N/A



School Board Agenda Item

Date: October 27, 2025
Place on Agenda: Consent Items
Action Requested: Approval
Attachment: Financials - Bills Payable

Topic: Financials - Bills Payable
Presenter(s): Board Chair
Background: <p>Each month, the School Board reviews and approves the district's financial transactions as part of its ongoing fiscal oversight responsibilities. This process ensures transparency, accountability, and compliance with state statutes and district financial procedures.</p> <p>The financial transactions presented for approval include:</p> <ul style="list-style-type: none">• Monthly disbursements (check and electronic payments)• Fund Summary Report <p>All transactions have been reviewed and verified by district administration to ensure they are consistent with approved budgets, contracts, and district policies.</p>
Recommendation: <p>Administration recommends the approval of the attached financial statement.</p>
Alternatives: <p>N/A</p>

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NUMBER	TYP	AMOUNT	DATE	VENDOR
208570	V	-82.06	09/19/2025	CINTAS
209293	R	48.00	09/23/2025	ABC RENTALS
209294	R	10,097.24	09/23/2025	ALLSTREAM
209295	R	2,560.00	09/23/2025	AMERGIS HEALTHCARE STAFFING INC
209296	R	1,317.60	09/23/2025	ANYDESK AMERICAS INC
209297	R	2,437.80	09/23/2025	APPAREL LAB
209298	R	1,189.84	09/23/2025	BLICK ART MATERIALS
209299	R	200.00	09/23/2025	BONK, ALLISON
209300	R	150.00	09/23/2025	CENTRAL PUBLIC SCHOOLS
209301	R	82.06	09/23/2025	CINTAS
209302	R	302.69	09/23/2025	CITY OF SOUTH ST PAUL - UTILITIES
209303	R	15.06	09/23/2025	CLASSEN, GLORIA
209304	R	579.19	09/23/2025	COLLINS SPORTS MEDICINE
209305	R	750.00	09/23/2025	COMPLETE WEDDINGS + EVENTS
209306	R	524.00	09/23/2025	CONQUER NINJA GYMS
209307	R	3,529.90	09/23/2025	CONTINENTAL CLAY CO
209308	R	194.47	09/23/2025	CULLIGAN-MILBERT COMPANY
209309	R	525.00	09/23/2025	DEWALD, RINA
209310	R	50.00	09/23/2025	EAST RIDGE HIGH SCHOOL ACTIVITIES
209311	R	9,140.89	09/23/2025	EVERWAY LLC
209312	R	15.29	09/23/2025	FARNSWORTH, JEANNINE
209313	R	334.00	09/23/2025	FISCHBACH, DAN
209314	R	2,896.05	09/23/2025	FLINN SCIENTIFIC INC
209315	R	645.00	09/23/2025	GLOBE PRINTING & OFFICE SUPPLIES
209316	R	737.96	09/23/2025	GOPHER SPORT
209317	R	689.00	09/23/2025	GRAPHIC EDGE DBA GAME ONE
209318	R	150.00	09/23/2025	GRIFFIN, COLM
209319	R	150.00	09/23/2025	HARDING ATHLETICS
209320	R	3,359.95	09/23/2025	IDENTITY PROMOTIONAL SOLUTIONS LLC
209321	R	119,249.80	09/23/2025	IND SCHOOL DISTRICT #199
209322	R	1,823.76	09/23/2025	INTERMEDIATE DISTRICT #287
209323	R	936.53	09/23/2025	INTERMEDIATE DISTRICT #917
209324	R	228,326.03	09/23/2025	ISD 197 TRANSPORTATION DEPARTMENT
209325	R	10,297.00	09/23/2025	JB OFFICEWORKS LLC
209325	V	-10,297.00	10/13/2025	JB OFFICEWORKS LLC
209326	R	98.00	09/23/2025	JOHNSON, THOMAS
209327	R	1,605.00	09/23/2025	JOSTEN'S
209328	R	400.00	09/23/2025	KELLY, KRISTINE
209329	R	7.14	09/23/2025	KUEHN, KIMBERLY
209330	R	1,941.03	09/23/2025	KWIK TRIP EXTENDED NETWORK
209331	R	1,193.81	09/23/2025	LIGHTNING DISPOSAL INC
209332	R	352.50	09/23/2025	LINDENMEYR MUNROE
209333	R	4,067.00	09/23/2025	LINK INTERPRET
209334	R	4.76	09/23/2025	LIU, BINJUN
209335	R	300.00	09/23/2025	MAPLE GROVE HIGH SCHOOL
209336	R	230.00	09/23/2025	MASBO
209337	R	1,296.00	09/23/2025	MEDICINE LAKE TOURS
209338	R	535.96	09/23/2025	MTI DISTRIBUTING COMPANY
209339	R	112.00	09/23/2025	NCPERS GROUP LIFE INS
209340	R	357.33	09/23/2025	NCS PEARSON EDUCATION
209341	R	60.00	09/23/2025	NOVAK, JANICE
209342	R	991.90	09/23/2025	PETERSON BROS. ROOFING & CONSTRUCTION
209343	R	3.17	09/23/2025	PIEKARSKI, DIAN
209344	R	310.07	09/23/2025	PITNEY BOWES INC PURCHASE POWER
209345	R	158.85	09/23/2025	PLUNKETT'S PEST CONTROL
209346	R	322.88	09/23/2025	RECYCLE TECHNOLOGIES

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NUMBER	TYP	AMOUNT	DATE	VENDOR
209347	R	1,740.00	09/23/2025	RENT N SAVE
209348	R	6,750.00	09/23/2025	ROSETTA STONE LLC
209349	R	929.89	09/23/2025	SCHOOL SPECIALTY LLC
209350	R	529.76	09/23/2025	SHERWIN WILLIAMS CO
209351	R	2,000.00	09/23/2025	SOUTH ST PAUL EDUCATION FOUNDATION
209352	R	350.00	09/23/2025	SPARTA PERFORMING ARTS BOOSTER CLUB INC
209353	R	1,897.00	09/23/2025	SQUIRES WALDSPURGER & MACE PA
209354	R	30.80	09/23/2025	ST PAUL PIONEER PRESS
209355	R	1,364.19	09/23/2025	ST PAUL BEVERAGE SOLUTIONS
209356	R	145.14	09/23/2025	STACK-JOHNSON, SUSAN
209357	R	10,292.64	09/23/2025	STANDARD INSURANCE COMPANY
209358	R	623.00	09/23/2025	SUNBELT STAFFING
209359	R	6.20	09/23/2025	SUTTLES, KARONDA
209360	R	246.67	09/23/2025	T-MOBILE
209361	R	3,397.50	09/23/2025	TOWN AND COUNTRY FENCE
209362	R	53,230.00	09/23/2025	TRAFERA HOLDINGS LLC
209363	R	3,746.08	09/23/2025	TRIMARK MARLINN LLC
209364	R	8,983.45	09/23/2025	TWIN CITY JANITOR SUPPLY INC
209365	R	6,775.00	09/23/2025	UNIVERSITY OF ST THOMAS
209366	R	29,259.04	09/23/2025	XCEL ENERGY
209367	R	840.00	09/24/2025	AMERGIS HEALTHCARE STAFFING INC
209368	R	13,252.00	09/24/2025	AMPERSAND THERAPY LLC
209369	R	140.33	09/24/2025	ANDERSON, CONRAD
209370	R	879.36	09/24/2025	BLICK ART MATERIALS
209371	R	300.00	09/24/2025	BRIDGEPOINT GLASS
209372	R	4,555.13	09/24/2025	CATALYST SOURCING SOLUTIONS
209373	R	5,850.00	09/24/2025	CESO FINANCE LLC
209374	R	40.83	09/24/2025	CINTAS
209375	R	65.00	09/24/2025	CITICARGO & STORAGE
209376	R	1,963.36	09/24/2025	CITY OF SOUTH ST PAUL - UTILITIES
209377	R	18,221.56	09/24/2025	CITY OF SOUTH ST PAUL
209378	R	3,939.76	09/24/2025	COLLINS SPORTS MEDICINE
209379	R	7,000.00	09/24/2025	CURRICULUM ASSOCIATES LLC
209380	R	953.39	09/24/2025	DTB SYSTEMS INC
209381	R	322.30	09/24/2025	EARL F ANDERSON INC
209382	R	425.14	09/24/2025	EDUCATORS BENEFIT CONSULTANTS LLC
209383	R	192.00	09/24/2025	EGAN
209384	R	10,014.38	09/24/2025	FIELD ENVIROMENTAL CONSULTING
209385	R	92.01	09/24/2025	FIRST SUPPLY LLC - TWIN CITIES
209386	R	2,012.94	09/24/2025	GRAFTON INTEGRATED HEALTH NETWORK
209387	R	29.74	09/24/2025	GRAYBAR
209388	R	150.00	09/24/2025	HENNEPIN THEATRE TRUST
209389	R	42,270.50	09/24/2025	HILLER COMMERCIAL FLOORS
209390	R	1,425.00	09/24/2025	HRM HELPS LLC
209391	R	2.38	09/24/2025	HUESER, DARLENE
209392	R	145.00	09/24/2025	J.R.'S ADVANCED RECYCLERS
209393	R	8,750.00	09/24/2025	LB CARLSON LLP
209394	R	627.71	09/24/2025	LIGHTNING DISPOSAL INC
209395	R	1,925.63	09/24/2025	LINDENMEYR MUNROE
209396	R	105.97	09/24/2025	LOFFLER COMPANIES
209397	R	404.17	09/24/2025	MARK'S PLUMBING PARTS
209398	R	18,983.35	09/24/2025	MAVO SYSTEMS INC
209399	R	295.00	09/24/2025	MN DEPT OF LABOR & INDUSTRY
209400	R	171.00	09/24/2025	MRI SOFTWARE LLC
209401	R	3,751.22	09/24/2025	MUSKEGON HEIGHTS SOLAR LLC
209402	R	606.00	09/24/2025	NASSEFF MECHANICAL CONTRACTORS

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NUMBER	TYP	AMOUNT	DATE	VENDOR
209403	R	149.00	09/24/2025	NATIONAL SPEECH & DEBATE ASSOCIATION
209404	R	64.00	09/24/2025	NCPERS GROUP LIFE INS
209405	R	4,258.51	09/24/2025	NEO ELECTRIC SOLUTIONS
209406	R	3,751.63	09/24/2025	NETWORK SERVICES COMPANY
209407	R	5,651.01	09/24/2025	NITTI SANITATION
209408	R	38.90	09/24/2025	OXYGEN SERVICE CO INC
209409	R	1,158.75	09/24/2025	PITNEY BOWES INC PURCHASE POWER
209410	R	203.63	09/24/2025	PLUNKETT'S PEST CONTROL
209411	R	772.80	09/24/2025	PROFESSIONAL WIRELESS COMMUNICATIONS
209412	R	36.81	09/24/2025	PROPIO LS LLC
209413	R	35,990.00	09/24/2025	RISK PROGRAM ADMINISTRATORS
209414	R	133.88	09/24/2025	SCHOOL SPECIALTY LLC
209415	R	19,065.00	09/24/2025	TRAFERA HOLDINGS LLC
209416	R	947.26	09/24/2025	TRIO SUPPLY CO
209417	R	1,554.00	09/24/2025	TWIN CITY HARDWARE CO
209418	R	1,075.00	09/24/2025	UNIVERSITY OF OREGON
209419	R	12,854.01	09/24/2025	XCEL ENERGY
209420	R	438.50	09/30/2025	LOCAL #70
209421	R	685.00	09/30/2025	MINNESOTA CHILD SUPPORT PAYMENT CENTER
209422	R	48.00	09/30/2025	NCPERS GROUP LIFE INS
209423	R	240.25	09/30/2025	OFFICE AND PROF EMPLOYEES UNION
209424	R	13,729.70	09/30/2025	SOUTH ST PAUL TEACHER'S ASSOCIATION
209425	R	5.00	09/30/2025	SOUTH ST PAUL OPEN FOUNDATION
209426	R	60.00	09/30/2025	SOUTH ST PAUL EDUCATION FOUNDATION
209427	R	84.02	09/30/2025	SSP EASRP
209428	R	536.19	10/01/2025	AMAZON CAPITAL SERVICES
209429	R	31.68	10/01/2025	AMAZON.COM
209430	R	1,625.00	10/01/2025	AMPERSAND THERAPY LLC
209431	R	2,536.24	10/01/2025	BLICK ART MATERIALS
209432	R	2,000.00	10/01/2025	BRENNAN, SHANNON
209433	R	200.00	10/01/2025	CHISAGO LAKES BPA
209434	R	262.00	10/01/2025	DEPT OF HUMAN SERVICES
209435	R	246.29	10/01/2025	FLINN SCIENTIFIC INC
209436	R	592.31	10/01/2025	G & B ENVIRONMENTAL INC
209437	R	139.00	10/01/2025	GLOBE PRINTING & OFFICE SUPPLIES
209438	R	70,131.08	10/01/2025	INDIANHEAD FOODSERVICE DISTRIBUTOR INC
209439	R	29.15	10/01/2025	JOSTEN'S
209440	R	39.15	10/01/2025	LOWE'S
209441	R	593.00	10/01/2025	MINNEAPOLIS WINDOW SHADE CO
209442	R	110.64	10/01/2025	MTI DISTRIBUTING COMPANY
209443	R	1,634.22	10/01/2025	NCS PEARSON EDUCATION
209444	R	20,200.94	10/01/2025	NETWORK SERVICES COMPANY
209445	R	8,580.00	10/01/2025	NORTHEAST METRO #916
209446	R	10,351.29	10/01/2025	NORTHLINE TRANSPORTATION
209447	R	1,720.53	10/01/2025	PEARSON
209448	R	48,880.13	10/01/2025	SAFEWAY BUS COMPANY
209449	R	2,332.91	10/01/2025	SCHOOL SPECIALTY LLC
209450	R	17,303.00	10/01/2025	SFM
209451	R	90.51	10/01/2025	SHERWIN WILLIAMS CO
209452	R	3,026.00	10/01/2025	SUNBELT STAFFING
209453	R	869.08	10/01/2025	TRAFERA HOLDINGS LLC
209454	R	10,273.25	10/08/2025	ALLSTREAM
209455	R	9,822.00	10/08/2025	AMAZON CAPITAL SERVICES
209456	R	13,864.00	10/08/2025	AMERGIS HEALTHCARE STAFFING INC
209457	R	18,337.68	10/08/2025	AMPERSAND THERAPY LLC
209458	R	1,873.15	10/08/2025	AMPLIFY EDUCATION

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NUMBER	TYP	AMOUNT	DATE VENDOR
209459	R	70.00	10/08/2025 ANSEL, HANNAH
209460	R	4,971.75	10/08/2025 BILL RASCHER MECHANICAL INC
209461	R	200.00	10/08/2025 BONK, ALLISON
209462	R	165.00	10/08/2025 BURGESSON, NANCY
209463	R	1,376.13	10/08/2025 CADY BUSINESS TECHNOLOGIES INC
209464	R	3,562.65	10/08/2025 CANON FINANCIAL SERVICES
209465	R	5,850.00	10/08/2025 CESO FINANCE LLC
209466	R	877.50	10/08/2025 CESO TRANSPORTATION LLC
209467	R	93.22	10/08/2025 CINTAS
209468	R	53.70	10/08/2025 CULLIGAN-MILBERT COMPANY
209469	R	232.35	10/08/2025 DECKER EQUIPMENT
209470	R	160.00	10/08/2025 EASTVIEW HS DEBATE
209471	R	500.00	10/08/2025 EGAN
209472	R	16.75	10/08/2025 FIRST SUPPLY LLC - TWIN CITIES
209473	R	70.00	10/08/2025 FISCHBACH, DAN
209474	R	2,413.46	10/08/2025 G & B ENVIRONMENTAL INC
209475	R	103.90	10/08/2025 GERTEN GREENHOUSES & GARDEN CENTER
209476	R	79.14	10/08/2025 GOODIN COMPANY
209477	R	2,469.58	10/08/2025 GRAPHIC EDGE DBA GAME ONE
209478	R	138.45	10/08/2025 GREAT AMERICAN BUSINESS PRODUCTS
209479	R	14,892.94	10/08/2025 HEAVY METAL WELDING & FABRICATIONS
209480	R	33.88	10/08/2025 HOME DEPOT CREDIT SERVICES
209481	R	1,655.82	10/08/2025 HORIZON COMMERCIAL POOL SUPPLY
209482	R	1,791.47	10/08/2025 IDENTITY PROMOTIONAL SOLUTIONS LLC
209483	R	34,971.11	10/08/2025 INDEPENDENT SCHOOL DISTRICT 199
209484	R	20,328.60	10/08/2025 INTERMEDIATE DISTRICT #287
209485	R	1,011.52	10/08/2025 KENDALL/HUNT PUBLISHING CO
209486	R	162.00	10/08/2025 LILY OF THE LIGHT LLC
209487	R	1,670.00	10/08/2025 LINDENMEYR MUNROE
209488	R	212.40	10/08/2025 LINK INTERPRET
209489	R	572.36	10/08/2025 MARIE AVENUE SERVICE
209490	R	323.98	10/08/2025 MCMASTER-CARR SUPPLY COMPANY
209491	R	7,167.02	10/08/2025 MEI TOTAL ELEVATOR SOLUTIONS
209492	R	100.00	10/08/2025 METRO COMMUNITY EDUCATION DIRECTORS ASSO
209493	R	1,312.50	10/08/2025 METRO DINING CLUB
209494	R	1,985.00	10/08/2025 MIDWEST FENCE & MFG CO
209495	R	140.00	10/08/2025 MILLER, DEBRA
209496	R	18.15	10/08/2025 MINNESOTA LOCKS
209497	R	700.00	10/08/2025 MN STATE HIGH SCHOOL MATH LEAGUE
209498	R	300.00	10/08/2025 MSHSL REGION 4AA
209499	R	94.06	10/08/2025 MTI DISTRIBUTING COMPANY
209500	R	9,038.92	10/08/2025 NASSEFF MECHANICAL CONTRACTORS
209501	R	1,746.72	10/08/2025 NCS PEARSON EDUCATION
209502	R	232.50	10/08/2025 NEO ELECTRIC SOLUTIONS
209503	R	2,367.68	10/08/2025 NETWORK SERVICES COMPANY
209504	R	176.00	10/08/2025 NEW WAY HYPNOSIS CLINIC INC
209505	R	27,181.90	10/08/2025 NORTHLINE TRANSPORTATION
209506	R	60.00	10/08/2025 NOVAK, JANICE
209507	R	415.57	10/08/2025 OXYGEN SERVICE CO INC
209508	R	700.00	10/08/2025 PASCO SCIENTIFIC, A CA COPRPORATION
209509	R	81.00	10/08/2025 PITNEY BOWES INC PURCHASE POWER
209510	R	260.96	10/08/2025 PLUNKETT'S PEST CONTROL
209511	R	186.22	10/08/2025 REALLY GOOD STUFF
209512	R	1,142.86	10/08/2025 SCHOLASTIC INC
209513	R	17,212.50	10/08/2025 SCHOOL MANAGEMENT SERVICES LLC
209514	R	113.34	10/08/2025 SCHOOL SPECIALTY LLC

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NUMBER	TYP	AMOUNT	DATE	VENDOR
209515	R	6,945.00	10/08/2025	SHI INTERNATIONAL CORP
209516	R	250.00	10/08/2025	SKYWARD ACCOUNTING DEPT
209517	R	896.00	10/08/2025	SQUIRES WALDSPURGER & MACE PA
209518	R	535.00	10/08/2025	ST CROIX FIRE & SAFETY
209519	R	948.12	10/08/2025	STATE SUPPLY COMPANY INC
209520	R	12,169.49	10/08/2025	STUDER EDUCATION LLC
209521	R	9,723.25	10/08/2025	SUNBELT STAFFING
209522	R	132.00	10/08/2025	SUPER DUPER PUBLICATIONS
209523	R	897.76	10/08/2025	T-MOBILE
209524	R	2,635.00	10/08/2025	TOWN AND COUNTRY FENCE
209525	R	2,986.00	10/08/2025	TRAFERA HOLDINGS LLC
209526	R	6,238.58	10/08/2025	TWIN CITY JANITOR SUPPLY INC
209527	R	392.50	10/08/2025	VOSS LIGHTING
209528	R	11,254.53	10/08/2025	WINCO LANDSCAPE INC
209529	R	349.15	10/08/2025	XCEL ENERGY
209530	R	438.50	10/15/2025	LOCAL #70
209531	R	685.00	10/15/2025	MINNESOTA CHILD SUPPORT PAYMENT CENTER
209532	R	240.25	10/15/2025	OFFICE AND PROF EMPLOYEES UNION
209533	R	13,729.70	10/15/2025	SOUTH ST PAUL TEACHER'S ASSOCIATION
209534	R	5.00	10/15/2025	SOUTH ST PAUL OPEN FOUNDATION
209535	R	60.00	10/15/2025	SOUTH ST PAUL EDUCATION FOUNDATION
209536	R	1,260.44	10/15/2025	SSP EASRP
209536	V	-1,260.44	10/22/2025	SSP EASRP
209537	R	15.97	10/17/2025	ACE HARDWARE & PAINT
209538	R	880.00	10/17/2025	AHSENMACHER WINTER, AMY
209539	R	3,150.12	10/17/2025	AMAZON CAPITAL SERVICES
209540	R	4,099.60	10/17/2025	AMERGIS HEALTHCARE STAFFING INC
209541	R	17,344.18	10/17/2025	AMPERSAND THERAPY LLC
209542	R	1,140.00	10/17/2025	AVSI
209543	R	2,675.23	10/17/2025	BIMBO BAKERIES USA
209544	R	100.00	10/17/2025	BRIESE, RYAN
209545	R	24.00	10/17/2025	BURKS, LONDON
209546	R	30.00	10/17/2025	CARRANZA, KYE
209547	R	1,226.81	10/17/2025	CATALYST SOURCING SOLUTIONS
209548	R	105.00	10/17/2025	CHROMEBOOKPARTS.COM
209549	R	155.54	10/17/2025	CINTAS
209550	R	537.88	10/17/2025	COLLINS SPORTS MEDICINE
209551	R	800.02	10/17/2025	CONVERGINT TECHNOLOGIES LLC
209552	R	1,033.80	10/17/2025	CRISIS PREVENTION INSTITUTE INC
209553	R	13,500.00	10/17/2025	CURIPOD INC
209554	R	140.00	10/17/2025	FISCHBACH, DAN
209555	R	5,691.96	10/17/2025	FOLLETT SOFTWARE COMPANY LLC
209556	R	135.00	10/17/2025	FRAIDE, ANTHONY JOSEPH
209557	R	49.45	10/17/2025	GEFFRE, NIKKI
209558	R	170.00	10/17/2025	HAWKEYE BUILDING AUTOMATION
209559	R	100.00	10/17/2025	HOFFMAN, ANDREW
209560	R	11,775.00	10/17/2025	HRM HELPS LLC
209561	R	15,220.50	10/17/2025	IND SCHOOL DISTRICT #625
209562	R	175.00	10/17/2025	IND SCHOOL DISTRICT #834
209563	R	37,708.07	10/17/2025	IND SCHOOL DISTRICT #199
209564	R	186.38	10/17/2025	INVER GROVE FORD
209565	R	2,318.75	10/17/2025	IXL LEARNING
209566	R	10,297.00	10/17/2025	JB OFFICEWORKS LLC
209567	R	805.51	10/17/2025	KASEYA US LLC
209568	R	40.00	10/17/2025	LITTLE BEE SPEECH CO
209569	R	14,662.91	10/17/2025	LOFFLER COMPANIES

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NUMBER	TYP	AMOUNT	DATE	VENDOR
209570	R	735.00	10/17/2025	MASBO
209571	R	810.45	10/17/2025	MAWSECO #938
209572	R	100.00	10/17/2025	MCEVOY, WILLIAM
209573	R	1,104.26	10/17/2025	MENARDS
209574	R	2,660.00	10/17/2025	MERIDIAN CONSULTING/DAVID SŁOMKOWSKI
209575	R	30.10	10/17/2025	MINNESOTA LOCKS
209576	R	880.00	10/17/2025	MN ASSOC OF SCHOOL ADMIN
209577	R	3,130.26	10/17/2025	MUSKEGON HEIGHTS SOLAR LLC
209578	R	17,657.11	10/17/2025	NASSEFF MECHANICAL CONTRACTORS
209579	R	4,277.28	10/17/2025	NETWORK SERVICES COMPANY
209580	R	13,590.95	10/17/2025	NORTHLINE TRANSPORTATION
209581	R	40.00	10/17/2025	NOVAK, JANICE
209582	R	13,951.25	10/17/2025	PEDIATRIC PSYCH SERVICES
209583	R	2,264.93	10/17/2025	PROFESSIONAL WIRELESS COMMUNICATIONS
209584	R	10.24	10/17/2025	PROPIO LS LLC
209585	R	71,979.00	10/17/2025	FIRST DAKOTA INDEMNITY CO DBA RISK ADMIN
209586	R	200.00	10/17/2025	RATZ, KIM
209587	R	713.25	10/17/2025	REGION V COMPUTER SERVICES COOPERATIVE
209588	R	140.00	10/17/2025	RINALDI, LINDA
209589	R	380.70	10/17/2025	SCHOOL SPECIALTY LLC
209590	R	23,036.15	10/17/2025	SHI INTERNATIONAL CORP
209591	R	10,035.26	10/17/2025	ST PAUL BEVERAGE SOLUTIONS
209592	R	3,248.50	10/17/2025	SUNBELT STAFFING
209593	R	2,490.00	10/17/2025	TEACHING STRATEGIES LLC
209594	R	3,472.04	10/17/2025	TWIN CITY JANITOR SUPPLY INC
209595	R	733.75	10/17/2025	TWIN CITY HARDWARE CO
209596	R	123.64	10/17/2025	UNITED REFRIGERATION INC
209597	R	50,253.00	10/17/2025	VANTAGE FINANCIAL LLC
209598	R	120.00	10/17/2025	WALLACE RADIO SYNDICATION LLC
209599	R	100.00	10/17/2025	WHITAKER, HEATHER
209600	R	29,490.33	10/17/2025	WINCO LANDSCAPE INC
209601	S	2,375.37	10/17/2025	XCEL ENERGY
209602	S	51.01	10/17/2025	XCEL ENERGY
209603	R	1,500.00	10/20/2025	UNITED STATES POSTAL SERVICE
209604	R	1,260.44	10/22/2025	SSP EASRP
202500143	W	51,883.40	09/30/2025	MINNESOTA PAYROLL TAXES
202500144	W	306,982.88	09/30/2025	FEDERAL PAYROLL TAXES
202500145	W	393.24	09/30/2025	MN DEPT OF REVENUE
202500146	W	56,148.57	09/30/2025	PERA
202500147	W	57,774.90	09/30/2025	TSA/ACH DEDUCTION
202500148	W	168,683.21	09/30/2025	TEACHER RETIREMENT ASSOCIATION
202500149	W	0.00	09/30/2025	MINNESOTA PAYROLL TAXES
202500150	W	0.00	09/30/2025	FEDERAL PAYROLL TAXES
202500151	W	0.00	09/15/2025	MINNESOTA PAYROLL TAXES
202500152	W	0.00	09/15/2025	FEDERAL PAYROLL TAXES
202500153	W	0.00	10/01/2025	MINNESOTA PAYROLL TAXES
202500154	W	136.40	10/01/2025	FEDERAL PAYROLL TAXES
202500155	W	121.19	10/01/2025	PERA
202500157	W	214.42	10/08/2025	FEDERAL PAYROLL TAXES
202500158	W	0.00	10/08/2025	FEDERAL PAYROLL TAXES
202500159	W	51,079.89	10/15/2025	MINNESOTA PAYROLL TAXES
202500160	W	302,627.84	10/15/2025	FEDERAL PAYROLL TAXES
202500161	W	393.24	10/15/2025	MN DEPT OF REVENUE
202500162	W	54,343.58	10/15/2025	PERA
202500163	W	57,552.28	10/15/2025	TSA/ACH DEDUCTION
202500164	W	167,263.69	10/15/2025	TEACHER RETIREMENT ASSOCIATION

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NUMBER	TYP	AMOUNT	DATE	VENDOR
202500165	W	0.00	10/15/2025	MINNESOTA PAYROLL TAXES
202500166	W	0.00	10/15/2025	FEDERAL PAYROLL TAXES
252600095	A	90.00	09/30/2025	AHSENMACHER WINTER, AMY
252600096	A	90.00	09/30/2025	ANDERSON, CHAD
252600097	A	144.99	09/30/2025	BAGWILL, JULIE
252600098	A	90.00	09/30/2025	BERCHTOLD, JAMIE
252600099	A	90.00	09/30/2025	BOURG, LEAH
252600100	A	90.00	09/30/2025	BRANDECKER, LISA
252600101	A	90.00	09/30/2025	BRETOI, TERRENCE
252600102	A	90.00	09/30/2025	BURCKHARDT, CANDACE
252600103	A	90.00	09/30/2025	CHHOTH, RA
252600104	A	90.00	09/30/2025	CHILDS, DANETTE
252600105	A	90.00	09/30/2025	DANIELSON, JENNIFER
252600106	A	23.87	09/30/2025	EMERY, HEATHER
252600107	A	90.00	09/30/2025	FENTON, MARK
252600108	A	90.00	09/30/2025	HADJI, NIMO
252600109	A	48.99	09/30/2025	HANA, DINA
252600110	A	90.00	09/30/2025	HANSEN, JODY
252600111	A	97.35	09/30/2025	HOLSEN, ERIC
252600112	A	46.48	09/30/2025	HOWLETT, SHERIN
252600113	A	45.00	09/30/2025	JACOBS-BUSE, LINDA
252600114	A	132.48	09/30/2025	KLEIN, TRAVIS
252600115	A	90.00	09/30/2025	KRUEGER, BRADY
252600116	A	64.99	09/30/2025	LEVINE, SANDRA
252600117	A	186.30	09/30/2025	LINDORFER, NICOLE
252600118	A	45.00	09/30/2025	LOUGH, LAWRENCE
252600119	A	64.40	09/30/2025	MIKOLOSKI, ALICIA
252600120	A	90.00	09/30/2025	OCHOCKI, CHARLES
252600121	A	45.00	09/30/2025	OSTER, PATRICK
252600122	A	37.43	09/30/2025	OWENS, CHRISTINA
252600123	A	45.00	09/30/2025	PENMAN, MICHELLE
252600124	A	90.00	09/30/2025	PETERSON, LORI
252600125	A	102.48	09/30/2025	PICKAR, LAURA
252600126	A	45.00	09/30/2025	RYAN, ERIKA
252600127	A	90.00	09/30/2025	SCHWAB, ROBIN
252600128	A	90.00	09/30/2025	SEXAUER, JENNIFER
252600129	A	111.00	09/30/2025	TAYLOR MINER, MELANEE
252600130	A	32.90	09/30/2025	THERRES, HEIDI
252600131	A	90.00	09/30/2025	TOURTELOTTE, NATALIE
252600132	A	214.80	09/30/2025	TUCCITTO, SANDRA
252600133	A	255.64	09/30/2025	UMHOFER, THOMAS
252600134	A	45.00	09/30/2025	VANDEBILT, TONY
252600135	A	90.00	09/30/2025	WELLS, TRAVIS
252600136	A	29.68	09/30/2025	WOHLERS, DARI
252600137	A	90.00	09/30/2025	ZAMBRENO, BRIAN
252600138	A	90.00	09/30/2025	ZEHNDER, JEAN

2,975,449.90 Totals for checks

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	GENERAL	1,242,442.05	0.00	967,998.09	2,210,440.14
02	FOOD SERVICE	23,240.92	6.20	90,426.15	113,673.27
04	COMMUNITY EDUCATION	407,130.98	0.00	23,364.91	430,495.89
05	CAPITAL	2,332.64	0.00	214,968.61	217,301.25
50	ACTIVITY ACCOUNT	3,539.35	0.00	0.00	3,539.35
***	Fund Summary Totals ***	1,678,685.94	6.20	1,296,757.76	2,975,449.90

***** End of report *****

CHECKRUNS

FUND	DESCRIPTION	September 19,2025- October 23,2025
1	GENERAL	\$ 2,210,440.14
2	FOOD SERVICE	113,673.27
4	COMMUNITY EDUCATION	430,495.89
5	CAPITAL	217,301.25
7	DEBT SERVICE	-
20	INTERNAL SERVICE	-
50	ACTIVITY ACCOUNTS	<u>3,539.35</u>
	TOTAL	\$ 2,975,449.90
		9/30/2025, 10/15/2025
<u>PAYROLL</u>		
Payroll Direct Deposit	900121229-900121817	\$ 1,835,377.10



School Board Agenda Item

Date: October 27, 2025

Place on Agenda: Consent Items

Action Requested: Approval

Attachment: Staffing Report

Topic: Staffing Report
Presenter(s): Board Chair
Background: The staffing report includes the Appointments, Resignations, Transfers, Retirements, Abolishments, and Leaves being recommended to the School Board for approval.
Recommendation: Administration recommends approval of the proposed staffing and supplemental staffing as presented.
Alternatives: Amend the motion to remove a certain appointment, resignation, transfer, retirement, abolishment, or leave. Provide administration with directions for the next steps.

VII.A.1 Staff Appointments, Resignations, Retirements, Terminations and Leaves

10/27/2025

Certified

A. Appointments/Reassignments

1. Ian Burk- Overage 0.2 FTE, Science Teacher, Ed Splst Step 20, High School, effective September 2, 2025
2. Sagal Sabrie- Long Term Substitute Teacher, 1.0 FTE, BA Step 1, Central Square, effective October 10 - November 13, 2025

B. Resignations/Retirements/Leaves/Reductions/Other

1. Noelle Frost - Leave of Absence, ELL Teacher - Middle School, effective November 19, 2025 through December 1, 2025 & December 17, 2025 through January 1, 2026

ATHLETICS 2025-26

Football Volunteer Coach	George, Sam	Volunteer
Basketball Boys Head Coach	Edwards, Darren	\$6,628.00
Basketball Boys Varsity & Soph. Coach	Silas, Lionel	\$4,532.00
Basketball Boys Freshman Coach	Moe, Devon	\$3,775.00
Basketball Boys M.S. Coach	Rivera, Isaac	\$2,237.00
Basketball Boys M.S. Coach (Flex)	Kazee, Derek*	\$2,237.00
Basketball Boys Varsity Asst/JV Coach	Moore, Leiland*	\$4,532.00
Basketball Girls Head Coach	Douglas, Isaac**	\$6,628.00
Basketball Girls Varsity Asst/JV Coach	Jenness, Harry**	\$4,532.00
Basketball Girls Varsity & Soph. Coach	Bakken, Chris	\$4,532.00
Basketball Girls Middle School Coach	Britton, Larry	\$2237.00
Dance Team Head Coach	Wilson, Roz	\$5,010.00
Dance Team Asst Coach	Fitzgerald, Janna**	\$2,237.00
Dance Team Asst Coach (shared)	Garcia, Bethani**	\$2,237.00 - 50% = \$1,118.50 (plus \$960.50 boosters) = \$2,079.00
Dance Team Asst Coach (shared)	Rozales, Alayna**	\$2,237.00 - 50% = \$1,118.50 (plus \$960.50 boosters) = \$2,079.00
Gymnastics Head Coach	Tautes, Kaia**	\$5,476.00
Hockey Boys Varsity Asst Coach	McGinn, Corey	\$4,532.00
Hockey Boys Varsity Asst/JV	Ross, Nick	\$4,532.00
Hockey Girls Varsity Asst/JV	Pietruszewski, Lauren	\$4,532.00 - 50% = \$2,266.00 (plus \$1,500.00 boosters) = \$3,766.00
Hockey Girls Varsity Asst/JV	Palmquist, Abby	\$4,532.00 - 50% = \$2,266.00

(plus \$1,500.00 boosters) = \$3,766.00

Wrestling Head Coach	Nihart, Don	\$6,628.00
Wrestling Head Asst Coach (Boys)	Trevino, Jose	\$4,532.00
Wrestling Head Asst Coach (Girls)	Reynolds, Todd	\$4,532.00
Wrestling Asst Coach (Girls)	Coen-Tonda, Teresa	\$3,314.00
Wrestling Middle School Coach	Sundly, Scott	\$3,053.00
Wrestling Middle School Coach	Kvalheim, Mike	\$3,053.00
Wrestling Asst Coach (Boys)	Aho, Abram	\$3,314.00
Wrestling Additional Coach	Bauer, Shad	Volunteer
Wrestling Volunteer Coach	Brito, Jose	Volunteer
Wrestling Volunteer Coach	Brito, Gibby	Volunteer
Wrestling Volunteer Coach	Bjorklund, Randy	Volunteer
Wrestling Volunteer Coach	Nihart, William	Volunteer
Wrestling Volunteer Coach	Bonk, Andrew	Volunteer
Wrestling Volunteer Coach	Jackson, Hailey	Volunteer
Wrestling Volunteer Coach	Schwab, Andrew	Volunteer
Wrestling Volunteer Coach	Schwab, Shane	Volunteer
Wrestling Volunteer Coach	Martinez, Briana	Volunteer

ACTIVITIES & AFFINITY GROUPS 2025-26

Middle School Memory Book	Grefe, Tyne	\$1,120.00
Cheer Squad	Weinfurtner, Kris**	Volunteer
Cheer Squad	Flippin, Davoine*	\$1,118.50
Cheer Squad	Robertson, Khianna*	\$1,118.50
SADD Advisor	McEvoy, Amy	\$2010.00
Art Club -MS	Wennerlund-Squires, Elina	\$1192.00
Art Club -SEC	Eggersted, Shane	\$1192.00
Sexuality&Gender Alliance - MS	Glick, James	\$4027.00
Black Infinity Leaders -MS	Coleman, Charmaine	\$4027.00
Pep Band Director - Winter	Hartman, Reed	\$1,670.00
Jazz Ensemble Director	Hartman, Reed	\$1,974.00
Combo Band - Show Choir	Hartman, Reed	\$1,152.00
Theatre - Winter Costumer	Ebert, Lori	\$1,206.00 (Boosters)

Teacher Mentors 2025-26 \$754.00

Bill Bauman	Lisa Gorman	Jenna Ramirez
Dan Beattie	Katie Hollen	Anna-Claire Rauschnot
Susan Bergquist	Nicolle Koehnen	Jessica Rice
Larry Britton	Tammy Lenarz	Jody Sielski
Julie Casillas	Lindsay Lowther	Shannon Smith
Jane Cornell	Jelena Maric	Leah Swenson
Kim Dahlen	Amy McEvoy	Alison Terrell
Denise Frederick	Mark Meyer	Tatiana Walker
Liv Garcia	Laura (Lori) Miller	Scott Youdas
Catherine Gieselman	Carole Pankow	

BILT Members 2025-26 \$1,000.00

Jessica Rice	Deb Borrell	Kim Laska
Jody Sielski	Julie Casillas	Tammy Lenarz
Aaron Zimmerman	Aleda Hinojos	Amy McEvoy
Cathy Gieselman	Karen Johnson	Scott Youdas
Paige Heuer	Michelle Laliberte	Beth Zender
Kathy Berlin	Lindsey Peterson	Chris Almen-Sjogren
Jennifer Birkhofer	Avery Snyder	James Glick
Maciel Caridad-Aquino	Rebecca Spreigl	Michael Kretzschmar
Kim Dahlen	Anna Watt	Lindsay Lowther
Lisa Gorman	Tracy Weir	Mark Meyer
Kaley Hedberg	Kelly Dietz	Tom Munoz
Pat Liesener	Nicolle Koehnen	Carole Pankow
Mary Molumby	Bill Bauman	Aimee Rumpza
Mallory Oleshko	Melissa Booth	Shannon Smith
Michelle Wallace	Shane Eggerstedt	Scott Sundly
Kim Bauer	Tim Kennealy	

Site Solutions Team 2025-26 \$631.00

Alison Terrell	Jenna Ramirez	Tyne Grefe
Andrew Cin-Walker	Jessika Lukes Cuhel	Zara Pylvainen
Andy Gustafson	John Raasch	Katie Gross
Brandon Lambert	Kim Dahlen	Nicola Derryberry
Brenda Johnson	Kori Charbonneau	Arlene McAlpine
Cara Fischer	Kristin Troup	Maggie Costain
Christopher Marquis	Lauren Peralta	Emily Seaberg
Kathy Berlin	Linda Gilbert	Robbyn Wincentsen
Elina Wennerlund Squires	Lisa Kaufmam	Susan Bergquist
Hannah Anderson	Nina Riesselman	Jackie Zeilinger
Janelle Johnson	Shane Eggerstedt	Heather Gysbers
Janene Lenard	Soviett Loyd	Jen Friedges
Jen Birkhofer	Stacy Elliott	

**VII.A.2 Staff Appointments, Resignations, Retirements, Terminations
and Leaves**

10/27/2025

Classified

A. Appointments/Reassignments

1. Teresa Ortiz-Nutrition Assistant, Increase to 5hr45m shift, Lincoln Center, effective September 24, 2025
2. Mary Smith-Nutrition Assistant, Increase to 5hr30m shift , Kaposia, effective October 1, 2025

3. Lisa Dahle-Nutrition Assistant, Increase to 5hr30m shift, Kaposia, effective October 1, 2025
4. Calvin Trettel-Cashier, Increase to 5hr45m shift, Kaposia, effective October 1, 2025
5. Candy Corniea- Pay Change, Nutrition Assistant, Secondary, \$18.63 an hour, effective September 8, 2025
6. Ana Orellana- PT Cleaner, Lincoln Center, \$19.78 an hour, effective October 9, 2025
7. Kayshiva Shaw- Night Supervisor, Step 5, Lincoln Center, \$28.50 an hour, effective October 13, 2025
8. Kevin Kirk- Change to Night Supervisor, Step 2, Lincoln Center, \$25.47 an hour, effective October 13, 2025
9. Natalie Gore- PT Cleaner, Kaposia/Secondary, \$19.78 an hour, effective October 9, 2025
10. Cesar Campos- PT Cleaner, Lincoln Center \$19.78 an hour, effective October 10, 2025
11. Maria Torrens- Early Learning Assistant **Substitute**, Lincoln Center **\$17** an hour, effective October 22, 2025

B. Resignations/Retirements/Leaves/Reductions/Other

1. Melissa Pugh- Resignation, PT Cleaner, Secondary, effective October 9, 2025
2. Taylor Westerberg- Released, SPED Assistant, High School, effective October 1, 2025
3. Mary Mooney - Leave of Absence, Part-Time Cleaner, effective September 23, 2025 through December 23, 2025
4. Mark Fenton - Leave of Absence, Director of Building and Grounds, effective October 9, 2025 through October 24, 2025
5. Lisa Natvig- Resignation, PT Cleaner, Secondary, effective October 31, 2025
6. Joan Hoye- Resignation, PT Cleaner, Secondary, effective October 15, 2025
7. Anne Balza- Resignation, Gymnastics Assistant Coach, Secondary, effective October 10, 2025
8. Mary Mooney- Leave of Absence, PT Cleaner, effective September 23, 2025 through December 23, 2025



School Board Agenda Item

Date: October 27, 2025

Place on Agenda: Business Meeting

Action Requested: Approval

Attachment: 201, 202, 203, 203.2, 203.5, 203.6, 423, 507, 507.5, 508, 519, 520

Topic: Policy Review - Second and Final Reading and Approval
Presenter(s): Board Chair
<p>Background:</p> <p>School District Policy #208 requires policies under review to be placed on two consecutive School Board meeting agendas for review and comment by board members, staff, and community members. At the third and subsequent meeting, the policies then go before the School Board for approval.</p> <p>If a policy is modified only with minor changes that do not affect the substance of the policy, or if revisions are required due to a legal change over which the School Board has no control, the School Board may, at its discretion, approve the modified policy at a single meeting.</p> <p>The policies listed above fall under this provision and are being brought forward for approval at the October 27, 2025, business meeting.</p>
<p>Recommendation:</p> <p>Board Policy Committee recommends the approval of these policies.</p>
<p>Alternatives:</p> <p>Do not approve and direct administration with next steps.</p>

Adopted: April 17, 1996

MSBA/MASA Model Policy 201

Revised: 5/10/04; 10/27/08; 4/13/15; 3/27/17
4/13/20; 4/10/23; 10/27/25

Orig. 1995

Rev. 2022

201 LEGAL STATUS OF THE SCHOOL BOARD

I. PURPOSE

The care, management, and control of the schools is vested by statutory and constitutional authority in the school board. The school board shall carry out the mission of the school district with diligence, prudence, and dedication to the ideals of providing the finest public education. The purpose of this policy is to define the authority, duties, and powers of the school board in carrying out its mission.

II. GENERAL STATEMENT OF POLICY

- A. The school board is the governing body of the school district. As such, the school board has responsibility for the care, management, and control over public schools in the school district.
- B. Generally, elected members of the school board have binding authority only when acting as a school board legally in session, except where specific authority is provided to school board members or officers individually. Generally, the school board is not bound by an action or statement on the part of an individual school board member unless the action is specifically directed or authorized by the school board.

III. DEFINITION

- A. “School board” means the governing body of the school district.

IV. ORGANIZATION AND MEMBERSHIP

- A. The membership of the school board consists of seven elected directors. The term of office is four years.
- B. There may be other ex officio members of the school board as provided by law. The superintendent is an ex officio member:
- C. A majority of voting members constitutes a quorum. The act of the majority of a quorum is the act of the school board.

V. POWERS AND DUTIES

- A. The school board has powers and duties specified by statute. The school board’s authority includes implied powers in addition to specific powers granted by the legislature.

- B. The school board exercises administrative functions. It also has certain powers of a legislative character and other powers of a quasi-judicial character.
- C. The school board shall supervise and manage the schools of the school district; adopt rules for their organization, government, and instruction; and prescribe textbooks and courses of study and make authorized contracts.
- D. The school board shall have the general charge of the business of the school district, its facilities and property, and of the interest of the schools.
- E. The school board, among other duties, shall perform the following in accordance with applicable law:
 - 1. provided by levy of tax, necessary funds for the conduct of schools, the payment of indebtedness, and all proper expenses of the school district;
 - 2. conduct the business of the schools and pay indebtedness and proper expenses;
 - 3. employ and contract with necessary qualified teachers and discharge the same for cause;
 - 4. provide services to promote the health of its pupils;
 - 5. provide school buildings and erect needed buildings;
 - 6. purchase, sell, and exchange school district property and equipment as deemed necessary by the school board for school purposes;
 - 7. provide for payment of claims against the school district, and prosecute and defend actions by or against the school district, in all proper cases;
 - 8. employ and discharge necessary employees and contract for other services;
 - 9. provide for transportation of pupils to and from school, as governed by statute; and
 - 10. procure insurance against liability of the school district, its officers, and employees.
- F. The school board, at its discretion, may perform the following:

1. provide library facilities, public evening schools, adult and continuing education programs, summer school programs and intersession classes of flexible school year programs;
2. furnish school lunches for pupils and teachers on such terms as the school board determines;
3. enter into agreements with one or more other independent school districts to provide for agreed upon educational services;
4. lease rooms or buildings for school purposes;
5. authorize the use of school facilities for community purposes that will not interfere with their use for school purposes;
6. authorize cocurricular and extracurricular activities;
7. receive, for the benefit of the school district, bequests, donations, or gifts for any proper purpose; and
8. perform other acts as the school board shall deem to be reasonably necessary or required for the governance of the schools.

Legal References: Minn. Stat. § 123A.22 (Cooperative Centers for Vocational Education)
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.14 (Officers of Independent School Districts)
Minn. Stat. § 123B.23 (Liability Insurance; Officers and Employees)
Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)
Minn. Stat. § 123B.51 (Schoolhouses and Sites; Uses for School and Nonschool Purposes)
Minn. Stat. § 123B.85 (Definitions)
Jensen v. Indep. Consol. Sch. Dist. No. 85, 160 Minn. 233, 199 N.W. 911 (1924)

Cross References: MSBA/MASA Model Policy 101 (Legal Status of the School District)
MSBA/MASA Model Policy 202 (School Board Officers)
MSBA/MASA Model Policy 203 (Operation of the School Board-Governing Rules)
MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)

Adopted: April 17, 1996

MSBA/MASA Model Policy 202

Revised: 5/10/04; 4/13/15; 4/24/17; 4/13/20
4/10/23; 10/27/25

Orig. 1995

Rev. 2022

202 SCHOOL BOARD OFFICERS

I. PURPOSE

School board officers are charged with the duty of carrying out the responsibilities entrusted to them for the care, management, and control of the public schools of the school district. The purpose of this policy is to delineate those responsibilities.

II. GENERAL STATEMENT OF POLICY

- A. The school board shall meet annually and organize by selecting a chair, a vice- chair, a clerk, a treasurer and such other officers as determined by the school board.
- B. The school board shall appoint a superintendent who shall be an ex officio, nonvoting member of the school board.

III. ORGANIZATION

- A. The school board shall meet annually on the first Monday in January, or as soon thereafter as practicable, and organize by selecting a chair, a clerk, a treasurer, and such other officers as determined by the school board. These officers shall hold office for one year and until their successors are elected and qualify.
- B. The persons who perform the duties of clerk and treasurer need not be members of the school board.
- C. The school board by resolution may combine the duties of the offices of clerk and treasurer in a single person in the Finance office.

IV. OFFICER'S RESPONSIBILITIES

- A. Chair
 - 1. The chair, when present, shall preside at all meetings of the school board, countersign all orders upon the treasurer for claims allowed by the school board, represent the school district in all actions and perform all duties a chair usually performs.
 - 2. In case of absence, inability, or refusal of the clerk to draw orders for the payment of money authorized by a vote of the majority of the school board to be paid, the chair may draw the orders, or the office of the clerk may be declared vacant by the chair and treasurer and filled by appointment.
 - 3. The chair will provide leadership in carrying out the powers of duties of the school board and act as spokesperson for the school board unless this responsibility has been delegated to others. The chair shall have completed MSBA Phase I, II, III, and IV training prior to serving as chair to ensure governance norms and protocols. If the

school board determines there is not a member who qualifies, this policy may be waived upon majority vote.

4. The chair will oversee all school board members' appointments to committees and outside organizations and bring such appointments to the school board for approval.
5. Other duties may be prescribed to the chair by law or school board action.

B. Treasurer

1. The treasurer shall deposit the funds of the school district in the official depository.
2. The treasurer shall make all reports which may be called for by the school board and perform all duties a treasurer usually performs.
3. In the event there are insufficient funds on hand to pay valid orders presented to the treasurer, the treasurer shall receive, endorse, and process the orders in accordance with Minnesota Statutes section 123B.12.

C. Clerk

1. The clerk shall keep a record of all meetings in the books provided.
2. Within three days after an election, the clerk shall notify all persons elected of their election.
3. On or before September 15 of each year, the clerk shall:
 - a. file with the school board a report of the revenues, expenditures and balances in each fund for the preceding fiscal year.
 - b. make and transmit to the Commissioner of the Minnesota Department of Education (Commissioner) certified reports, showing:
 - (1) revenues and expenditures in detail, and such other financial information required by law, rule, or as may be called for by the Commissioner
 - (2) length of school term and enrollment and attendance by grades; and
 - (3) other items of information as called for by the Commissioner.
4. The clerk shall enter into the clerk's record book copies of all reports and of the teachers' term reports, and of the proceedings of any meeting, and keep an itemized account of all expenses of the school district.
5. The clerk shall furnish to the county auditor, on or before September 30, an attested copy of the clerk's record, showing the amount of money voted by the school district or the school board for school purposes.

6. The clerk shall draw and sign all orders upon the treasurer for the payment of money for bills allowed by the school board for salaries of officers and for teachers' wages and all claims, to be countersigned by the chair.
7. The clerk shall perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.
8. The clerk shall perform such duties of the chair in the event of the chair's and vice-chair's temporary absence.

D. Vice-Chair

1. The vice-chair shall perform the duties of the chair in the event of the chair's temporary absence.

E. Superintendent

1. The superintendent shall be an ex officio, nonvoting member of the school board.
2. The superintendent shall perform the following:
 - a. visit and supervise the schools in the school district, report and make recommendations about their condition when advisable or on request by the school board;
 - b. recommend to the school board employment and dismissal of teachers;
 - c. annually evaluate each school principal assigned responsibility for supervising a school building within the district.
 - d. superintend school grading practices and examinations for promotions;
 - e. make reports required by the commissioner; and
 - f. perform other duties prescribed by the school board.

Legal References: Minn. Stat. § 123B.12 (Insufficient Funds to Pay Orders)
Minn. Stat. § 123B.14 (Officers of Independent School Districts)
Minn. Stat. § 126C.17 (Referendum Revenue)
Minn. Stat. Ch. 205A (School District Elections)

Cross References: MSBA/MASA Model Policy 101 (Legal Status of the School District)
MSBA/MASA Model Policy 201 (Legal Status of the School Board)
MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)
MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties

Adopted: April 17, 1996

MSBA/MASA Model Policy 203

*Revised: 5/10/04; 4/13/15; 9/11/17; 4/13/20
10/27/25*

Orig. 1995

Rev. 2009

203 OPERATION OF THE SCHOOL BOARD – GOVERNING RULES

I. PURPOSE

The purpose of this policy is to provide governing rules for the conduct of meetings of the school board.

II. GENERAL STATEMENT OF POLICY

An orderly school board meeting allows school board members to participate in discussion and decision of school district issues. Rules of order allow school board members the opportunity to review school-related topics, discuss school business items, and bring matters to conclusion in a timely and consistent manner.

III. RULES OF ORDER

Rules of order for school board meetings shall be as follows:

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

Legal References: Minn. Stat. § 123B.09, Subds. 6, 7, and 10 (School Board Matters)
Minn. Stat. § 123B.14 (Officers) Minn. Stat. Ch. 13D (Open Meeting Law)

Cross References:

Adopted: May 10, 2004

MSBA/MASA Model Policy 203.2

Orig. 1997

Revised: 4/13/15; 9/11/17; 4/13/20; 10/27/25

Rev. 2007

203.2 ORDER OF THE REGULAR SCHOOL BOARD MEETING

I. PURPOSE

The purpose of this policy is to ensure consistency in the order of business at regular school board meetings.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school board to consider matters that come before it in a consistent and orderly manner.

III. ORDER

A. The school board shall conduct an orderly school board meeting. The school board will, at all regular school board meetings, follow an agenda order similar to:

1. Call Meeting to Order
2. Roll Call, Pledge of Allegiance
3. Approval of Meeting Agenda and Minutes
4. Quality-in-Action and Reports
5. Consent Items⁷
 - a. Financial Claims – Bills Payable
 - b. Staffing
6. Policy
7. Business Items
8. Board Member Reports/Committee Updates
9. Supplemental Agenda
10. Adjournment

B. Items in this order may be considered as part of a consent agenda.

C. The school board may depart from the order of business with the consent of the majority of members present.

Legal References: Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)

Cross References: MSBA/MASA Model Policy 203 (Operation of the School Board –
Governing Rules)

MSBA/MASA Model Policy 203.5 (School Board Meeting Agenda)

MSBA/MASA Model Policy 203.6 (Consent Agendas)

Adopted: May 10, 2004

MSBA/MASA Model Policy 203.5

Orig. 1997

Revised: 1/11/10; 9/9/13; 4/13/15; 9/11/17; 4/13/20
10/27/25

Rev. 2022

203.5 SCHOOL BOARD MEETING AGENDA

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

It is the policy of the school board that school board meetings shall be conducted in a manner to allow the school board to accomplish its business while allowing reasoned debate and discussion of each matter to be acted upon.

III. PROCEDURES

- A. While all school board members may provide input, it shall be the responsibility of the school board chair and superintendent to develop, prepare and arrange the order of items for the tentative school board meeting agenda for each school board meeting.
- B. Persons wishing to place an item on the agenda must make a request to the school board chair or superintendent in a timely manner. The person making the request is encouraged to state the person's name, address, purpose of the item, action desired and pertinent background information. The chair and superintendent shall determine whether to place the matter on the tentative agenda.
- C. The tentative agenda and supporting documents shall be sent to the school board members three (3) days prior to the scheduled school board meeting.
- D. Items may only be added to the agenda by a motion adopted at the meeting. If an added item is acted upon, the minutes of the school board meeting shall include a description of the matter.
- E. At least one copy of any printed materials relating to the agenda items of the meeting prepared or distributed by or at the direction of the school board or its employees and: (i) distributed at the meeting to all members of the governing body; (ii) distributed before the meeting to all members; or (iii) available in the meeting room to all members shall be available in the meeting room for inspection by the public while the school board considers their subject matter. This does not apply to materials classified by law as other than public or to materials relating to the agenda items of a closed meeting.

Legal References: Minn. Stat. § 123B.09, Subd. 7 (Boards of Independent School Districts)
Minn. Stat. § 13D.01, Subd. 6 (Open Meeting Law)
Dept. of Admin. Advisory Op. No. 10-013 (April 29, 2010)
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)
Dept. of Admin. Advisory Op. No. 13-015 (December 23, 2013)

Cross References: MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)
MSBA/MASA Model Policy 203.2 (Order of the Regular School Board Meeting)
MSBA/MASA Model Policy 203.6 (Consent Agendas)
MSBA/MASA Model Policy 204 (School Board Meeting Minutes)
MSBA/MASA Model Policy 207 (Public Hearings)

Adopted: May 10, 2004

MSBA/MASA Model Policy 203.6

Revised: 4/13/15; 9/11/17; 4/13/20; 10/27/25

Orig. 1997

Rev. 1999

203.6 CONSENT AGENDAS

I. PURPOSE

The purpose of this policy is to allow the use of a consent agenda.

II. GENERAL STATEMENT OF POLICY

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

III. CONSENT AGENDAS

- A. The superintendent, in consultation with the school board chair, may place items on the consent agenda. By using a consent agenda, the school board has consented to the consideration of certain items as a group under one motion. Should a consent agenda be used, an appropriate amount of discussion time will be allowed to review any item upon request.
- B. Consent items are those which usually do not require discussion or explanation prior to school board action, are noncontroversial and/or similar in content, or are those items which have already been discussed and/or explained and do not require further discussion or explanation. Such agenda items might include ministerial tasks such as, but not limited to, the approval of the agenda, approval of previous minutes, approval of bills, approval of reports, etc. These items might also include similar groups of decisions such as, but not limited to, approval of staff contracts, approval of maintenance details for the school district buildings and grounds or approval of various schedules.
- C. Items shall be removed from the consent agenda by a timely request by an individual school board member for independent consideration. A request is timely if made prior to the vote on the consent agenda. The request does not require a second or a vote by the school board. An item removed from the consent agenda will then be discussed and acted on separately immediately following the consideration of the consent agenda.
- D. Consent agenda items are approved en masse by one vote of the school board. The consent agenda items shall be separately recorded in the minutes.

Legal References: Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)

Cross References: MSBA/MASA Model Policy 203.2 (Order of the Regular School Board Meeting)

MSBA/MASA Model Policy 203.5 (School Board Meeting Agenda)

MSBA/MASA Model Policy 204 (School Board Meeting Minutes)

Adopted: June 14, 2004

MSBA/MASA Model Policy 423

Orig. 1999

Revised: May 22, 2017; 10/27/2025

Rev. 2022

423 EMPLOYEE-STUDENT RELATIONSHIPS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. This policy applies to all school district employees at all times, whether on or off duty and on or off of school district locations.
- B. At all times, students will be treated by teachers and other school district employees with respect, courtesy and consideration and in a professional manner. Each school district employee is expected to exercise good judgment and professionalism in all interpersonal relationships with students. Such relationships must be and remain on a teacher-student basis or an employee-student basis.
- C. Teachers must be mindful of their inherent positions of authority and influence over students. Similarly, other school district employees also may hold positions of authority over students of the school district and must be mindful of their authority and influence over students.
- D. Sexual relationships between school district employees and students, without regard to the age of the student, are strictly forbidden and may subject the employee to criminal liability.
- E. Other actions that violate this policy include, but are not limited to, the following:
 1. Dating students.
 2. Having any interaction/activity of a sexual nature with a student.
 3. Committing or attempting to induce students or others to commit an illegal act or act of immoral conduct, which may be harmful to others or bring discredit to the school district.
 4. Supplying alcohol or any illegal substance to a student, allowing a student access to such substances, or failing to take reasonable steps to prevent such access from occurring.
- F. School district employees shall, whenever possible, employ safeguards against improper relationships with students and/or claims of such improper relationships.

- G. Excessive informal and social involvement with individual students is unprofessional, is not compatible with employee-student relationships, and is inappropriate.
- H. School district employees will adhere to applicable standards of ethics and professional conduct in Minnesota law.

III. REPORTING AND INVESTIGATION

- A. Complaints and/or concerns regarding alleged violations of this policy shall be handled in accordance with MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons) unless other specific complaint procedures are provided within any other policy of the school district.
- B. All employees shall cooperate with any investigation of alleged acts, conduct or communications in violation of this policy.

IV. SCHOOL DISTRICT ACTION

Upon receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. It also may include reporting to appropriate state or federal authorities, including the Minnesota Professional Educator Licensing and Standards Board Board of Teaching or the appropriate licensing authority and appropriate agencies responsible for investigating reports of maltreatment of minors and/or vulnerable adults. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.

V. SCOPE OF LIABILITY

Employees are placed on notice that if an employee acts outside the performance of the duties of the position for which the employee is employed, or is guilty of malfeasance, willful neglect of duty, or bad faith, the school district is not required to defend and indemnify the employee for damages in school-related litigation.

<i>Legal References:</i>	Minn. Stat. § 13.43, Subd. 16
	Minn. Stat. § 122A.40, Subds. 5(b) and 13 (b) (Employment; Contracts; Termination)
	Minn. Stat. §§ 609.341-609.352 (Definitions)
	Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)
	Minn. Rules Part 8710.2100 (Code of Ethics for Minnesota Teachers)
	Minn. Stat. § 13.43, Subd. 16
	Minn. Stat. § 122A.20, Subd 2 (Suspension or Revocation of Licenses)
	Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
	Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
	Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)
	Minn. Rules Part 8710.2100 (Code of Ethics for Minnesota Teachers)

Cross References: MSBA/MASA Model Policy 103 (Complaints–Students, Employees, Parents, Other Persons)

MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)

MSBA/MASA Model Policy 306 (Administrator Code of Ethics)

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)

MSBA/MASA Model Policy 413 (Harassment and Violence)

MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

MSBA/MASA Model Policy 421 (Gifts to Employees and School Board Members)

MSBA/MASA Model Policy 507 (Corporal Punishment)

Adopted: October 25, 2004

MSBA/MASA Model Policy 507

Orig. 1995

Revised: 5/9/16; 4/13/20; 1/8/24; 7/22/24; 10/27/25

Rev. March 2024

507 CORPORAL PUNISHMENT AND PRONE RESTRAINT

I. PURPOSE

The purpose of this policy is to describe limitations on use of corporal punishment and prone restraint upon a student.

II. GENERAL STATEMENT OF POLICY

No employee or agent of the school district shall inflict corporal punishment or use prone restraint upon a student except as provided below.

III. DEFINITIONS

- A. "Corporal punishment" means conduct involving:
 - 1. hitting or spanking a person with or without an object; or
 - 2. unreasonable physical force that causes bodily harm or substantial emotional harm.
- B. "Employee or agent of the district" does not include a school resource officer as defined in Minnesota Statutes, section 626.8482, subdivision 1, paragraph (c).
- C. "Prone restraint" means placing a child in a face-down position.

IV. PROHIBITIONS

- A. An employee or agent of a district shall not inflict corporal punishment or cause corporal punishment to be inflicted upon a pupil to reform unacceptable conduct or as a penalty for unacceptable conduct.
- B. An employee or agent of the school district shall not use prone restraint.
- C. An employee or agent of a district shall not inflict any form of physical holding that restricts or impairs a pupil's ability to breathe; restricts or impairs a pupil's ability to communicate distress; places pressure or weight on a pupil's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a pupil's torso. The use of reasonable force as set forth in Section V does not authorize conduct prohibited pursuant to Minnesota Statutes, section 125A.0942.
- D. Conduct that violates this Article is not a crime under Minnesota Statutes, section 645.241, but may be a crime under Minnesota Statutes, chapter 609 if the conduct violates a provision of Minnesota Statutes, chapter 609. Conduct that violates IV.1 above is not per se corporal punishment under the statute. Nothing in this Minnesota Statutes, section 121A.58

or 125A.0941 precludes the use of reasonable force under Minnesota Statutes, section 121A.582.

V. REASONABLE FORCE

- A. Reasonable force may be used upon or toward the person of another without the other's consent when used by a teacher, school principal, school employee, school bus driver, or other agent of the school in the exercise of lawful authority, to restrain a child or pupil to prevent bodily harm or death to the child, pupil, or another.
- B. Reasonable force may be used upon or toward the person of a child without the child's consent when used by a teacher, school principal, school employee, school bus driver, other agent of the district, or other member of the instructional, support, or supervisory staff upon or toward a child or pupil when necessary to restrain the child or pupil to prevent bodily harm or death to the child, pupil, or another pursuant to Minnesota Statutes, section 609.379. Nothing in section 609.379 limits any other authorization to use reasonable force including but not limited to authorizations under Minnesota Statutes, section 121A.582, subdivision 1, and section 609.06, subdivision 1.
- C. A teacher, school principal, and other school staff may use reasonable force under the conditions set forth in Policy 506 (Student Discipline).

VI. VIOLATION

Employees who violate the provisions of this policy shall be subject to disciplinary action as appropriate. Any such disciplinary action shall be made pursuant to and in accordance with applicable statutory authority, collective bargaining agreements and school district policies. Violation of this policy may also result in civil or criminal liability for the employee.

Legal References: Minn. Stat. § 121A.58 (Corporal Punishment)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 123B.25 (Actions Against Districts and Teachers)
Minn. Stat. § 125A.0941 (Definitions)\
Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)
Minn. Stat. § 609.06 (Authorized Use of Force)
Minn. Stat. § 609.379 (Permitted Actions)
Minn. Stat. § 626.8482 (School Resource Officers; Duties; Training; Model Policy)
Minn. Stat. § 645.241 (Punishment for Prohibited Acts)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507.5 (School Resource Officers)

Adopted: 7/22/24

MSBA/MASA Model Policy 507.5

Orig. 2024

Revised: 10/27/25

507.5 SCHOOL RESOURCE OFFICERS

I. PURPOSE

- A. The purpose of this policy is to establish the contractual duties and training requirements of a school resource officer.

II. GENERAL STATEMENT OF POLICY

- A. The school district, upon securing the services of one or more school resource officers, is committed to establishing the qualifications and duties required of these officers. Any contract for the services of a school resources officer with the school district must meet the requirements of this policy.

III. DEFINITIONS

- A. “School” means an elementary school, middle school or secondary school, as defined in Minnesota Statutes, section 120A.05, subdivisions 9, 11, and 13.
- B. “School Resource Officer” means a peace officer who is assigned to work in an elementary school, middle school, or secondary school during the regular instructional school day as one of the officer’s regular responsibilities through the terms of a contract entered between the peace officer’s employer and the designated school district or charter school.

IV. CONTRACTUAL DUTIES

- A. A school resource officer’s contractual duties with the school district shall include:
 - 1. fostering a positive school climate through relationship building and open Communication;
 - 2. protecting students, staff, and visitors to the school grounds from criminal activity;
 - 3. serving as a liaison from law enforcement to school officials;
 - 4. providing advice on safety drills;
 - 5. identifying vulnerabilities in school facilities and safety protocols;
 - 6. educating and advising students and staff on law enforcement topics; and,
 - 7. enforcement of criminal laws.
- B. The school district may contract with a school resource officer's employer for the officer to perform additional duties to those described in paragraph IV.A.
- C. A school resource officer must not use force or the authority of their office solely to enforce school rules or policies or participate in the enforcement of discipline for violations of school rules.

- D. Nothing in this article limits any other duty or responsibility imposed on peace officers; limits the expectation that peace officers will exercise professional judgment and discretion to protect the health, safety, and general welfare of the public when carrying out their duties; or creates a duty for school resource officers to protect students, staff, or others on school grounds that is different from the duty to protect the public as a whole.

V. TRAINING

- A. Except as provided for in paragraphs V.B., V.C., and V.D. below, beginning September 1, 2025, a peace officer assigned to serve as a school resource officer must complete a training course that provides instruction on the learning objectives identified in Minnesota Statutes, section 626.8482, subdivision 4 prior to assuming the duties of a school resource officer.
- B. A peace officer who has completed either the School Safety Center standardized Basic School Resource Officer Training or the National School Resource Officer Basic School Resource Officer course prior to September 1, 2025, must complete the training mandated under paragraph V.A. above before June 1, 2027. A peace officer covered under this paragraph may complete a supplemental training course approved by the board pursuant to Minnesota Statutes, section 626.8482, subdivision 4, paragraph (b), to satisfy the training requirement.
- C. If an officer's employer is unable to provide the required training course to the officer prior to the officer assuming the duties of a school resource officer, the officer must complete the required training within six months of assuming the duties of a school resource officer. The officer is not required to perform the duties described in Minnesota Statutes, section 626.8482, subdivision 2, paragraph (a), clause (4) or (5), until the officer has completed the required training course. The officer must review any policy adopted by the officer's employer pursuant to section 626.8482, subdivision 6 before assuming the other duties of a school resource officer and must comply with that policy.
- D. An officer who is serving as a substitute school resource officer for fewer than 60 student contact days within a school year is not obligated to complete the required training or perform the duties described in Minnesota Statutes, section 626.8482 subdivision 2, paragraph (a), clause (4) or (5), but must review and comply with any policy adopted pursuant to subdivision 6 by the law enforcement agency that employs the substitute school resource officer.
- E. For each school resource officer employed by an agency, the chief law enforcement officer must maintain a copy of the most recent training certificate issued to the officer for completion of the training mandated under this section.

Legal References: Minn. Stat. § 120A.05, subs. 9, 11, and 13 (Definitions)
Minn. Stat. § 123B.02, subd. 25 (General Powers of Independent School Districts – School Resource Officers)
Minn. Stat. § 626.8482 (School Resource Officers; Duties; Training; Model Policy)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)

MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

MSBA/MASA Model Policy 506 (Student Discipline)

Adopted: November 22, 2004

MSBA/MASA Model Policy 508

Revised: 6/26/06; 4/26/10; 5/9/16; 2/10/20
10/27/25

Orig. 1995
Rev. 2022

508 EXTENDED SCHOOL YEAR FOR CERTAIN STUDENTS WITH INDIVIDUALIZED EDUCATION PROGRAMS

I. PURPOSE

- A. The purpose of this policy is to ensure that the school district complies with the overall requirements of law as mandated for certain students subject to individualized education programs (IEPs) when necessary to provide a free appropriate public education (FAPE).

II. GENERAL STATEMENT OF POLICY

- A. Extended School Year Services Must Be Available to Provide a FAPE. The school district shall provide extended school year (ESY) services to a student who is the subject of an IEP if the student's IEP team determines the services are necessary during a break in instruction in order to provide a FAPE.
- B. Extended School Year Determination. At least annually, the IEP team must determine that a student is in need of ESY services if the student meets any of the following conditions:
1. There will be significant regression of a skill or acquired knowledge from the student's level of performance on an annual goal that requires more than the length of the break in instruction to recoup unless the IEP team determines a shorter time for recoupment is more appropriate; OR
 2. Services are necessary for the student to attain and maintain self sufficiency because of the critical nature of the skill addressed by an annual goal, the student's age and level of development, and the timeliness for teaching the skill; OR
 3. The IEP team otherwise determines, given the student's unique needs, that ESY services are necessary to ensure the pupil receives a FAPE.
- C. Required Factors Schools Must Consider in Making ESY Determinations. The IEP team must decide ESY eligibility using information including:
1. Prior observations of the student's regression and recoupment over the summer;
 2. Observations of the student's tendency to regress over extended breaks in instruction during the school year; and
 3. Experience with other students with similar instructional needs.
- D. Additional Factors to Consider, Where Relevant. In making its determination of ESY needs, the following factors must be considered, where relevant:
1. The student's progress and maintenance of skills during the regular school year.
 2. The student's degree of impairment.

3. The student's rate of progress.
 4. The student's behavioral or physical problems.
 5. The availability of alternative resources.
 6. The student's ability and need to interact with nondisabled peers.
 7. The areas of the student's curriculum which need continuous attention.
 8. The student's vocational needs.
- E. No Unilateral Decisions. In the course of providing ESY services to children with disabilities, the school district may not unilaterally limit the type, amount, or duration of those services.
- F. Services to Nonresident Students Temporarily Placed in School District. A school district may provide ESY services to nonresident children with disabilities temporarily placed in the school district in accordance with applicable state law.

Legal References: Minn. Stat § 125A.14 (Extended School Year)
Minn. Rules Part 3525.0755
20 U.S.C., § 1400 *et seq.* (Individuals with Disabilities Education Act)
34 C.F.R. Part 300 (Assistance to States for the Education of Children with Disabilities)

Cross References: None

Adopted: November 22, 2004

MSBA/MASA Model Policy 519

Orig. 1995

Revised: August 14, 2017; 10/27/25

Rev. 2022

519 INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES

I. PURPOSE

There are occasions in which persons other than school district officials and employees find it necessary to speak with a student during the school day. Student safety and disruption of the educational program is of concern to the school district. The purpose of this policy is to establish the procedures for access to students by authorized individuals during the school day.

II. GENERAL STATEMENT OF POLICY

- A. Generally, students may not be interviewed during the school day by persons other than a student's parents, school district officials, employees and/or agents, except as otherwise provided by law and/or this policy.
- B. Requests from law enforcement officers and those other than a student's parents, school district officials, employees and/or agents to interview students shall be made through the principal's office. Upon receiving a request, it shall be the responsibility of the principal to determine whether the request will be granted. Prior to granting a request, the principal shall attempt to contact the student's parents to inform them of the request, except where otherwise prohibited by law.

III. INTERVIEWS CONDUCTED UNDER THE MALTREATMENT OF MINORS ACT

- A. In the case of an investigation pursuant to the Reporting of Maltreatment of Minors Act, Minnesota Statutes Chapter 260E, a local welfare agency, the agency responsible for investigating the report, and a local law enforcement agency may interview, without parental consent, an alleged victim and any minors who currently reside with or who have resided with the alleged perpetrator. The interview may take place at school and during school hours. School district officials will work with the local welfare agency, the agency responsible for investigating the report, or law enforcement agency to select a place appropriate for the interview. The interview may take place outside the presence of the perpetrator or parent, legal custodian, guardian, or school district official.
- B. If the interview took place or is to take place on school district property, an order of the juvenile court pursuant to Minnesota Statutes Chapter 260E, may specify that school district officials may not disclose to the parent, legal custodian, or guardian the contents of the notification of intent to interview the child on school district property and/or any other related information regarding the interview that may be a part of the child's record. The school district official must receive a copy of the order from the local welfare or law enforcement agency.
- C. When the local welfare agency, local law enforcement agency, or agency responsible for assessing or investigating a report of maltreatment determines that an interview should take place on school district property, school district officials must receive written

- notification of intent to interview the child on school district property prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school district property. Where the interviews are conducted by the local welfare agency, the notification must be signed by the chair of the local social services agency or the chair's designee. The notification is private educational data on the student. School district officials may not disclose to the parent, legal custodian or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded, unless a school employee or agent is alleged to have maltreated the child. Until school district officials receive said notification, all inquiries regarding the nature of the investigation or assessment should be directed to the local welfare or law enforcement agency or the agency responsible for assessing or investigating a report of maltreatment shall be solely responsible for any disclosure regarding the nature of the assessment or investigation.
- D. School district officials shall have discretion to reasonably schedule the time, place, and manner of an interview by a local welfare or local law enforcement agency on school district premises. However, where the alleged perpetrator is believed to be a school district official or employee, the local welfare or local law enforcement agency will have discretion to determine where the interview will be held. The interview must be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school district officials and the local welfare or law enforcement agency. However, school district officials must yield to the discretion of the local welfare or law enforcement agency concerning other persons in attendance at the interview. School district officials will make every effort to reduce the disruption to the educational program of the child, other students, or school staff when an interview is conducted on school district premises.
- E. Students shall not be taken from school district property without the consent of the principal and without proper warrant.

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)

Cross References: MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

Adopted: October 25, 2004

MSBA/MASA Model Policy 520

*Revised: 6/26/06; 10/27/08; 8/14/17; 4/13/20
5/28/24; 10/27/25*

Orig. 1995

Rev. 2022

520 STUDENT SURVEYS

I. PURPOSE

Occasionally the school district utilizes surveys to obtain student opinions and information about students. The purpose of this policy is to establish the parameters of information that may be sought in student surveys.

II. GENERAL STATEMENT OF POLICY

Student surveys may be conducted as determined necessary by the school district. Surveys, analyses and evaluations conducted as part of any program funded through the U.S. Department of Education must comply with 20 United States Code section 1232h.

III. STUDENT SURVEYS IN GENERAL

- A. Student surveys will be conducted anonymously and in an indiscernible fashion. No mechanism will be used for identifying the participating student in any way. No attempt will be made in any way to identify a student survey participant. There will be no requirement that the student return the survey, and no record of the student's returning a survey will be maintained.
- B. The superintendent may choose not to approve any survey that seeks probing personal and/or sensitive information that could result in identifying the survey participant, or is discriminatory in nature based on age, race, color, sex, disability, religion, or national origin.
- C. Surveys containing questions pertaining to the student's or the student's parent(s) or guardian(s) personal beliefs or practices in sex, family life, morality and religion will not be administered to any student unless the parent or guardian of the student is notified in writing that such survey is to be administered and the parent or guardian of the student gives written permission for the student to participate or has the opportunity to opt out of the survey depending upon how the survey is funded. Any and all documents containing the written permission of a parent for a student to participate in a survey will be maintained by the school district in a file separate from the survey responses.
- D. Although the survey is conducted anonymously, potential exists for personally identifiable information to be provided in response thereto. To the extent that personally identifiable information of a student is contained in his or her responses to a survey, the school district will take appropriate steps to ensure the data is protected in accordance with Minnesota Statutes chapter 13 (Minnesota Government Data Practices Act), 20 United States Code section 1232g (Family Educational Rights and Privacy Act) and 34 Code of Federal Regulations Part 99.
- E. The school district must not impose an academic or other penalty on a student who opts out of participating in a student survey.

IV. STUDENT SURVEYS CONDUCTED AS PART OF DEPARTMENT OF EDUCATION PROGRAM

- A. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be available for inspection by the parents or guardians of the students.
- B. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:
 1. political affiliations or beliefs of the student or the student's parent;
 2. mental and psychological problems of the student or the student's family;
 3. sex behavior or attitudes;
 4. illegal, antisocial, self-incriminating, or demeaning behavior;
 5. critical appraisals of other individuals with whom respondents have close family relationships;
 6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 7. religious practices, affiliations, or beliefs of the student or the student's parent; or
 8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
- C. A school district that receives funds under any program funded by the U.S. Department of Education shall develop local policies consistent with Sections IV.A. and IV.B., above, concerning student privacy, parental access to information, and administration of certain physical examinations to minors.
 1. The following policies are to be adopted in consultation with parents:
 - a. The right of a parent to inspect, on request, a survey, including an evaluation, created by a third party before the survey is administered or distributed by a school to a student, including procedures for granting a parent's request for reasonable access to such survey within a reasonable period of time after the request is received.

“Parent” means a legal guardian or other person acting *in loco parentis* (in place of a parent), such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child.
 - b. Arrangements to protect student privacy in the event of the administration or distribution of a survey, including an evaluation, to a student which contains one or

more of the items listed in Section IV.B., above, including the right of a parent of a student to inspect, on request, any such survey.

- c. The right of a parent of a student to inspect, on request, any instructional material used as part of the educational curriculum for the student and procedures for granting a request by a parent for such access within a reasonable period of time after the request is received.

“Instructional material” means instructional content that is provided to a student, regardless of format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (i.e., materials accessible through the Internet). The term does not include academic tests or academic assessments.

- d. The administration of physical examinations or screenings that the school district may administer to a student. This provision does not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (20 United States Code section 1400, *et seq.*).
- e. The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing the information to others for that purpose), including arrangements to protect student privacy that are provided by the school district in the event of such collection, disclosure, or use.
 - (1) “Personal information” means individually identifiable information including a student or parent’s first and last name; a home or other physical address (including street name and the name of the city or town); a telephone number; or a Social Security identification number.
 - (2) This provision does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as:
 - (a) college or other postsecondary education recruitment or military;
 - (b) book clubs, magazines, and programs providing access to low cost literary products;
 - (c) curriculum and instructional materials used by elementary and secondary schools;
 - (d) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students, or to generate other statistically useful data for the purpose of securing such tests and assessments and the subsequent analysis and public release of the aggregate data from such tests and assessments;

- (e) the sale by students of products or services to raise funds for school-related or education-related activities; and
 - (f) student recognition programs.
 - (3) The right of a parent to inspect, on request, any instrument used in the collection of information, as described in Section IV.C.1., Subparagraph e., above, before the instrument is administered or distributed to a student and procedures for granting a request by a parent for reasonable access to such an instrument within a reasonable period of time after the request is received.
- 2. The policies adopted under Section IV.C., Subparagraph 1., above, shall provide for reasonable notice of the adoption or continued use of such policies directly to parents of students enrolled in or served by the school district.
 - a. The notice will be provided at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in a policy.
 - b. The notice will provide parents with an opportunity to opt out of participation in the following activities:
 - (1) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.
 - (2) The administration of any third-party survey (nonDepartment of Education funded) containing one or more of the items contained in Section IV.B., above.
 - (3) Any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student or other students.
 - (4) “Invasive physical examination” means any medical examination that involves the exposure of private body parts, or act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.
 - c. The notice will advise students of the specific or approximate dates during the school year when the activities in Section IV.C.2., Subparagraph b., above, are scheduled, or expected to be scheduled.
 - d. The notice provisions shall not be construed to preempt applicable provisions of state law that require parental notification and do not apply to any physical examination or screening that is permitted or required by applicable state law, including physical examinations or screenings that are permitted without parental notification.

V. NOTICE

- A. The school district must give parents and students notice of this policy at the beginning of each school year and after making substantive changes to this policy.
- B. The school district must inform parents at the beginning of the school year if the district or school has identified specific or approximate dates for administering surveys and give parents reasonable notice of planned surveys scheduled after the start of the school year. The district must give parents direct, timely notice when their students are scheduled to participate in a student survey by United States mail, email, or another direct form of communication.
- C. The school district must give parents the opportunity to review the survey and to opt their students out of participating in the survey.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat § 121A.065 (District Surveys to Collect Student Information; Parent Notice and Opportunity for Opting Out)
20 U.S.C. 1232g (Family Educational Rights and Privacy Act)
20 U.S.C. 1232h (Protection of Pupil Rights)
34 C.F.R. Part 99 (Family Educational Rights and Privacy Act Regulations)
Gonzaga University v. Doe, 536 U.S. 273, 122 S.Ct. 2268 (2002)
C.N. v. Ridgewood Bd. of Educ., 430 F.3d. 159 (3rd Cir. 2005)
Fields v. Palmdale School Dist., 427 F.3d. 1197 (9th Cir. 2005)

Cross References: MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination, Grievance Procedure and Process)



School Board Agenda Item

Date: October 27, 2025

Place on Agenda: Business Meeting

Action Requested: Review Only

Attachment: 532, 905

Topic: Policy Review - Second Reading
Presenter(s): Board Chair
Background: <p>School District Policy #208 requires policies under review to be placed on two consecutive School Board meeting agendas for review and comment by board members, staff, and community members. At the third and subsequent meeting, the policies then go before the School Board for approval.</p> <p>If a policy is modified only with minor changes that do not affect the substance of the policy, or if revisions are required due to a legal change over which the School Board has no control, the School Board may, at its discretion, approve the modified policy at a single meeting.</p> <p>The policies listed above include substantive changes. They were reviewed by the Board Policy Committee for their first reading on September 29, 2025. The second reading is being conducted at this meeting, with the third and final review and approval scheduled for the November 24, 2025, business meeting.</p>
Recommendation: <p>Review Only.</p>
Alternatives: <p>N/A</p>

Adopted: January 10, 2005

MSBA/MASA Model Policy 532

Orig. 2003

Revised: 10/27/08; 11/28/11; 3/23/15; 11/14/16
4/9/18; 1/8/24

Rev. 2024³

**532 USE OF SCHOOL RESOURCE OFFICERS, PEACE OFFICERS AND
CRISIS TEAMS TO REMOVE STUDENTS WITH IEPs FROM SCHOOL
GROUNDS**

I. PURPOSE

The purpose of this policy is to describe the appropriate use of peace officers and crisis teams to remove, if necessary, a student with an individualized education program (IEP) from school grounds.

II. GENERAL STATEMENT OF POLICY

The school district is committed to promoting positive learning environments that are safe for all members of the school community and designed to meet the diverse needs of all learners. It further believes that students are the first priority and that they should be reasonably protected from physical or emotional harm at all school locations and during all school activities.

All students, including those with IEPs, are subject to the terms of the school district's discipline policy. Building level administrators have the leadership responsibility to maintain a safe, secure, and orderly educational environment within which learning can occur. Corrective action to discipline a student and/or modify a student's behavior will be taken by staff when a student's behavior violates the school district's discipline policy.

If a student with an IEP engages in conduct which, in the judgment of school personnel, may cause physical injury to themselves or others the student may be removed from school grounds in accordance with this policy.

III. DEFINITIONS

For purposes of this policy, the following terms have the meaning given them in this section:

- A. "Crisis team" means a group of persons, which may include teachers and non-teaching school personnel, selected by the building administrator in each school building who have received crisis intervention training and are responsible for becoming actively involved with resolving crises. The building administrator or designee shall serve as the leader of the crisis team.
- B. "Emergency" means a situation in which immediate intervention is necessary to protect a student or other individual from physical injury.

- C. “Peace officer” means an employee or an elected or appointed official of a political subdivision or law enforcement agency who is licensed by the Board of Peace Officer Standards and Training, charged with the prevention and detection of crime and the enforcement of general criminal laws of the state and who has the full power of arrest. The term “peace officer” includes a person who serves as a sheriff, a deputy sheriff, a police officer, or a state patrol trooper.
- D. "Physical holding" means physical intervention intended to hold a child immobile or limit a child's movement, where body contact is the only source of physical restraint, and where immobilization is used to effectively gain control of a child in order to protect a child or other individual from physical injury.
- E. The phrase “remove the student from school grounds” is the act of securing the person or a student with an IEP and escorting that student from the school building or school activity at which the student with an IEP is located.
- F. “School Resource Officer” is a peace officer who, pursuant to an agreement between the school district and a political subdivision or law enforcement agency, is assigned to a school building for all or a portion of the school day to provide law enforcement assistance and support to the building administration and to promote school safety, security, and positive relationships with students.
- G. “Student with an IEP” or “the student” means a student who is eligible to receive special education and related services pursuant to the terms of an IEP or an individual interagency intervention plan (IIIP).
- H. All other terms and phrases used in this policy shall be defined in accordance with applicable state and federal law or ordinary and customary usage.

IV. REMOVAL OF STUDENTS WITH IEPs FROM SCHOOL GROUNDS

A. Removal By Crisis Team

If the behavior of a student with an IEP escalates to the point where the student’s behavior may cause physical injury to themselves or others the school building’s crisis team may be summoned. The crisis team may attempt to de-escalate the student’s behavior by means including, but not limited to, those described in the student’s IEP and/or behavior intervention plan. When such measures fail, or when the crisis team determines that the student’s behavior may cause physical injury to themselves or others, the crisis team may remove the student from school grounds.

If the student’s behavior cannot be safely managed, school personnel may immediately request assistance from the school resource officer or a peace officer.

B. Removal By School Resource Officer or Peace Officer

If a student with an IEP engages in conduct which may cause physical injury to themselves or others the school building's crisis team, building administrator, or the building administrator's designee, may request that the school resource officer or a peace officer remove the student from school grounds.

If a student with an IEP is restrained or removed from a school building or school grounds on two separate school days within 30 calendar days, or a pattern of use emerges the team will meet within 10 calendar days to determine if the student's IEP is adequate or if additional evaluation is needed.

Whether or not a student with an IEP engages in conduct which causes physical injury to themselves or others school district personnel may report a crime committed by a student with an IEP to appropriate authorities. If the school district reports a crime committed by a student with an IEP, school personnel shall transmit copies of the special education and disciplinary records of the student for consideration by appropriate authorities to whom it reports the crime, to the extent that the transmission is permitted by the Family Education Rights and Privacy Act (FERPA), the Minnesota Government Data Practices Act, and school district's policy, Protection and Privacy of Pupil Records.

The fact that a student with an IEP is covered by special education law does not prevent state law enforcement and judicial authorities from exercising their responsibilities with regard to the application of federal and state law to crimes committed by a student with an IEP.

C. Reasonable Force Permitted

1. In removing a student with an IEP from school grounds, a building administrator, other crisis team members, or the school resource officer or other agents of the school district, whether or not members of a crisis team, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
2. In removing a student with an IEP from school grounds, **police liaison school resources** officers and school district personnel are further prohibited from engaging in the following conduct:
 - a) Corporal punishment prohibited by Minn. Stat. § 121A.58;
 - b) Requiring a child to assume and maintain a specified physical position, activity, or posture that induces physical pain;
 - c) Totally or partially restricting a child's senses as punishment;

- d) Denying or restricting a child's access to equipment and devices such as walkers, wheel chairs, hearing aids, and communication boards that facilitate the child's functioning except when temporarily removing the equipment or device is needed to prevent injury to the child or others or serious damage to the equipment or device, in which case the equipment or device shall be returned to the child as soon as possible;
 - e) Interacting with a child in a manner that constitutes sexual abuse, neglect, or physical abuse under Minn. Stat. § 626.556;
 - f) Physical holding (as defined **above and** in Minn. Stat. § 125A.0941) that restricts or impairs a child's ability to breathe;
 - g) Withholding regularly scheduled meals or water; and/or
 - h) Denying a child access to toilet facilities.
3. Any reasonable force used under Minnesota Statutes, sections 121A.582; 609.06, subdivision 1; and 609.379 which intends to hold a child immobile or limit a child's movement where body contact is the only source of physical restraint or confines a child alone in a room from which egress is barred shall be reported to the Minnesota Department of Education as a restrictive procedure, including physical holding or seclusion used by an unauthorized or untrained staff person.

D. Parental Notification

The building administrator or designee shall make reasonable efforts to notify the student's parent or guardian of the student's removal from school grounds as soon as possible following the removal.

E. Continued Removals; Review of IEP

Continued and repeated use of the removal process described herein must be reviewed in the development of the individual student's IEP or IIP.

F. Effect of Policy in an Emergency; Use of Restrictive Procedures

A student with an IEP may be removed in accordance with this policy regardless of whether the student's conduct would create an emergency.

If the school district seeks to remove a student with an IEP from school grounds under this policy due to behaviors that constitute an emergency and the student's IEP, IIP, or behavior intervention plan authorizes the use of one or more restrictive procedures, the crisis team may employ those restrictive procedures, in addition to any reasonable force that may be necessary, to facilitate the student's removal from school grounds, as long as the crisis

team members who are implementing the restrictive procedures have received the training required by Minnesota Statutes, section 125A.0942, subdivision 5, and otherwise comply with the requirements of section 125A.0942.

G. Reporting to the Minnesota Department of Education (MDE)

1. Annually, stakeholders may recommend, as necessary, to the Commissioner of MDE (Commissioner) specific and measurable implementation and outcome goals for reducing the use of restrictive procedures. The Commissioner must submit to the Legislature a report on districts' progress in reducing the use of restrictive procedures that recommends how to further reduce these procedures and eliminate the use of seclusion. By January 15, April 15, July 15, and October 15 of each year, districts must report, in a form and manner determined by the Commissioner, about individual students who have been secluded. By July 15 each year, districts must report summary data. The summary data must include information on the use of restrictive procedures for the prior school year, July 1 through June 30, including the use of reasonable force by school personnel that is consistent with the definition of physical holding or seclusion of a child with a disability.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. §§ 121A.40-121A.56 (Minnesota Pupil Fair Dismissal Act)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
Minn. Stat. § 121A.67, Subd. 2 (Aversive and Deprivation Procedures)
Minn. Stat. § 121A.094-125A.0942 (Restrictive Procedures for Children with Disabilities)
Minn. Stat. § 609.06 (Authorized Use of Force)
Minn. Stat. § 609.379 (Permitted Actions)
Minn. Stat. § 626.8482 (School Resource Officers; Duties; Training; Model Policy)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy (FERPA))
20 U.S.C. § 1415(k)(6) (Individuals with Disabilities Education Improvement Act of 2004 (IDEA))
34 C.F.R. § 300.535 (IDEA Regulation Regarding Involvement of Law Enforcement)

Cross References:

MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment **and Prone Restraint**)
MSBA/MASA Model Policy 507.5 (School Resource Officers)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 806 (Crisis Management Policy)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

Adopted: October 24, 2005

MSBA/MASA Model Policy 905

Revised: 5/12/08; 8/25/08; 5/28/13
1/14/19

Orig. 1996
Rev. 2015

905 ADVERTISING

I. PURPOSE

The purpose of this policy is to provide guidelines for the advertising or promoting of products or services to students and parents in the schools.

II. GENERAL STATEMENT OF POLICY

It is the school district's policy that the name, facilities, staff, students, or any part of the school district shall not be used for advertising or promoting the interests of a commercial or nonprofit agency or organization except as set forth below.

III. GUIDELINES

- A. Donations of \$10,000 or more ~~which that~~ include ~~or carry~~ advertisements must be approved by the school board. Donations under \$10,000 shall be approved by the Superintendent or designee.
- B. The school district or a school may acknowledge a donation it has received from an organization by displaying a "donated by," "sponsored in part by," or a similar byline with the organization's name and/or symbol on the item. Examples include activity programs or yearbooks.
- C. Nonprofit entities and organizations may be allowed to use the school district name, students or facilities for purposes of advertising or promotion if the purpose is determined to be educationally related and prior approval is obtained from the school board superintendent or designee. Advertising will be limited to the specific event or purpose approved by the superintendent or designee ~~school board~~.
- D. Contracts for computers or related equipment or services that require advertising to be disseminated to students will not be entered into or permitted unless done pursuant to and in accordance with state law.
- E. The inclusion of advertisements in school district publications, in school district facilities, or on school district property does not constitute approval and/or endorsement of any product, service, organization, or activity. Approved advertisements will not imply or declare such approval or endorsement.

IV. ADVERTISING – DISTRICT PUBLICATIONS

- A. District and school publications, including publications such as yearbooks, activities programs and district calendars, may accept and publish paid advertising provided they receive advance approval from the superintendent or designee. District publications will not accept advertising or advertising images for:

1. alcohol, tobacco, drugs or drug paraphernalia;
2. weapons;
3. obscene, pornographic or illegal materials;
4. other educational institutions, schools or faith-based organizations, unless part of a district approved partnership
5. images or advertising that (a) conflict with district policy, mission or educational objectives of the school district; (b) the district believes to be inappropriate for inclusion in the specific district publication; (c) are false, misleading or deceptive, or (d) if they relate to an illegal activity or antisocial behavior.

The coach, advisor or sponsor of the district publication is responsible for screening all advertising for appropriateness, including compliance with the school district policies, prior to submission to the superintendent or designee for approval.

V. ADVERTISING – OTHER TYPES

- A. Requests to place advertising in district facilities or on district property must be made to the school board through the superintendent. Advertising in school district facilities or on school district property must be approved by the school board. Any approval will state precisely where such advertising may be placed, the advertising timeframe, and that the advertising must be lawful. The restrictions listed in Section IV.A. above also apply. Advertising will not be allowed outside the specific area approved by the school board.
- B. An advertising device will not be erected or maintained within 100 feet of a school that is visible to and primarily intended to advertise and inform, or to attract or which does attract, the attention of operators and occupants of motor vehicles

VI. ACCOUNTING

- A. Advertising revenue must be paid directly to the district. Advertising revenues must be accounted for and reported in compliance with UFARS. A periodic report shall be made to the school board by the superintendent regarding the scope and amount of such revenues.

Legal References: Minn. Stat. § 123B.93 (Advertising on School Buses)
Minn. Stat. § 125B.022 (Contracts for Computers or Related Equipment or Service)
Minn. Stat. § 173.08 (Excluded Road Advertising Devices)

Cross References: Policy 413 (Harassment and Violence)
Policy 421 (Gifts to Employees)
Policy 511 (Student Fundraising)
Policy 702 (Accounting)



School Board Agenda Item

Date: October 27, 2025

Place on Agenda: Business Meeting

Action Requested: Approval

Attachment: Resolutions for Employment of School Board Member as a Substitute

Topic: Employment of School Board member as a Substitute
Presenter(s): Charlie Cook, Executive Director of Human Resources
Background: <p>According to MN Statute 123B.195, School Board members may be employed by the school district as employees as long as the amount earned does not exceed \$20,000 in a fiscal year. Additionally, employment must receive majority approval at a meeting in which all board members are present. Director R. Duffy has been approved as a substitute in the past and would like to continue as a substitute for the 2025-26 school year. Majority approval by the School Board is necessary.</p>
Recommendation: <p>Approve Board Member as a classified substitute for the district.</p>
Alternatives: <p>Do not approve and direct administration with the next steps.</p>

Member _____ introduced the following Resolution and moved its adoption:

RESOLUTION APPROVING EMPLOYMENT OF THE BOARD MEMBER AS A SUBSTITUTE IN A CLASSIFIED POSITION IN THE SCHOOL DISTRICT

WHEREAS, Minnesota Statutes sections 123B.195 and 471.88, subdivision 5, grant the School District the authority to hire board members for employment;

WHEREAS, Ryan Duffy, board member of the South St. Paul Board of Education, is duly qualified for employment as a substitute in a classified position; and

WHEREAS, the School District wishes to employ Mr. Duffy as a substitute in teacher and paraeducator positions.

NOW THEREFORE BE IT RESOLVED by the South St. Paul Board of Education as follows:

1. The Board hereby approves Mr. Duffy for employment as a substitute in a teacher or a paraeducator position in the School District. In accordance with Minnesota Statutes section 123B.195, Mr. Duffy’s compensation as a result of this employment relationship with the School District must not exceed \$20,000 per fiscal year.
2. Mr. Duffy will be paid no more than the 2025-26 rate of pay listed below for the designated substitute assignment:
 - Teacher substitute - \$200/day
 - Para substitute - \$18.00/hour

These are the same rates paid to all substitutes in teacher and para positions in the School District and is as low as the price of obtaining substitute services from someone other than Mr. Duffy.

The motion for the adoption of this Resolution was made at the South St. Paul School Board Meeting on Monday, October 27, 2025, by _____, duly seconded by _____, and upon a vote being taken thereon, the following voted in favor of the Resolution:

And the following voted against the Resolution:

Whereupon this Resolution was declared duly passed and adopted



School Board Agenda Item

Date: October 27, 2025

Place on Agenda: Business Meeting

Action Requested: Approval

Attachment: Resolutions for Employment of School Board Member as a Substitute

Topic: Employment of School Board member as a Substitute
Presenter(s): Charlie Cook, Executive Director of Human Resources
Background: <p>According to MN Statute 123B.195, School Board members may be employed by the school district as employees as long as the amount earned does not exceed \$20,000 in a fiscal year. Additionally, employment must receive majority approval at a meeting in which all board members are present. Director K. Humann has been approved as a substitute in the past and would like to continue as a substitute for the 2025-26 school year. Majority approval by the School Board is necessary.</p>
Recommendation: <p>Approve Board Member as a classified substitute for the district.</p>
Alternatives: <p>Do not approve and direct administration with the next steps.</p>

Member _____ introduced the following Resolution and moved its adoption:

RESOLUTION APPROVING EMPLOYMENT OF THE BOARD MEMBER AS A SUBSTITUTE IN A CLASSIFIED POSITION IN THE SCHOOL DISTRICT

WHEREAS, Minnesota Statutes sections 123B.195 and 471.88, subdivision 5, grant the School District the authority to hire board members for employment;

WHEREAS, Kim Humann, board member of the South St. Paul Board of Education, is duly qualified for employment as a substitute in a classified position; and

WHEREAS, the School District wishes to employ Ms. Humann as a substitute in teacher and paraeducator positions.

NOW THEREFORE BE IT RESOLVED by the South St. Paul Board of Education as follows:

1. The Board hereby approves Ms. Humann for employment as a substitute in a teacher or a paraeducator position in the School District. In accordance with Minnesota Statutes section 123B.195, Ms. Humann’s compensation as a result of this employment relationship with the School District must not exceed \$20,000 per fiscal year.
2. Ms. Humann will be paid no more than the 2025-26 rate of pay listed below for the designated substitute assignment:
 - Teacher substitute - \$200/day
 - Para substitute - \$18.00/hour

These are the same rates paid to all substitutes in teacher and para positions in the School District and is as low as the price of obtaining substitute services from someone other than Ms. Humann.

The motion for the adoption of this Resolution was made at the South St. Paul School Board Meeting on Monday, October 27, 2025, by _____, duly seconded by _____, and upon a vote being taken thereon, the following voted in favor of the Resolution:

And the following voted against the Resolution:

Whereupon this Resolution was declared duly passed and adopted



School Board Agenda Item

Date: October 27, 2025

Place on Agenda: Business Meeting

Action Requested: Approval

Attachment: Resolutions for Employment of School Board Member as a Substitute

Topic: Employment of School Board member as a Substitute
Presenter(s): Charlie Cook, Executive Director of Human Resources
Background: <p>According to MN Statute 123B.195, School Board members may be employed by the school district as employees as long as the amount earned does not exceed \$20,000 in a fiscal year. Additionally, employment must receive majority approval at a meeting in which all board members are present. Director W. Felton has been approved as a substitute in the past and would like to continue as a substitute for the 2025-26 school year. Majority approval by the School Board is necessary.</p>
Recommendation: <p>Approve Board Member as a classified substitute for the district.</p>
Alternatives: <p>Do not approve and direct administration with the next steps.</p>

Member _____ introduced the following Resolution and moved its adoption:

**RESOLUTION APPROVING EMPLOYMENT OF THE BOARD MEMBER AS A SUBSTITUTE
IN A CLASSIFIED POSITION IN THE SCHOOL DISTRICT**

WHEREAS, Minnesota Statutes sections 123B.195 and 471.88, subdivision 5, grant the School District the authority to hire board members for employment;

WHEREAS, Wendy Felton, board member of the South St. Paul Board of Education, is duly qualified for employment as a substitute in a classified position; and

WHEREAS, the School District wishes to employ Ms. Felton as a substitute in a classified position.

NOW THEREFORE BE IT RESOLVED by the South St. Paul Board of Education as follows:

1. The Board hereby approves Ms. Felton for employment as a substitute in a classified position in the School District. In accordance with Minnesota Statutes section 123B.195, Ms. Felton's compensation as a result of this employment relationship with the School District must not exceed \$20,000 per fiscal year.

2. Ms. Felton will be paid no more than the 2025-26 rate of pay listed below for the designated classified substitute assignment:

Nutrition Services substitute - \$16.00/hour
Student Supervision substitute - \$15.00/hour
Clerical substitute - \$19.00/hour

These are the same rates paid to all substitutes in classified positions in the School District and is as low as the price of obtaining substitute services from someone other than Ms. Felton.

The motion for the adoption of this Resolution was made at the South St. Paul School Board Meeting on October 27, 2025, by _____, duly seconded by _____, and upon a vote being taken thereon, the following voted in favor of the Resolution:

And the following voted against the Resolution:

Whereupon this Resolution was declared duly passed and adopted



School Board Agenda Item

Date: October 27, 2025

Place on Agenda: Business Meeting

Action Requested: Approval

Attachment: Resolutions for Employment of School Board Member as a Substitute

Topic: Employment of School Board member as a Substitute
Presenter(s): Charlie Cook, Executive Director of Human Resources
Background: <p>According to MN Statute 123B.195, School Board members may be employed by the school district as employees as long as the amount earned does not exceed \$20,000 in a fiscal year. Additionally, employment must receive majority approval at a meeting in which all board members are present. Director T. Felton has been approved as a substitute in the past and would like to continue as a substitute for the 2025-26 school year. Majority approval by the School Board is necessary.</p>
Recommendation: <p>Approve Board Member as a classified substitute for the district.</p>
Alternatives: <p>Do not approve and direct administration with the next steps.</p>

Member _____ introduced the following Resolution and moved its adoption:

RESOLUTION APPROVING EMPLOYMENT OF THE BOARD MEMBER AS A SUBSTITUTE IN A CLASSIFIED POSITION IN THE SCHOOL DISTRICT

WHEREAS, Minnesota Statutes sections 123B.195 and 471.88, subdivision 5, grant the School District the authority to hire board members for employment;

WHEREAS, Tim Felton, board member of the South St. Paul Board of Education, is duly qualified for employment as a substitute in a classified position; and

WHEREAS, the School District wishes to employ Dr. Felton as a substitute in teacher and paraeducator positions.

NOW THEREFORE BE IT RESOLVED by the South St. Paul Board of Education as follows:

1. The Board hereby approves Dr. Felton for employment as a substitute in a teacher or a paraeducator position in the School District. In accordance with Minnesota Statutes section 123B.195, Dr. Felton’s compensation as a result of this employment relationship with the School District must not exceed \$20,000 per fiscal year.
2. Dr. Felton will be paid no more than the 2025-26 rate of pay listed below for the designated substitute assignment:
 - Teacher substitute - \$200/day
 - Para substitute - \$18.00/hour

These are the same rates paid to all substitutes in teacher and para positions in the School District and is as low as the price of obtaining substitute services from someone other than Dr. Felton.

The motion for the adoption of this Resolution was made at the South St. Paul School Board Meeting on Monday, October 27, 2025, by _____, duly seconded by _____, and upon a vote being taken thereon, the following voted in favor of the Resolution:

And the following voted against the Resolution:

Whereupon this Resolution was declared duly passed and adopted



School Board Agenda Item

Date: October 27, 2025

Place on Agenda: Business Meeting

Action Requested: Approval

Attachment: Minnesota State High School League Foundation Form A Grant Application

Topic: Minnesota State High School League Foundation Form A Grant Application
Presenter(s): Brady Krueger, Activities Director
Background: <p>The Minnesota State High School League (MSHSL) Foundation is a nonprofit association serving both public and private schools, created to complement the MSHSL by providing support for Minnesota’s high school youth to participate in athletics and fine arts. Minnesota State High School League Foundation’s goals are to promote the growth of high school students through participation in valuable extracurricular activities.</p> <p>The primary goal of the Foundation will be to award grants that assist, recognize, promote, and fund extra-curricular participation by high school students in athletic and fine arts programs. These grants will be awarded based on gender balance, school size, and geographic location to the extent possible.</p> <p>The Minnesota State High School League Foundation Board of Directors has determined that the number of free and reduced lunch students in grades 9-12 will be used for classification purposes. The MSHSL Foundation wants to encourage each school to seek students whose family income may be limited, and encourage them to participate in athletic and fine arts programs in each school community and to recognize the role you play in this endeavor, and to assist you in your continued efforts to engage more students.</p> <p>South St. Paul Public Schools administration is finalizing the Form A grant application. School Board approval is needed before the grant submission deadline on November 10, 2025.</p>
Recommendation: <p>Administration recommends the approval of the Resolution of Governing Board Supporting Form A Application to the Minnesota State High School League Foundation.</p>
Alternatives: <p>Do not approve and direct administration with next steps.</p>

FORM A

RESOLUTION OF GOVERNING BOARD SUPPORTING FORM A APPLICATION TO MINNESOTA STATE HIGH SCHOOL LEAGUE FOUNDATION

WHEREAS, the Minnesota State High School League Foundation was formed to provide support for Minnesota's high school youth to participate in athletics and fine arts;

WHEREAS, the Governing Board of South St Paul recognizes the value of student participation in extracurricular activities; and

WHEREAS, the MSHSL Foundation is offering grants and funding to assist schools in recognizing, promoting and funding extracurricular participation by high school students in athletic and fine arts programs.

THEREFORE, BE IT RESOLVED, that the Governing Board of South St Paul supports the school's application to the Minnesota State High School League Foundation for a FORM A grant to offset student activity fees.

10/27/25

Date

Board Chair/Head of School

10/27/25

Date

Board Clerk – Treasurer/ Finance Director



School Board Agenda Item

Date: October 27, 2025

Place on Agenda: Business Meeting

Action Requested: Approval

Attachment: Preliminary Field Trip Request – HS IB History to Spain and Portugal

Topic: Field Trip Request
Presenter(s): Amy Winter, Executive Director of Educational Services
<p>Background:</p> <p>Per District policy #610, preliminary School Board approval is needed one year in advance for Field trips that involve a trip to another country for instructional or supplementary purposes. Final School Board approval is then required within one month of the planned trip. The following trip is on the October 27 agenda for approval:</p> <ul style="list-style-type: none"> • Preliminary Field Trip Request: High School IB History to Spain and Portugal on March 17-25, 2027. The trip will allow all students who have studied European/World History over their two-year study to provide more depth to their understanding of history and to foster cultural awareness.
<p>Recommendation:</p> <p>Administration recommends approval of the field trip request.</p>
<p>Alternatives:</p> <p>Do not approve and direct administration with next steps.</p>



EXTENDED FIELD TRIP APPLICATION

Sponsoring Activity 2027 IB Trip to Europe

Sponsoring Staff Conrad Anderson

Field Trip Date(s) March 17-25, 2027 (tentative) Number of class days missed 2

Destination Spain and Portugal

Estimated # of Students 30-35 Estimated # of Chaperones 4

Mode of Transportation Planes, Trains, Bus Flight Arrangements (If applicable) TBD

Hotel Accommodations (name/address/phone) Will arrive apx. 30 days before; Information will be given to Principal as soon as it arrives.

Reservations under what name Conrad Anderson / Passports Educational Travel

Field Trip Information

Program Description Every other year since 1994 (except for Covid delay in 2022), the I.B. History teachers have led a group of I.B. History students to Europe.

Educational Objective To visit sites that I.B. students have studied over their two year study of European / World History; To provide more depth to their understanding of history; To foster cultural awareness.

Arrangements for Non-Participating Students N/A

Method of Payment
Cost to Students Program Fee, Taxes, Incidentals = apx. \$4,800
Cost to District Expense of Substitute Teachers to cover Chaperones
(specify dept. budget and other funding sources)
Other (specify funding source) _____

Signature of Sponsoring Staff 

Signature of Principal/Activities Director 

Signature of Superintendent _____

Signature of Board Chair _____

To: Superintendent Dr. Zambreno, Board Members, Principal Chuck Ochocki
From: Conrad Anderson
Re: Preliminary 2027 I.B. Trip to Europe Approval

We would like to get preliminary School Board approval for the **2027 IB Trip to Europe**. We are doing it even earlier for this trip because the company we travel with will allow students to extend the cost over 15 months, making it more affordable for our students.

The I.B. Europe History Trip is a trip that we have planned every other year since 1994. Our next trip will be in March 2027 (depending on finalization of next year's academic calendar). The travel agency makes the final determination of flights, but we are requesting that we do not leave until the evening of Wednesday before Spring Break so that our students will only miss 2 days of school. Please be aware that there has been an instance in the past in which we had to leave a day earlier because of late changes in the itinerary by the travel company that we are using.

The trip that we are planning will include the countries of Spain and Portugal.

We will once again be traveling with Worldstrides Educational Travel, whom we have traveled with since 2000. This company provides us with a guide that will be with us for the entire length of the tour of Europe, and past guides have been tremendous. This company does a very good job of providing us with safe, secure, and centrally located hotels, as well as excellent dining options. Worldstrides also provides each traveler with basic medical, dental, and emergency insurance during the trip.

If we get the requisite number of students to enroll, the chaperones will include Conrad Anderson and Peter Schultz. Additional chaperones will be added at a rate of one chaperone for every 8 students.

The Extended Field Trip Application is attached; please accept this for preliminary approval. We will continue to follow the procedures and guidelines for "Out-of-the-Country" Field Trips and will submit this for Final Approval next fall.

If you have any questions or concerns that you need addressed, please contact Conrad Anderson at the high school.

Sincerely,



Conrad Anderson

IB History Teacher / IB DP Coordinator

651.457.9408 ext. 1374

canderson@sspps.org



School Board Agenda Item

Date: October 27, 2025

Place on Agenda: Regular Agenda/Business Items

Action Requested: Approval

Attachment: Acceptance of Gifts Report

Topic: Acceptance of Gifts
Presenter(s): Ra Chhoth, Executive Director of Finance and Operations
Background: <p>Per school board policy, the School Board may receive and accept, for the benefit of the school district, bequests, donations of money, or gifts for any purpose. All gifts received by the District must comply with applicable fire codes, health guidelines, and safety regulations (i.e. furniture, technology, and appliances).</p>
Recommendation: <p>Administration recommends the approval of the Acceptance of Gifts Report.</p>
Alternatives: <p>Do not approve the Acceptance of Gifts Report and direct administration with the next steps.</p>

Board Meeting Date: October 27, 2025

Monetary

Donation Amount	Designated To	Donation From	Purpose
\$1,500	Lincoln Center	Thomas & Jane Simser	Outdoor Classroom

Value in Kind

Donation Item	Designated To	Donation From	Purpose