



Windom Area Schools

District Office:
PO Box 177
Windom MN 56101
Phone: 507-831-6901
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An Equal Opportunity Employer
Windom Area Elementary
1200 17th Street
PO box 177
Windom MN 56101
Phone: 507-831-6925

Windom Area
Middle /High School
1400 17th Street
PO Box 177
Windom MN 56101
Phone: 507-831-6910

Windom Schools will create a safe, responsive, and nurturing environment where every learner receives a high-quality, challenging education that empowers them with the skills and knowledge needed for a successful future.

WWW.WINDOM.K12.MN.US

September 9, 2024 Regular Meeting

Windom City Council Chamber

444 9th Street

Windom, MN 56101

September 9, 2024

6:30 PM

Live at [Media SB22](#) on youtube

1. Call to order
Joel Bordewyk
 2. The Pledge of Allegiance
Joel Bordewyk
 3. Approval of Agenda (revise as necessary)
Joel Bordewyk
 4. Acceptance of Donations
Joel Bordewyk
 5. Approval of Consent Agenda
Joel Bordewyk
- **Minutes from Aug 12, 2024 and Aug 26, 2024**
 - **Bills and Wires Transfers**
 - **Treasurer Report**
 - **Approve resignation from Janelle Mickelson as 0.2 ECFE Teacher effective July 30, 2024.**
 - **Approve resignation from Travis Janssen as B Squad Baseball Coach effective August 8, 2024.**
 - **Approve resignation from Robby Anderson as Junior High Football Coach effective August 8, 2024.**
 - **Approve resignation from Jamie Stenberg as 3.5 Lunchroom Manager effective August 26, 2024.**
 - **Approve resignation from Lindsey Power as Junior High Track and Field Coach effective August 26, 2024.**
 - **Approve resignation from Lisa Letcher as High School Yearbook Co-Advisor effective August 26, 2024.**
 - **Approve resignation from Kelli Nibbe as High School Yearbook Co-Advisor effective August 28, 2024.**
 - **Approve resignation from Jerolyn Bever as 7.75 Paraprofessional effective September 13, 2024**
 - **.Approve resignation from Josh VanMeveren as Custodian/Maintenance effective August 31, 2024.**

- Approve reduction of hours for #19 MSHS Paraprofessional position from 7.92 to 7.25 due to reduction of bussing needs effective the 2024-2025 school year.
- Approve hiring Mari Harries as Middle/High School English Teacher effective the beginning of the 2024-2025 school year.
- Approve hiring Ezra Hughes as MSHS 2nd Shift Custodian effective August 12, 2024.
- Approve hiring Kandace Arndtson as 6.5 Elementary Paraprofessional effective August 26, 2024.
- Approve hiring Jessica Arends as 6.5 Elementary Paraprofessional effective August 26, 2024.
- Approve hiring Dawn Skow as Long-Term Substitute beginning approximately August 26, 2024 to approximately November 5, 2024.
- Approve hiring Alexa Yost as 7.25 Paraprofessional effective August 26, 2024.
- Approve hiring Katelin Power as 6.75 Paraprofessional effective August 26, 2024.
- Approve hiring Amy Kelly as 6.5 Paraprofessional effective August 26, 2024.
- Approve hiring Erin Pietz as 6.5 Paraprofessional effective August 26, 2024.
- Approve hiring Breanna Gonzalez-Nielsen as 7.25 Paraprofessional effective August 26, 2024.
- Approve hiring Carrie Anderson as Long Term Substitute beginning approximately September 3, 2024 to approximately October 4, 2024.
- Approve hiring Gina Freiwald as ECFE Parent Educator (Fall Session-10 weeks, 2 nights per week) effective August 26, 2024.
- Approve hiring Josh VanMeveren as Assistant Buildings and Grounds Supervisor effective September 1, 2024.
- Approve hiring Nancy Macgregor as 3.5 Lunchroom Manager effective August 26, 2024
- Approve the increase in Preschool Paraprofessional hours by 8 hours per week due to student needs.
- Approve the addition of one Preschool Paraprofessional position at 3.5 hours per day, 5 days per week due to student needs.
- Approve increase of hours for Cathy Martinsen, Paraprofessional from 6.75 to 8.0 hours per day due to bussing needs effective September 3, 2024.
- Approve FMLA #25-6 beginning on approximately February 16, 2025 and continuing through approximately April 28, 2025 for a total of 12 weeks.
- Approve FMLA #25-7 beginning on August 7, 2024 and continuing intermittently for a total of 12 weeks.
- Approve Medical Leave of Absence #25-8, beginning on September 11, 2024 and continuing through November 7, 2024, for a total of 8 weeks.
- Increase Food Service Baker/Cook Asst hours by 0.75 hours per day at the Elementary school
- Approve increase of hours for Sarah King, Baker/Cook Assistant from 6.5 to 7.25 hours per day effective September 9, 2024.
- Approve updated TOSA of Jacob Johnson, Activities Director, for 15 additional days for the 2024-2025 school year due to the 2024 Flood.

6. Open Forum
Joel Bordewyk

7. Public Hearing for Tax Abatement for 1955 Bud Road, Windom

Chairperson

8. Approve Resolution 08262024A Approving Tax Abatement for Certain Property Pursuant to Minn. Stat 469-1813 for 1955 Bud Road, Windom, MN
9. Review the Proposed 2024 Payable 2025 property tax levy certification and approve the Truth and Taxation Hearing Date of December 9, 2024 at 6 p.m. We will certify the preliminary levy at the September 23, 2024 meeting.
Peggy Pfeffer
10. Approval of Fundraisers - Action
Jamie Frank
Coaches and Advisors submitted fundraising requests for board approval. Please see attached documentation.
11. Administrative Report-Preschool/Elementary
Corey Barfknecht
12. Administrative Report-Middle School-Grades 5-8
Dane Nielsen
13. Administrative Report-High School-Grades 9-12
Bryan Joyce
14. Superintendent Report
Jamie Frank
15. Board of Education Report
16. Approval of Policies 421, 505, 506, 508, 510, 516, 517, 519, & 903 - Action
Chairperson
Upon review, the policy committee recommends approval of the following revised policies.
Policy 421: Gifts to Employees
Policy 505: Distribution of Non-School Sponsored Materials on School Premises by Students and Employees
Policy 506: Student Discipline
Policy 508: Extended School Year for Certain Students with IEP's
Policy 510: School Activities
Policy 516: Student Medication
Policy 517: Student Recruiting
Policy 519: Interviews of Students by Outside Agencies
Policy 903: Visitors to School District Buildings and Sites
17. Adjourn
Joel Bordewyk

Member introduced the following resolution and moved its adoption:

WHEREAS, the following donations were received

BE IT RESOLVED by the Board of Education to accept the donations on behalf of Independent School District No. 177 to be used for the benefit of the students of Windom School District.

Member seconded the motion. Upon vote, the resolution passed unanimously.

\$250 from the Windom Convention and Visitors Bureau to help promote the Teddy Bear Band

\$55.00 from Bethany Lutheran Church for the Elementary Backpack Program

\$85.00 from Northwinds Pet Resort LLC for Addisyn Power's Eagle Achievement Project.

\$12,000.00 from Robert and Helen Remick Charitable Foundation Trust for the Robotics Team.

\$250.00 from Leon Steen for the Football Program.

\$25.00 from Kathryn Shoneman for Morgan Johnson's Eagle Achievement Project.

\$80.01 from Cheri Maras for the Volleyball Program.

\$50.00 from Stacie Sanow Agency - State Farm for Morgan Johnson's Eagle Achievement Project.

\$250.00 from Dale Evers for the Volleyball Program.

\$250.00 from Jeff and Betty Fredin for the Volleyball Program.

\$20.00 from Wayne and Janet Redman for the Baseball Program.

\$230.00 from Anonymous Donors for the Baseball Program.

\$40.00 from Crystal Fast for the Volleyball Program.

Minutes- Regular Meeting August 12, 2024

The Windom Board of Education met in regular session on Monday, August 12, 2024, at 6:30 p.m. in the Windom City Council Chambers.

Members present: Bruce Mews, Angie Klassen, Brianne Miller, Barb Jones and Joe LaCanne.

Absent: Dustin Stevens and Joel Bordewyk

Angie Klassen opened the meeting with the Pledge of Allegiance.

MSP Miller/Mews to approve the agenda as presented.

MSP Mews/Jones the list of donations.

MSP LaCanne/Miller approve Consent Agenda.

No one for open forum.

Cory Barfknecht-PreK-4th grade Principal presented his report. He noted that they are still hiring some paraprofessional positions. Entrances conferences for the upcoming school year will be held September 3rd and 4th. The Elementary held a Summer STEM Camp July 29-August 1st. Students worked on creativity, problem-solving, and cooperation by building Rube-Goldberg machines and incorporating computer science ideas into the machine. Summer Soaring Eagles is concluding for the year. They had 64 students attend the summer program.

Dane Nielsen-Middle School Principal presented his report. Fall activities are starting and he mentioned the new flooring that was put down in the "Nest Foyer". It looks great and he encouraged everyone to check it out as they start attending fall sporting events. He reported that the teaching staff for the Middle School is fully staffed with in-person teachers. They are just looking for a few Paraprofessionals. The New Teacher Workshop will be held August 21-22. And all Staff Workshop will take place August 26-29. There will be Orientation for 5th & 6th graders on Tuesday, August 27th from 6-7pm and 7th & 8th grade on Wednesday, August 28th from 6-7pm. The first day of school for 5th-12th grades is September 3.

Bryan Joyce-High School Principal presented his report. He gave a big thank you to all the community members that are supporting the relocation of the football field due to the flooding at Island Park. Playing on campus will be a great atmosphere for the football team. Freshman Academy is new this year, this is made possible by the Remick foundation. There will be a group of about 9 students picked to be part of this program. Community Mentors and school mentors will be a part of the program with these students. There will be more to come on this. Admin will be attending the data mine in Adrian on August 19th to learn about out MCA results from 2023-2024. The Cottonwood Jackson CEO orientation for the new class will be Tuesday, August 20th at the LaCanne celebration of Life center in Jackson. High School orientation will be 7-8pm on Wednesday, August 28th.

Jamie Frank shared her report. She included some pictures of the new gym foyer floor. It turned out great. She mentioned that herself and Peggy Pfeffer attended the FEMA meeting on Wednesday, July 31st regarding the flood and Island Park. A FEMA rep will be assigned to us and will contact us within the next three weeks. She explained the temporary football/soccer field project. It is coming along nicely. During home games this fall there will be 9 mobile lights used to illuminate the field. The concessions and restroom will be located inside the school. The Booster Club purchased a scoreboard to be used for these games. She thanked the following for their time, materials, and equipment they donated that were needed to complete the project:

Staples Oil Co, Inc. Kulseth Lawn Landscaping and Concrete, SVE LLC, GDF Bobcat, Ag Builders, Negen Construction LLC, Balzer Inc., Johnson Engineering Group, LLC, Windom Eagle Booster Club, Windom Fire Department, Jacob Johnson, Windom Schools' Activities Director, City of Windom and Windom School Buildings and Grounds crew. Long-Term plan for Athletic Complex: User group meetings were held on July 24th. Needs arose in the area of football, soccer, wrestling, baseball, gymnastics, and softball. The lack of functionality of the

locker rooms came up often. The need for a performing art center also came up frequently. Mammoth is preparing options and a recommendation for the board.

MSP Jones/LaCanne to approve the MSEA Paraprofessional Contract for 2024-2026

MSP Miller/Mews to approve the adult meal Prices for the 2024-2025 school year.

MSP Mews/Jones to approve Executive Educational leadership Services Contract.

MSP LaCanne/Miller to approve the updated 2024-2025 Activity Assignments

MSP Jones/Mews to approve the E-Learning Plan

There being no other items for the board meeting was adjourned at 7:14 p.m.

Clerk

Attest:

Clerk

Vice-Chair

Minutes- Regular Meeting August 26, 2024

The Windom Board of Education met in regular session on Monday, August 24, 2024, at 6:30 p.m. in the Windom City Council Chambers.

Members present: Bruce Mews, Angie Klassen, Brianne Miller, Barb Jones, Dustin Stevens and Joel Bordewyk

Absent: Joe LaCanne

Joel Bordewyk opened the meeting with the Pledge of Allegiance.

MSP Klassen/Jones to approve the agenda as presented.

MSP Stevens/Mews to approve Resolution 082624A calling for Public Hearing on Proposed Tax Abatement for new residential project – 1955 Bud Road, Windom. Roll call vote Yes-Mews, Klassen, Miller, Jones, Stevens and Bordewyk. No-none

MSP Klassen/Jones for Notice of Public Hearing for Tax Abatement for 1955 Bud Road, Windom for Monday, 9.9.24 at 6:30pm in the Windom City Council Chambers. Roll call vote Yes-Mews, Klassen, Miller, Jones, Stevens and Bordewyk. No-none

Brianne Miller presented the following policies and highlighted any changes made by the Policy Committee. Policies reviewed were 421, 505, 506, 508, 510, 516, 517, 519 & 903.

Superintendent Frank reviewed some upcoming dates:

- August 27 at 6pm Orientation for 7th & 8th Grade
- August 28 at 6pm Orientation for 5th & 6th Grade
- August 28 at 7 pm Orientation for 9th-12th Grade
- September 3 & 4 Entrance Conferences for Grades PreK-4 (watch for packets in the mail)
- September 3 - First Day of School for Grades 5-12
- September 5 - First Day of School for Grades PreK-4

There being no other items for the board meeting was adjourned at 7:14 p.m.

Clerk

Attest: _____
Clerk

Chair

WINDOM AREA SCHOOLS			DETAIL REGISTER - ACTIVITY ACCOUNT							AUGUST - SEPTEMBER 2024			
Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description			
21	8292	8341	Cottonwood County Agricultural Society %	8/6/2024 0:00	\$70.00	102433	E	21	300	301	Class of 2026 - Outdoor Booth		
21	8292	8341	Cottonwood County Agricultural Society %	8/6/2024 0:00	\$70.00	102431	E	21	300	301	Class of 2025 - Dunk Tank Outdoor Booth		
21	8292	8341	Cottonwood County Agricultural Society %	8/6/2024 0:00	\$70.00	102432	E	21	300	301	EA Project - A. Powers - Outdoor Booth		
21	8293	9321	POWERS, KENLEY	8/16/2024 0:00	\$100.00	102511	E	21	300	301	Dunk Tank Rental		
21	8294	04322	VEX ROBOTICS, INC	8/16/2024 0:00	\$3,089.41	102512	E	21	300	301	Parts and Electronics		
21	8295	9141	TMB Football	8/19/2024 0:00	\$368.00	102513	E	21	300	301	Player Meal		
21	80524	00948	BANK MIDWEST	8/12/2024 0:00	\$293.08	102440	E	21	300	301	Fall Musical - Center Sports - Awards		
21	80524	00948	BANK MIDWEST	8/12/2024 0:00	\$32.80	102441	E	21	300	301	FFA - Walmart - Supplies		
21	80524	00948	BANK MIDWEST	8/12/2024 0:00	\$293.07	102439	E	21	300	301	Winter Play - Center Sports - Awards		
21	90424	00948	BANK MIDWEST	9/4/2024 0:00	\$200.51	102610	E	21	300	301	Robotics - Amazon - Bookshelf, Rotary, Vacuum		
21	90424	00948	BANK MIDWEST	9/4/2024 0:00	\$135.67	102611	E	21	300	301	Robotics - The Nutty Company - Nuts, Screws		
21	90424	00948	BANK MIDWEST	9/4/2024 0:00	\$39.98	102612	E	21	300	301	Cheerleaders - Amazon - Bows		
21	90424	00948	BANK MIDWEST	9/4/2024 0:00	\$18.00	102613	E	21	100	301	Big G Grade 3 - Teachers Pay Teachers - 3rd Grade Daily Grammar		
21	90424	00948	BANK MIDWEST	9/4/2024 0:00	\$203.32	102614	E	21	300	301	Cheerleaders - Omni Cheer - Pom Poms		
21	90424	00948	BANK MIDWEST	9/4/2024 0:00	\$29.99	102615	E	21	300	301	Cheerleaders - Amazon - Pink Bows		
21	90424	00948	BANK MIDWEST	9/4/2024 0:00	\$56.48	102616	E	21	300	301	FFA - Hy-Vee - Fruit, Cheese, Meal		
21	90424	00948	BANK MIDWEST	9/4/2024 0:00	\$233.22	102609	E	21	100	301	Big G Grade 1 - Amazon - Paint, Fidgets, Tags		
				TOTAL:	\$5,303.53								
WINDOM AREA SCHOOLS			DETAIL REGISTER - TRANSFERS							AUGUST - SEPTEMBER 2024			
4	4010975	7386	MN LIQUID ASSET FUND	8/8/2024 0:00	\$200,000.00	102437	B	01	101	TRANSFER TO BANK MIDWEST ACCOUNT MAX			
4	4016564	7386	MN LIQUID ASSET FUND	8/16/2024 0:00	\$500,000.00	102483	B	01	101	TRANSFER TO BANK MIDWEST ACCOUNT MAX			
				TOTAL:	\$700,000.00								
WINDOM AREA SCHOOLS			DETAIL REGISTER - GENERAL JOURNAL							AUGUST - SEPTEMBER 2024			
7	2765	00948	BANK MIDWEST	8/22/2024 0:00	\$120.00	102516	B	02	101	FOOD SERVICE START UP CASH - BEGINNING OF 24-25 SCHOOL YEAR			
7	2766	00948	BANK MIDWEST	8/22/2024 0:00	\$200.00	102517	B	01	101	MSHS OFFICE START UP CASH			
7	2767	00948	BANK MIDWEST	8/26/2024 0:00	\$1,000.00	102534	B	01	101	SOCCER START UP CASH/CONCESSIONS			
7	2768	00948	BANK MIDWEST	8/29/2024 0:00	\$400.00	102535	B	01	101	FOOTBALL START UP CASH/CONCESSIONS			
7	238782	04273	BIMBO FOODS INC/EARTHGRAINS BAK	8/7/2024 0:00	\$217.56	100955	E	02	330	701	ELEMENTARY		
7	238782	04273	BIMBO FOODS INC/EARTHGRAINS BAK	8/7/2024 0:00	\$48.80	100956	E	02	030	701	RRR ALC/ELC		
7	238782	04273	BIMBO FOODS INC/EARTHGRAINS BAK	8/7/2024 0:00	\$297.26	100953	E	02	330	701	ELEMENTARY		
7	238782	04273	BIMBO FOODS INC/EARTHGRAINS BAK	8/7/2024 0:00	\$45.60	102435	E	02	005	701	MSHS BREAD		
7	238782	04273	BIMBO FOODS INC/EARTHGRAINS BAK	8/7/2024 0:00	\$15.60	102436	E	02	030	701	BREAD CREDIT		
7	238782	04273	BIMBO FOODS INC/EARTHGRAINS BAK	8/7/2024 0:00	\$143.85	100954	E	02	005	701	MSHS		
7	238782	04273	BIMBO FOODS INC/EARTHGRAINS BAK	8/7/2024 0:00	\$5.67	100954	R	01	050	000	CONCESSIONS		
7	238783	04273	BIMBO FOODS INC/EARTHGRAINS BAK	8/7/2024 0:00	\$95.00	100952	E	02	005	701	MSHS		
7	238784	04786	cmERDC	8/7/2024 0:00	\$5,568.92	102220	E	01	005	308	VIEWPOINT PRICING PROPOSAL - VIEW POINT SUBSCRIPTION ANNUAL RENEWAL - 2024-2025 SCHOOL YEAR		
7	238784	04786	cmERDC	8/7/2024 0:00	\$320.00	102220	E	01	005	308	SPED FORMS INTEGRATION- 2024-2025 SCHOOL YAER		
7	238784	04786	cmERDC	8/7/2024 0:00	\$0.00	102220	E	01	005	308	INVOICE AFTER 07.01.2024		
7	238785	00915	A & B BUSINESS EQUIPMENT	8/14/2024 0:00	\$2,108.42	102446	E	01	005	302	CONTRACT USAGE CHARGE FOR 8.5.24-9.4.24		
7	238785	00915	A & B BUSINESS EQUIPMENT	8/14/2024 0:00	\$1,123.23	102446	E	01	005	302	CONTRACT USAGE CHARGE FOR 7.5.24-8.4.24		

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description	
7	238786	05164	AT & T MOBILITY	8/14/2024 0:00	\$140.55	102458	E	01	005	000	JULY 2024 SERVICES
7	238787	8855	BLUUM	8/14/2024 0:00	\$3,840.00	102448	E	01	005	000	GG-ADM1Y-000001 12 MONTH SUBSCRIPTION LICENSE FOR ADMINSTRATORS
7	238787	8855	BLUUM	8/14/2024 0:00	\$3,840.00	102448	E	01	005	000	GG-TCR1Y-000001 12 MONTH SUBSCRIPTION LICENSE FOR TEACHERS
7	238788	00140	CITIZEN PUBLISHING CO INC	8/14/2024 0:00	\$468.00	102450	E	01	005	000	ASST BUILDINGS AND GROUNDS AND SCHOOL NURSE AD - SHOPPER AND CITIZEN 2 WEEKS
7	238788	00140	CITIZEN PUBLISHING CO INC	8/14/2024 0:00	\$130.80	102451	E	04	005	344	BRIDGES PRESCHOOL OPENINGS AD
7	238788	00140	CITIZEN PUBLISHING CO INC	8/14/2024 0:00	\$315.00	102452	E	01	005	000	PUBLIC NOTICE OF FILING DATES- TO RUN FOR 2 WEEKS FROM BEGINNING 07.10.2024 AND 07.17.2024
7	238788	00140	CITIZEN PUBLISHING CO INC	8/14/2024 0:00	\$42.00	102449	E	01	005	000	BOARD MINUTES 6.4.24
7	238788	00140	CITIZEN PUBLISHING CO INC	8/14/2024 0:00	\$546.00	102449	E	01	005	000	BOARD MINUTES 7.10.24
7	238788	00140	CITIZEN PUBLISHING CO INC	8/14/2024 0:00	\$126.00	102449	E	01	005	000	BOARD MINUTES 7.24.24
7	238788	00140	CITIZEN PUBLISHING CO INC	8/14/2024 0:00	\$40.00	102449	E	01	005	000	DIGITAL UPLOAD
7	238789	00973	CITY OF WINDOM	8/14/2024 0:00	\$43.52	102453	E	01	005	000	ENVIRONMENTAL TRAIL ELECTRICITY
7	238789	00973	CITY OF WINDOM	8/14/2024 0:00	\$2,713.89	102453	E	01	050	000	MSHS WATER
7	238789	00973	CITY OF WINDOM	8/14/2024 0:00	\$13,045.53	102453	E	01	050	000	MSHS ELECTRICITY
7	238789	00973	CITY OF WINDOM	8/14/2024 0:00	\$695.04	102453	E	01	330	000	ELEMENTARY WATER
7	238789	00973	CITY OF WINDOM	8/14/2024 0:00	\$10,528.08	102453	E	01	330	000	ELEMENTARY ELECTRICITY
7	238789	00973	CITY OF WINDOM	8/14/2024 0:00	\$93.77	102453	E	01	030	000	WINFAIR WATER
7	238789	00973	CITY OF WINDOM	8/14/2024 0:00	\$1,610.74	102453	E	01	030	000	WINFAIR ELECTRICITY
7	238789	00973	CITY OF WINDOM	8/14/2024 0:00	\$120.50	102453	E	01	020	000	HIGHLAND WATER
7	238789	00973	CITY OF WINDOM	8/14/2024 0:00	\$983.77	102453	E	01	020	000	HIGHLAND ELECTRICTY
7	238790	00973	CITY OF WINDOM	8/14/2024 0:00	\$586.50	102454	E	01	005	000	COMMERCIAL VOICE
7	238790	00973	CITY OF WINDOM	8/14/2024 0:00	\$287.92	102454	E	01	005	363	H&S
7	238790	00973	CITY OF WINDOM	8/14/2024 0:00	\$2.19	102454	E	02	005	701	FOOD SERVICE
7	238790	00973	CITY OF WINDOM	8/14/2024 0:00	\$1.53	102454	E	04	005	321	COMMUNITY ED
7	238791	03145	CRISIS PREVENTION INSTITUTE	8/14/2024 0:00	\$200.00	102455	E	01	005	000	ANNUAL MEMBERSHIP FEE
7	238792	01878	DAILY GLOBE	8/14/2024 0:00	\$473.50	102459	E	02	005	701	COOK MANAGER JOB POSTING PACKAGE
7	238792	01878	DAILY GLOBE	8/14/2024 0:00	\$255.00	102460	E	01	005	000	LONG TERM SUBSTITUTE SCHOOL NURSE
7	238794	03659	ELITE MECHANICAL SYSTEMS, LLC.	8/14/2024 0:00	\$2,880.00	102457	E	01	005	380	LABOR
7	238794	03659	ELITE MECHANICAL SYSTEMS, LLC.	8/14/2024 0:00	\$1,820.18	102457	E	01	005	380	MATERIALS
7	238795	8875	KOCH FILTER	8/14/2024 0:00	\$69.84	102461	E	01	005	000	20X20X2 FILTERS
7	238795	8875	KOCH FILTER	8/14/2024 0:00	\$43.56	102461	E	01	005	000	24X24X2
7	238795	8875	KOCH FILTER	8/14/2024 0:00	\$45.24	102461	E	01	005	000	18X24X2
7	238795	8875	KOCH FILTER	8/14/2024 0:00	\$65.76	102461	E	01	005	000	16X20X4
7	238795	8875	KOCH FILTER	8/14/2024 0:00	\$80.52	102461	E	01	005	000	24X24X4
7	238795	8875	KOCH FILTER	8/14/2024 0:00	\$85.92	102461	E	01	005	000	20X24X2
7	238795	8875	KOCH FILTER	8/14/2024 0:00	\$157.20	102461	E	01	005	000	12X24X2
7	238795	8875	KOCH FILTER	8/14/2024 0:00	\$267.84	102461	E	01	005	000	12X24X4
7	238797	02162	MCDOWELL AGENCY	8/14/2024 0:00	\$169.10	102462	E	01	005	000	BACKGROUND VERIFICATION FEES
7	238798	04475	PALMER BUS SERVICE	8/14/2024 0:00	\$572.46	102463	E	01	005	723	JULY AM ELC ESY
7	238798	04475	PALMER BUS SERVICE	8/14/2024 0:00	\$286.23	102463	E	01	005	723	JULY PM ELC ESY
7	238798	04475	PALMER BUS SERVICE	8/14/2024 0:00	\$1,604.80	102463	E	01	005	733	JULY VAN RUNS
7	238798	04475	PALMER BUS SERVICE	8/14/2024 0:00	\$381.64	102463	E	01	005	723	ESY TRANSPORTATION FOR JULY 1.2.8 AND 11
7	238798	04475	PALMER BUS SERVICE	8/14/2024 0:00	\$329.35	102463	E	01	005	723	ESY TRANSPORTATION FOR JULY 10
7	238798	04475	PALMER BUS SERVICE	8/14/2024 0:00	\$286.23	102463	E	01	005	723	ESY WHEEL CHAIR TRASPORTATION ON JULY 8.9.10
7	238798	04475	PALMER BUS SERVICE	8/14/2024 0:00	\$3.06	102463	E	01	005	723	GAS SHARE SPED
7	238798	04475	PALMER BUS SERVICE	8/14/2024 0:00	-\$1,300.00	102463	E	01	005	302	JULY TERMINAL RENT

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description	
7	238799	05198	PAPER 101	8/14/2024 0:00	\$0.00	102464	E	01	005	000	DELIVER AFTER 7-1-2024
7	238799	05198	PAPER 101	8/14/2024 0:00	\$11,072.00	102464	E	01	005	000	W109 XEROGRAPHIC WHITE PAPER 8 PALLETS (320 CASES)
7	238799	05198	PAPER 101	8/14/2024 0:00	\$148.05	102464	E	01	005	000	C100 CANARY ECOPIY PAPER
7	238799	05198	PAPER 101	8/14/2024 0:00	\$246.75	102464	E	01	005	000	C101 BLUE ECOPIY PAPER
7	238799	05198	PAPER 101	8/14/2024 0:00	\$148.05	102464	E	01	005	000	C102 PINK ECOPIY PAPER
7	238799	05198	PAPER 101	8/14/2024 0:00	\$172.47	102464	E	01	005	000	C104 BUFF ECOPIY PAPER
7	238799	05198	PAPER 101	8/14/2024 0:00	\$246.75	102464	E	01	005	000	C107 GREEN ECOPIY PAPER
7	238799	05198	PAPER 101	8/14/2024 0:00	\$148.05	102464	E	01	005	000	C111 GOLD ECOPIY PAPER
7	238799	05198	PAPER 101	8/14/2024 0:00	\$0.00	102464	E	01	005	000	LIFTGATE TO GROUND IS NEEDED
7	238800	03504	PERFORMANCE FOODSERVICE- MARS	8/14/2024 0:00	\$166.61	102465	E	02	005	709	SUMMER FOOD
7	238800	03504	PERFORMANCE FOODSERVICE- MARS	8/14/2024 0:00	\$275.50	102465	E	02	005	709	SUMMER SUPPLY
7	238800	03504	PERFORMANCE FOODSERVICE- MARS	8/14/2024 0:00	\$177.44	102466	E	02	005	709	SUMMER FOOD
7	238800	03504	PERFORMANCE FOODSERVICE- MARS	8/14/2024 0:00	\$121.29	102466	E	02	005	709	SUMMER SUPPLY
7	238801	01599	PRAIRIE ECOLOGY BUS CENTER	8/14/2024 0:00	\$100.00	102445	E	04	005	321	ADVENTURE CLUB TRIP
7	238802	04927	RED ROCK OUTFITTERS	8/14/2024 0:00	\$28.53	102477	E	04	005	321	KAYAKING LESSONS
7	238803	00716	RUNNINGS	8/14/2024 0:00	\$26.97	102468	E	01	005	000	FLAG WIRE WHITE
7	238803	00716	RUNNINGS	8/14/2024 0:00	\$17.98	102468	E	01	005	000	FLAG WIRE FLO PK
7	238803	00716	RUNNINGS	8/14/2024 0:00	\$4.89	102469	E	01	330	000	SUPPLIES FOR ELEM GARDEN
7	238804	8917	STERICYCLE INC	8/14/2024 0:00	\$710.00	102470	E	01	005	000	ON SITE SHREDDING
7	238804	8917	STERICYCLE INC	8/14/2024 0:00	\$102.24	102470	E	01	005	000	RECYCLING SURCHARGE
7	238804	8917	STERICYCLE INC	8/14/2024 0:00	\$106.50	102470	E	01	005	000	FUEL SURCHARGE
7	238804	8917	STERICYCLE INC	8/14/2024 0:00	\$28.40	102470	E	01	005	000	ENVIRONMENTAL SURCHARGE
7	238805	9271	STEVE WEISS MUSIC INC	8/14/2024 0:00	\$0.00	102471	E	01	050	000	QUOTE #QTE46824
7	238805	9271	STEVE WEISS MUSIC INC	8/14/2024 0:00	\$9,978.00	102471	E	01	050	000	YAM-TP4304 YAMAHA CONCERT TIMPANI SET OF 4 ALUMINUM BOLWS WITH GUAGUES
7	238805	9271	STEVE WEISS MUSIC INC	8/14/2024 0:00	\$0.00	102471	E	01	050	000	FREE SHIPPING
7	238805	9271	STEVE WEISS MUSIC INC	8/14/2024 0:00	\$0.00	102471	E	01	050	000	FOR FY2025 -DO NOT SHIP OR INVOICE UNTIL AFTER 7-1-2024
7	238806	04525	STRATEGIC CUSTOM SOLUTIONS INC	8/14/2024 0:00	\$5,702.40	102472	E	01	005	000	METIIX SERVICES
7	238807	00412	SW/WC SERVICE COOPERATIVE	8/14/2024 0:00	\$4,400.82	102482	E	01	005	740	BEHAVIOR ANALYST- JF SALARY
7	238807	00412	SW/WC SERVICE COOPERATIVE	8/14/2024 0:00	\$1,496.28	102482	E	01	005	740	BENEFITS
7	238807	00412	SW/WC SERVICE COOPERATIVE	8/14/2024 0:00	\$2,198.90	102482	E	01	005	740	OTHER
7	238807	00412	SW/WC SERVICE COOPERATIVE	8/14/2024 0:00	\$15,347.69	102482	E	01	005	000	MENTAL HEALTH SERVICES- RCR SALARY
7	238807	00412	SW/WC SERVICE COOPERATIVE	8/14/2024 0:00	\$5,218.21	102482	E	01	005	000	BENEFITS
7	238807	00412	SW/WC SERVICE COOPERATIVE	8/14/2024 0:00	\$2,125.85	102482	E	01	005	000	OTHER
7	238807	00412	SW/WC SERVICE COOPERATIVE	8/14/2024 0:00	\$15,693.50	102482	E	01	005	740	OCCUPATIONAL THERAPY- AV SALARY
7	238807	00412	SW/WC SERVICE COOPERATIVE	8/14/2024 0:00	\$2,305.25	102482	E	01	330	740	ORIENTATION AND MOBILITY - WH
7	238807	00412	SW/WC SERVICE COOPERATIVE	8/14/2024 0:00	\$7,321.75	102482	E	01	330	740	SPEECH/LANGUAGE PATHOLOGIST-AL
7	238807	00412	SW/WC SERVICE COOPERATIVE	8/14/2024 0:00	\$20,338.50	102482	E	01	060	740	SPEECH/LANGUAGE PATHOLOGIST-NEW
7	238807	00412	SW/WC SERVICE COOPERATIVE	8/14/2024 0:00	\$12,253.25	102482	E	01	060	740	SPEECH/LANGUAGE PATHOLOGIST-HW
7	238807	00412	SW/WC SERVICE COOPERATIVE	8/14/2024 0:00	\$2,539.75	102482	E	01	005	740	DEAF/HOH DW
7	238807	00412	SW/WC SERVICE COOPERATIVE	8/14/2024 0:00	\$7,108.25	102482	E	01	330	740	VISUALLY IMPAIRED-WH
7	238807	00412	SW/WC SERVICE COOPERATIVE	8/14/2024 0:00	\$6,785.73	102480	E	01	005	000	FIRST 1/3 2024-25 RMIC BUSINESS/SMART SYSTEMS CONTRACT
7	238807	00412	SW/WC SERVICE COOPERATIVE	8/14/2024 0:00	\$810.93	102480	E	01	005	000	FIRST 1/3 2024-25 RMIC MARSS CONTRACT
7	238807	00412	SW/WC SERVICE COOPERATIVE	8/14/2024 0:00	\$3,779.72	102480	E	01	005	000	2024-25 HEALTH AND SAFETY MANAGEMENT ASSISTANCE SERVICES CONTRACT
7	238807	00412	SW/WC SERVICE COOPERATIVE	8/14/2024 0:00	\$3,480.00	102481	E	01	050	000	2024-2025 OTC SUITE +MS RENEWAL
7	238808	04317	THIRTYSEVEN4	8/14/2024 0:00	\$0.00	102473	E	01	005	000	QUOTE #SS-03212024-WSD

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description	
7	238808	04317	THIRTYSEVEN4	8/14/2024 0:00	\$1,637.50	102473	E	01	005	000	THIRTYSEVEN4 ANTIVIRUS 1 YEAR SUBSCRIPTOIN
7	238808	04317	THIRTYSEVEN4	8/14/2024 0:00	\$0.00	102473	E	01	005	000	THIRTYSEVEN4 ADMIN CONSOLE 1 YEAR SUBSCRIPTION
7	238808	04317	THIRTYSEVEN4	8/14/2024 0:00	\$0.00	102473	E	01	005	000	THIRTYSEVEN4 LIVE SUPPORT
7	238808	04317	THIRTYSEVEN4	8/14/2024 0:00	\$0.00	102473	E	01	005	000	FOR 2024-2025 SCHOOL YEAR - INVOICE AFTER 7-1-2024
7	238809	04823	WELLS FARGO VENDOR FIN SER LLC	8/14/2024 0:00	\$32,999.17	102443	E	01	005	000	APPLE EQUIPMENT
7	238810	8708	WINDOM AREA GIRLS FAST PITCH ASS	8/14/2024 0:00	\$390.03	102478	E	04	005	321	TYKES SOFTBALL
7	238810	8708	WINDOM AREA GIRLS FAST PITCH ASS	8/14/2024 0:00	\$553.72	102478	E	04	005	321	PITCHING MACHINE
7	238811	00744	WINDOM AREA HEALTH	8/14/2024 0:00	\$10.72	102447	E	01	005	740	PHYSICAL THERAPY MILEAGE
7	238811	00744	WINDOM AREA HEALTH	8/14/2024 0:00	\$325.00	102447	E	01	005	740	PHYSICAL THERAPY SERVICES
7	238812	00551	WINDOM PUBLIC SCHOOL	8/14/2024 0:00	\$864.80	102474	E	04	005	321	FB SUMMER CAMP
7	238812	00551	WINDOM PUBLIC SCHOOL	8/14/2024 0:00	\$285.17	102475	E	04	005	321	GIRLS BB CAMP
7	238812	00551	WINDOM PUBLIC SCHOOL	8/14/2024 0:00	\$206.94	102479	E	04	005	321	GIRLS SUMMER BB
7	238812	00551	WINDOM PUBLIC SCHOOL	8/14/2024 0:00	\$77.23	102476	E	04	005	321	CC SUMMER CAMP
7	238813	7848	WORTHINGTON AREA YMCA	8/14/2024 0:00	\$270.00	102444	E	04	005	321	WORTHINGTON WATER WORLD
7	238814	7338	240201-NCPERS MINNESOTA	8/20/2024 0:00	\$64.00	102502	B	01	215		PERA LIFE INSURANCE
7	238815	9070	AIR MADNESS	8/22/2024 0:00	\$401.75	102526	E	04	005	321	8.23.24 ADVENTURE CL
7	238816	00339	AUTO VALUE - WINDOM	8/22/2024 0:00	\$17.98	102519	E	01	005	720	QT MOBIL OIL
7	238817	04424	BIG SOUTH CONFERENCE	8/22/2024 0:00	\$65.00	102523	E	01	050	000	SIGNS FOR A FRAME
7	238818	9322	BUTTERFLY HOUSE AND AQUARIUM	8/22/2024 0:00	\$323.00	102527	E	04	005	321	8.23.24 ADVENTURE CL
7	238819	8341	Cottonwood County Agricultural Society %	8/22/2024 0:00	\$1,300.00	102521	E	01	005	302	BUS BARN RENT AUGUST 2024
7	238819	8341	Cottonwood County Agricultural Society %	8/22/2024 0:00	\$1,300.00	102520	E	01	005	302	BUS BARN RENT JULY 2024
7	238820	00563	DELL MARKETING LP	8/22/2024 0:00	\$4,395.28	102522	E	01	005	000	MOBILE PRECISION WORKSTATION 3480 BTX
7	238821	04882	DUFAULT PUBLISHING INC	8/22/2024 0:00	\$1,795.00	102524	E	01	050	000	HIGH SCHOOL YEARBOOKS
7	238822	00341	HY-VEE FOOD STORE WINDOM	8/22/2024 0:00	\$62.20	102525	E	04	005	321	ADVENUTRE CLUB PURCHASE
7	238822	00341	HY-VEE FOOD STORE WINDOM	8/22/2024 0:00	\$7.98	102525	E	02	005	709	SUMMER MEALS
7	238822	00341	HY-VEE FOOD STORE WINDOM	8/22/2024 0:00	\$23.88	102525	E	01	005	000	SCHOOL BOARD MEETING
7	238823	02701	IND SCHOOL DISTRICT #173	8/22/2024 0:00	\$100.00	102529	E	01	050	000	8.30.24 XC MEET
7	238824	8931	MINNESOTA STATE COMMUNITY AND T	8/22/2024 0:00	\$60.00	102528	E	01	005	308	A. MERRIHEW CLASS
7	238825	7115	RIVERSIDE INSIGHTS, LLC	8/22/2024 0:00	\$1,675.00	102532	E	01	330	000	COGNATIVE ABILITY TEST
7	238826	01336	SCHOLASTIC MAGAZINES	8/22/2024 0:00	\$510.13	102530	E	01	050	000	ELSE MENDOZA ESTRADA SUBSCRIPTION
7	238827	00723	STAPLES OIL CO INC/EXPRESSWAY WI	8/22/2024 0:00	\$248.48	102533	E	01	005	720	VAN GAS
7	238827	00723	STAPLES OIL CO INC/EXPRESSWAY WI	8/22/2024 0:00	\$815.71	102533	E	01	005	000	MAIN. GAS
7	238828	00412	SW/WC SERVICE COOPERATIVE	8/22/2024 0:00	\$1,326.66	102518	E	01	330	740	SALARY-HW
7	238828	00412	SW/WC SERVICE COOPERATIVE	8/22/2024 0:00	\$451.06	102518	E	01	330	740	BENEFITS-HW
7	238828	00412	SW/WC SERVICE COOPERATIVE	8/22/2024 0:00	\$84.12	102518	E	01	330	740	OTHER-HW
7	238828	00412	SW/WC SERVICE COOPERATIVE	8/22/2024 0:00	\$90.46	102518	E	01	005	740	SALARY-AV
7	238828	00412	SW/WC SERVICE COOPERATIVE	8/22/2024 0:00	\$30.76	102518	E	01	005	740	BENEFITS-AV
7	238828	00412	SW/WC SERVICE COOPERATIVE	8/22/2024 0:00	\$16.28	102518	E	01	005	740	OTHER-AV
7	238829	9320	THE MEASURED MOM PLUS	8/22/2024 0:00	\$149.00	102531	E	01	330	401	YEARLY SUBSCRIPTION 0-4 TEACHERS
7	238829	9320	THE MEASURED MOM PLUS	8/22/2024 0:00	\$0.00	102531	E	01	330	401	FOR THE 2024-2025 SCHOOL YEAR ONLY
7	238829	9320	THE MEASURED MOM PLUS	8/22/2024 0:00	\$0.00	102531	E	01	330	401	CONTACT IS TAYLOR QUIRING AT TQUIRING@ISD177.COM
7	238830	9209	AM Transmission Repair of Windom LLC	8/30/2024 0:00	\$140.00	102548	E	01	005	000	LABOR ON VAN #24
7	238830	9209	AM Transmission Repair of Windom LLC	8/30/2024 0:00	\$11.90	102548	E	01	005	000	FEES
7	238831	05110	BARGEN INC	8/30/2024 0:00	\$0.00	102541	E	01	005	384	2024 ASPHALT MAINTENANCE PROJECT - COMPLETE AFTER JULY 1, 2024
7	238831	05110	BARGEN INC	8/30/2024 0:00	\$37,213.00	102541	E	01	005	384	REPLAY NEW STAFF LOT AND BUS DROP OFF AREA

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description	
7	238831	05110	BARGEN INC	8/30/2024 0:00	\$20,049.00	102541	E	01	005	384	REPLAY NEW VISITORS/STAFF LOT AND ALL DRIVES
7	238831	05110	BARGEN INC	8/30/2024 0:00	\$8,261.00	102541	E	01	005	384	REPLAY CTE SHIPPING AND RECEIVING
7	238832	7222	BUILDING SPRINKLER, INC.	8/30/2024 0:00	\$565.00	102553	E	01	005	363	FIRE SPRINKLER INSPECTION 7.22.24
7	238832	7222	BUILDING SPRINKLER, INC.	8/30/2024 0:00	\$350.00	102554	E	01	005	363	FIRE SPRINKLER INSPECTION 7.22.24
7	238833	00125	CAROLINA BIOLOGICAL SUPPLY CO	8/30/2024 0:00	\$36.72	102547	E	01	330	000	#516419 COCKLE BURRS PACK OF 50
7	238833	00125	CAROLINA BIOLOGICAL SUPPLY CO	8/30/2024 0:00	\$4.12	102547	E	01	330	000	#971116 PUMPKIN SEED PACK OF 60
7	238833	00125	CAROLINA BIOLOGICAL SUPPLY CO	8/30/2024 0:00	\$20.12	102547	E	01	330	000	#515726 ANIMAL PARENTS CARD SETS
7	238833	00125	CAROLINA BIOLOGICAL SUPPLY CO	8/30/2024 0:00	\$8.95	102547	E	01	330	000	SHIPPING
7	238833	00125	CAROLINA BIOLOGICAL SUPPLY CO	8/30/2024 0:00	\$0.00	102547	E	01	330	000	BILL TO #115906
7	238834	9325	CLAYTON, BART	8/30/2024 0:00	\$140.00	102538	E	01	050	000	8.30.24 FB REF
7	238835	00132	COTTONWOOD COUNTY SOLID WASTE	8/30/2024 0:00	\$15.00	102552	E	01	005	000	BRUSH
7	238836	04658	EHLERT, TERRY	8/30/2024 0:00	\$140.00	102539	E	01	050	000	8.30.24 FB REF
7	238837	8854	EVERDAY SPEECH	8/30/2024 0:00	\$599.99	102545	E	01	330	000	BUNDLED CURRICUL-ANNUAL
7	238837	8854	EVERDAY SPEECH	8/30/2024 0:00	\$0.00	102545	E	01	330	000	QUOTE 18940
7	238837	8854	EVERDAY SPEECH	8/30/2024 0:00	\$0.00	102545	E	01	330	000	GRANT FROM WAF
7	238838	00803	IND SCHOOL DISTRICT #2184	8/30/2024 0:00	\$75.00	102557	E	01	050	000	9.7.24 XCOUNTRY MEET
7	238839	00813	IND SCHOOL DISTRICT #2904	8/30/2024 0:00	\$90.00	102556	E	01	050	000	9.5.24 XCOUNTRY MEET
7	238840	02480	IND SCHOOL DISTRICT #640	8/30/2024 0:00	\$150.00	102549	E	01	050	000	2024 WEST SUB DISTRICT FOOTBALL FEE
7	238841	9193	INFINITE CAMPUS	8/30/2024 0:00	\$2,106.00	102555	E	02	005	701	FOOD SERVICE LICENSING
7	238841	9193	INFINITE CAMPUS	8/30/2024 0:00	\$421.20	102555	E	02	005	701	FOOD SERVICE SUPPORT
7	238841	9193	INFINITE CAMPUS	8/30/2024 0:00	\$1,500.00	102555	E	02	005	701	FOOD SERVICE IMPLEMENTATION
7	238841	9193	INFINITE CAMPUS	8/30/2024 0:00	\$0.00	102555	E	02	005	701	ANNUAL RECURRING IS \$2,527.20
7	238842	02367	INSTITUTE FOR ENVIRMTL ASSMT	8/30/2024 0:00	\$1,008.65	102550	E	01	005	352	EHS MANAGEMENT SERVICES
7	238842	02367	INSTITUTE FOR ENVIRMTL ASSMT	8/30/2024 0:00	\$1,138.44	102550	E	01	005	358	ASBESTOS
7	238842	02367	INSTITUTE FOR ENVIRMTL ASSMT	8/30/2024 0:00	\$530.52	102550	E	01	005	358	REIMBURSABLE EXPENSES
7	238843	9267	MAMMOTH SPORTS CONSTRUCTION L	8/30/2024 0:00	\$4,000.00	102546	E	01	005	000	DESIGN 20% COMPLETE
7	238843	9267	MAMMOTH SPORTS CONSTRUCTION L	8/30/2024 0:00	\$1,171.12	102546	E	01	005	000	REIMBURSABLE EXPENSES
7	238844	8966	MINNEAPOLIS PUBLIC SCHOOLS- SPEC	8/30/2024 0:00	\$72.00	102560	E	04	005	354	ENGLISH MPSI FORMS
7	238844	8966	MINNEAPOLIS PUBLIC SCHOOLS- SPEC	8/30/2024 0:00	\$7.20	102560	E	04	005	354	SHIPPING
7	238845	04216	PEPSI COLA	8/30/2024 0:00	\$5,856.78	102551	R	01	050	000	CONCESSIONS
7	238846	03504	PERFORMANCE FOODSERVICE- MARS	8/30/2024 0:00	\$44.97	102543	E	04	005	321	ADVENTURE CLUB
7	238846	03504	PERFORMANCE FOODSERVICE- MARS	8/30/2024 0:00	\$13.75	102543	E	02	330	701	SUPPLY
7	238846	03504	PERFORMANCE FOODSERVICE- MARS	8/30/2024 0:00	\$832.36	102543	E	02	330	705	BREAKFAST
7	238846	03504	PERFORMANCE FOODSERVICE- MARS	8/30/2024 0:00	\$1,141.03	102543	E	02	330	701	LUNCH
7	238846	03504	PERFORMANCE FOODSERVICE- MARS	8/30/2024 0:00	\$523.74	102544	R	01	050	000	CONCESSIONS
7	238846	03504	PERFORMANCE FOODSERVICE- MARS	8/30/2024 0:00	\$213.91	102544	E	02	005	705	BREAKFAST SUPPLY
7	238846	03504	PERFORMANCE FOODSERVICE- MARS	8/30/2024 0:00	\$2,880.75	102544	E	02	005	705	BREAKFAST
7	238846	03504	PERFORMANCE FOODSERVICE- MARS	8/30/2024 0:00	\$919.81	102544	E	02	005	701	SUPPLY
7	238846	03504	PERFORMANCE FOODSERVICE- MARS	8/30/2024 0:00	\$5,415.10	102544	E	02	005	701	LUNCH
7	238847	04529	RUDOLPH, GUY	8/30/2024 0:00	\$140.00	102537	E	01	050	000	8.30.24 FB REF
7	238848	00780	SCHWALBACH HDWE	8/30/2024 0:00	\$243.02	102558	E	01	005	000	AUGUST BILL-MISC
7	238849	03428	SQUIRES, WALDSPURGER & MACE PA	8/30/2024 0:00	\$412.50	102559	E	01	005	000	FOR PROFESSIONAL SERVICES THROUGH 7.31.24
7	238850	00723	STAPLES OIL CO INC/EXPRESSWAY WI	8/30/2024 0:00	\$155.76	102542	E	01	005	308	BROASTED CHICKEN
7	238850	00723	STAPLES OIL CO INC/EXPRESSWAY WI	8/30/2024 0:00	\$155.76	102542	E	01	005	308	BROASTED CHICKEN
7	238850	00723	STAPLES OIL CO INC/EXPRESSWAY WI	8/30/2024 0:00	\$19.47	102542	E	01	005	308	BROASTER CHICKEN

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description			
7	238851	04843	WOHLHUTER, MARK	8/30/2024 0:00	\$140.00	102540	E	01	050	000	8.30.24 FB REF		
7	238852	9324	KRUMWIEDE, ZACH	8/30/2024 0:00	\$140.00	102536	E	01	050	000	REF FB 8.30.24		
7	238853	8542	CHAPIN, STEPHEN	9/3/2024 0:00	\$140.00	102562	E	01	050	000	VB 9.3.24		
7	238854	9329	POWER, RANDY	9/3/2024 0:00	\$100.00	102563	E	01	050	000	SOCCER 9.3.24		
7	238855	9330	WILLIE, WAYNE	9/3/2024 0:00	\$140.00	102561	E	01	050	000	VB 9.3.24		
7	8062024	7740	REVTRAK, INC	8/6/2024 0:00	\$90.00	102428	R	04	005	321	REV TRAK REFUND CE SUMMER GYMNASTICS		
7	8092024	7740	REVTRAK, INC	8/9/2024 0:00	\$48.70	102430	E	04	005	321	JULY 2024 CE ONLINE FEES		
7	8132024	03762	DOLLYWOOD FOUNDATION	8/13/2024 0:00	\$4.80	102434	E	04	005	377	GROUP 6 BOOKS		
7	8132024	03762	DOLLYWOOD FOUNDATION	8/13/2024 0:00	\$18.40	102434	E	04	005	377	GROUP 5 BOOKS		
7	8132024	03762	DOLLYWOOD FOUNDATION	8/13/2024 0:00	\$26.40	102434	E	04	005	377	GROUP 4 BOOKS		
7	8132024	03762	DOLLYWOOD FOUNDATION	8/13/2024 0:00	\$14.85	102434	E	04	005	377	GROUP 3 BOOKS		
7	8132024	03762	DOLLYWOOD FOUNDATION	8/13/2024 0:00	\$24.05	102434	E	04	005	377	GROUP 2 BOOKS		
7	8132024	03762	DOLLYWOOD FOUNDATION	8/13/2024 0:00	\$1.25	102434	E	04	005	377	GROUP 1 BOOKS		
7	8132024	03762	DOLLYWOOD FOUNDATION	8/13/2024 0:00	\$0.00	102434	E	04	005	377	WELCOME BOOKS		
7	8132024	03762	DOLLYWOOD FOUNDATION	8/13/2024 0:00	\$5.25	102434	E	04	005	377	GRADUATION BOOKS		
7	8132024	03762	DOLLYWOOD FOUNDATION	8/13/2024 0:00	\$61.60	102434	E	04	005	377	MAIL/SHIPPING		
7	904202402	8187	BMO Credit Card	9/4/2024 0:00	\$36,072.53	102667	B	01	206		BMO Credit Card General August 2024 fund 01		
7	904202402	8187	BMO Credit Card	9/4/2024 0:00	\$472.56	102667	B	02	206		BMO Credit Card General August 2024 fund 02		
7	904202402	8187	BMO Credit Card	9/4/2024 0:00	\$946.20	102667	B	04	206		BMO Credit Card General August 2024 fund 04		
7	904202403	8187	BMO Credit Card	9/4/2024 0:00	\$93.94	102669	E	01	050	000	SCHWALLBACH - J JOHNSON - STORAGE TOTES AND BOXES		
7	904202403	8187	BMO Credit Card	9/4/2024 0:00	\$44.10	102670	E	01	330	000	WALMART - WALEN - BOOKS, PAPER, PEN PENCILS CADDY		
7	904202403	8187	BMO Credit Card	9/4/2024 0:00	\$9.50	102671	E	01	330	000	TEACHERS PAY TEACHERS - WALEN - WELCOME BANNER, CLASS CHECKLIST, ACCOUTNALBE TALK POSTER		
7	904202403	8187	BMO Credit Card	9/4/2024 0:00	\$19.40	102672	E	01	330	000	WALMART - SHERMAN CRAYON BOXES		
7	904202403	8187	BMO Credit Card	9/4/2024 0:00	\$20.00	102673	E	01	330	000	TEACHERS PAY TEACHERS - SHERMAN READING LITERACY CENTERS BUNDLE		
7	904202403	8187	BMO Credit Card	9/4/2024 0:00	\$41.06	102674	E	01	330	000	WALMART - RABBE MARKERS, PENS, PAPER		
7	904202403	8187	BMO Credit Card	9/4/2024 0:00	\$0.99	102668	E	01	330	000	TEACHERS PAY TEACHERS - K RABBE BACK TO SCHOOIL SOUR PATCH KIDS LABEL		
				TOTAL:	\$394,025.15								
				TOTAL BY FUND									
				FUND 1	\$370,839.13								
				FUND 2	\$18,124.65								
				FUND 4	\$5,061.37								
				FUND 7	\$0.00								
				TOTAL:	\$394,025.15								
WINDOM AREA SCHOOLS			DETAIL REGISTER - P CARD REGISTER					AUGUST - SEPTEMBER 2024					
BMOC		00112	HILLYARD/SIOUX FALLS	9/4/2024 0:00	\$198.00	102600	E	01	005	000	MOTOR HOUSING BASALT GRAY		
BMOC		00112	HILLYARD/SIOUX FALLS	9/4/2024 0:00	\$94.50	102600	E	01	005	000	CABLE VS14		
BMOC		00112	HILLYARD/SIOUX FALLS	9/4/2024 0:00	\$66.60	102600	E	01	005	000	SWIVEL NECK V14D/V18D		
BMOC		00112	HILLYARD/SIOUX FALLS	9/4/2024 0:00	\$67.00	102600	E	01	005	000	BEARING BLOCK		
BMOC		00112	HILLYARD/SIOUX FALLS	9/4/2024 0:00	\$10.34	102600	E	01	005	000	SHIPPING		
BMOC		00112	HILLYARD/SIOUX FALLS	9/4/2024 0:00	\$36.30	102600	E	01	005	000	BEARING BLOCK RH		
BMOC		00141	MINNESOTA RURAL EDUCATION ASSN	9/4/2024 0:00	\$990.00	102664	E	01	005	308	MREA CONFERENCE NOV 17-19, 2024		
BMOC		00214	PITNEY BOWES GLOBAL FINANCIAL SE	9/4/2024 0:00	\$419.82	102569	E	01	005	000	LEASE PAYMENT		
BMOC		00373	LINDE GAS AND EQUIPMENT INC.	9/4/2024 0:00	\$20.27	102599	E	01	050	000	GAS		

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description	
BMOC		00373	LINDE GAS AND EQUIPMENT INC.	9/4/2024 0:00	\$106.41	102599	E	01	050	830	GAS
BMOC		00475	CRAGUN'S LODGE & CONFERENCE CT	9/4/2024 0:00	\$650.70	102665	E	01	005	308	MREA CONFERENCE HOTEL ROOMS
BMOC		00595	MASTER TEACHER	9/4/2024 0:00	\$396.00	102637	E	01	005	308	PARAEDUCATOR ONLINE TRAINING
BMOC		00729	WM OF WI-MN	9/4/2024 0:00	\$346.89	102589	E	01	005	000	ELEMENTARY
BMOC		00729	WM OF WI-MN	9/4/2024 0:00	\$307.33	102589	E	01	005	000	HIGHLAND
BMOC		00729	WM OF WI-MN	9/4/2024 0:00	\$464.81	102589	E	01	005	000	HIGH/MIDDLE SCHOOL
BMOC		00729	WM OF WI-MN	9/4/2024 0:00	\$137.47	102587	E	01	005	000	WOODSHOP
BMOC		00800	SUPREME SCHOOL SUPPLY	9/4/2024 0:00	\$80.00	102596	E	01	050	000	MAKE UP REPORTS
BMOC		00800	SUPREME SCHOOL SUPPLY	9/4/2024 0:00	\$180.00	102596	E	01	050	000	TEACHERS PLAN BOOK
BMOC		00800	SUPREME SCHOOL SUPPLY	9/4/2024 0:00	\$46.12	102596	E	01	050	000	SHIPPING
BMOC		00835	SCHOOL HEALTH SUPPLY	9/4/2024 0:00	\$218.99	102590	E	01	005	000	SUPPLIES FOR HEALTH OFFICE
BMOC		01793	KELLY INN - BEST WESTERN	9/4/2024 0:00	\$272.56	102581	E	02	005	701	FOOD SERVICE DIRECTOR WORKSHOP
BMOC		01826	PITNEY BOWES	9/4/2024 0:00	\$66.39	102601	E	01	005	000	POSTAGE TAPE STRIPES
BMOC		02020	CDW-G COMPUTING SOLUTIONS	9/4/2024 0:00	\$490.00	102661	E	01	005	000	DELL LED MONITOR 24 "
BMOC		02020	CDW-G COMPUTING SOLUTIONS	9/4/2024 0:00	\$0.00	102631	E	01	050	000	QUOTE# NZTX562
BMOC		02020	CDW-G COMPUTING SOLUTIONS	9/4/2024 0:00	\$10,600.00	102631	E	01	050	000	DELL CHROMEBOOK 11.6" N4500 4 GB RAM 64 GB EMM
BMOC		02020	CDW-G COMPUTING SOLUTIONS	9/4/2024 0:00	\$1,240.00	102631	E	01	050	000	GOOGLE CHROME EDUCATION UPDAGRE
BMOC		02210	COLE PAPERS INC	9/4/2024 0:00	\$1,862.70	102632	E	01	005	000	MISC CLEANING
BMOC		02210	COLE PAPERS INC	9/4/2024 0:00	\$147.48	102570	E	01	005	000	BETCO UNTOUCHABLE FLOOR FINISH
BMOC		02210	COLE PAPERS INC	9/4/2024 0:00	\$277.50	102570	E	01	005	000	EASY SHINE APPLICATOR PAD
BMOC		02306	GRAINGER	9/4/2024 0:00	\$14.62	102582	E	01	005	000	SPRAY ADHESIVE
BMOC		02341	CHANHASSEN DINNER THEATER	9/4/2024 0:00	\$145.22	102666	E	04	005	321	BEAUTIFUL: THE CAROLE KIGN MUSICAL AUG 21,2 024
BMOC		02839	HYATT REGENCY	9/4/2024 0:00	\$16.07	102642	E	01	005	307	BAYMOUNT HOTEL REFUND FOR J HARWOOD ROOM
BMOC		02839	HYATT REGENCY	9/4/2024 0:00	\$824.73	102579	E	01	005	307	AVID CONFERENCE
BMOC		02839	HYATT REGENCY	9/4/2024 0:00	\$824.73	102577	E	01	005	307	J. BURTON AVID
BMOC		02839	HYATT REGENCY	9/4/2024 0:00	\$824.73	102578	E	01	005	307	AVID CONFERENCE
BMOC		03145	CRISIS PREVENTION INSTITUTE	9/4/2024 0:00	\$48.49	102627	E	01	005	308	NONVIOLENT CRISIST INTERVENTION 3RD EDITION
BMOC		03145	CRISIS PREVENTION INSTITUTE	9/4/2024 0:00	\$96.98	102576	E	01	005	308	REFRESHER TRAINING
BMOC		03145	CRISIS PREVENTION INSTITUTE	9/4/2024 0:00	\$727.35	102568	E	01	005	308	NONVIOLENT CRISIS INTERVENTION
BMOC		03145	CRISIS PREVENTION INSTITUTE	9/4/2024 0:00	\$1,988.09	102568	E	01	005	308	REFRESHER TRAINING
BMOC		03681	PEARSON CLINICAL ASSMTS	9/4/2024 0:00	\$270.60	102604	E	04	005	354	ESI-3 PARENT QUESTIONNAIRES
BMOC		03681	PEARSON CLINICAL ASSMTS	9/4/2024 0:00	\$16.24	102604	E	04	005	354	SHIPPING AND HANDLING
BMOC		03681	PEARSON CLINICAL ASSMTS	9/4/2024 0:00	\$19.72	102604	E	04	005	354	TAX-WILL BE CREDITED
BMOC		03813	BSN SPORTS	9/4/2024 0:00	\$279.96	102598	E	01	050	000	BADEN PERFECTION VOLLEYBALL
BMOC		03813	BSN SPORTS	9/4/2024 0:00	\$17.99	102598	E	01	050	000	BIG RED VB SCOREBOOK
BMOC		03813	BSN SPORTS	9/4/2024 0:00	\$9.99	102598	E	01	050	000	BSN BOLLEYBALL SCOREBOOK
BMOC		03813	BSN SPORTS	9/4/2024 0:00	\$749.85	102598	E	01	050	000	BADEN LEXUM VOLLEYBALL
BMOC		03813	BSN SPORTS	9/4/2024 0:00	\$41.03	102598	E	01	050	000	FREIGHT
BMOC		03813	BSN SPORTS	9/4/2024 0:00	\$0.00	102598	E	01	050	000	DO NOT SHIP OR INVOICE UNTIL AFTER JULY 1, 2024
BMOC		04024	HILTON	9/4/2024 0:00	\$337.82	102574	E	01	005	308	7.29.24-7.31.24 CONFERENCE
BMOC		04666	INNOVATIVE OFFICE SOLUTIONS	9/4/2024 0:00	\$97.92	102571	E	04	005	344	MMMTP3854200 POUCH, THERML, 3MIL, 200, CLR
BMOC		04666	INNOVATIVE OFFICE SOLUTIONS	9/4/2024 0:00	\$16.17	102571	E	04	005	344	UNV74325 PUNCH, 3 HOLE, BK
BMOC		04666	INNOVATIVE OFFICE SOLUTIONS	9/4/2024 0:00	\$9.44	102571	E	04	005	344	SWI44401S STAPLER, DSK, FL STP, BK
BMOC		04666	INNOVATIVE OFFICE SOLUTIONS	9/4/2024 0:00	\$53.55	102639	E	01	050	000	UNV43118 STAPLER, ECON, FULL
BMOC		04666	INNOVATIVE OFFICE SOLUTIONS	9/4/2024 0:00	\$84.21	102639	E	01	050	000	EPIE503 GLUE, STICKS, 60BX, PP

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description		
BMOC		04666	INNOVATIVE OFFICE SOLUTIONS	9/4/2024 0:00	\$23.85	102639	E	01	050	000	UNV15001 DISPENSER,TAPE,1"CORE,BK	
BMOC		04666	INNOVATIVE OFFICE SOLUTIONS	9/4/2024 0:00	\$35.76	102639	E	01	050	000	UNV18102 FOLDER,REIN,LTR,250CT,MLA	
BMOC		04666	INNOVATIVE OFFICE SOLUTIONS	9/4/2024 0:00	\$11.81	102639	E	01	050	000	PAC6555 PAPER,CONSTRUCTION,AST	
BMOC		04666	INNOVATIVE OFFICE SOLUTIONS	9/4/2024 0:00	\$18.59	102639	E	01	050	000	UNV20835 INDEX,BINDER,LTR,5TAB,WE	
BMOC		04666	INNOVATIVE OFFICE SOLUTIONS	9/4/2024 0:00	\$3.35	102638	E	01	330	000	UNV47210 CARD,INDEX,RULED,3X5,WE	
BMOC		04666	INNOVATIVE OFFICE SOLUTIONS	9/4/2024 0:00	\$350.28	102572	E	01	005	000	OIFMT4818 CHAIR,MESH,TASK,BK	
BMOC		04666	INNOVATIVE OFFICE SOLUTIONS	9/4/2024 0:00	\$351.78	102572	E	01	005	000	ALEIN4814 CHAIR,TASK,MESH,BK	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$23.44	102636	E	01	330	000	NORDIC WARE PLASTIC SPLATTER COVER	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$19.78	102635	E	01	330	740	NUOVA PREMIUM THERMAL LAMINATING POUCHES	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$28.98	102635	E	01	330	740	KISS MONKEY 640 PCS PRIZE TREASURE BOX	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$54.99	102653	E	01	330	000	CLEAR TUBS	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$8.48	102605	E	01	330	000	2024-2025 PLANNER	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$17.65	102566	E	01	330	000	LESSON PLAN AND RECORD BOOK	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$43.36	102630	E	01	330	000	FOUR COMPARTMENT CADDIES	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$11.19	102630	E	01	330	000	MINI DRY ERASE ERASERS	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$9.99	102630	E	01	330	000	MULTICOLOR PENS	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$12.99	102630	E	01	330	000	STAPLER	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$11.79	102630	E	01	330	000	PAPER MATE GEL PENS	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$94.80	102628	E	01	060	000	TEXAS INSTRUMENTS TI-30XIIS SCIENTIFIC CALCULATORS	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$11.13	102585	E	01	330	000	3/8 INCH PLASTIC BINDING COMBS	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$19.90	102565	E	01	050	000	GIVE ME LIBERTY	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$45.00	102565	E	01	050	000	GIVE ME LIBERTY	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$84.18	102565	E	01	050	000	GIVE ME LIBERTY	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$43.00	102565	E	01	050	000	GIVE ME LIBERTY	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$39.99	102565	E	01	050	000	GIVE ME LIBERTY	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$39.99	102565	E	01	050	000	GIVE ME LIBERTY	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$38.97	102565	E	01	050	000	GIVE ME LIBERTY	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$34.90	102565	E	01	050	000	GIVE ME LIBERTY	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$33.99	102565	E	01	050	000	GIVE ME LIBERTY	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$33.00	102565	E	01	050	000	GIVE ME LIBERTY	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$33.00	102565	E	01	050	000	GIVE ME LIBERTY	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$30.00	102565	E	01	050	000	GIVE ME LIBERTY	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$29.97	102565	E	01	050	000	GIVE ME LIBERTY	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$15.99	102586	E	01	005	000	MINI PLAYMATE COOLER	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$12.50	102586	E	01	005	000	WOOD STICK QTIPS	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$11.24	102586	E	01	005	000	PURELL SINGLES	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$7.81	102586	E	01	005	000	SNACK STORAGE BAGS	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$12.22	102586	E	01	005	000	GALLON STORAGE BAGS	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$27.69	102586	E	01	005	000	ASSURANCE WASHCLOTHS	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$18.99	102586	E	01	005	000	BABY WIPES	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$7.39	102586	E	01	005	000	WOUND MEASURING GUIDE	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$9.95	102586	E	01	005	000	SLIDING CABINET CHILD SAFETY LOCKS	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$6.53	102586	E	01	005	000	SOFTSOAP	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$12.31	102586	E	01	005	000	HEIGHT MEASURING TAPE	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$56.82	102586	E	01	005	000	QUIKCLOT CLOTTING GAUZE	

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$6.32	102586	E	01	005	000	ALCON OPTI FREE CONTACT SOLUTION
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$71.58	102608	E	01	050	000	PARCHMENT SPECIALTY PAPER GOLD
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$37.66	102575	E	01	060	740	TWO POCKET FOLDERS
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$15.69	102622	E	01	330	000	CARPET MARKERS FLOOR DOTS
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$18.99	102622	E	01	330	000	LANYARDS
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$29.59	102622	E	01	330	000	PARTY FAVORS FOR KIDS
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$10.54	102622	E	01	330	000	HYGLOSS PLAY DOUGH
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$12.59	102622	E	01	330	000	DYMO LABEL MAKER REFILLS
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$13.66	102618	E	01	330	000	VELCRO
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$74.06	102657	E	01	005	000	24X84 MINI BLINDS WHITE
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$76.42	102657	E	01	005	000	30X84 MINI BLINDS WHITE
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$13.27	102567	E	01	005	740	WIDE RULED NOTE PAD
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$89.00	102588	E	01	330	000	15 DRAWER ROLLING STORAGE CART
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$86.37	102621	E	01	330	000	1.5 INCH ROUND RING BINDER
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$105.90	102621	E	01	330	000	3 INCH 3 RING BINDERS
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$21.18	102621	E	01	330	000	3 INCH 3 RING BINDERS
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$13.59	102623	E	01	060	740	SPEAKERS
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$4.99	102623	E	01	060	740	RULERS
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$17.94	102623	E	01	060	740	CALCULATORS
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$21.58	102623	E	01	060	740	DRY ERASE DOTS
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$30.36	102623	E	01	060	740	HATCHET BOOK
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$35.34	102623	E	01	060	740	THE OUTSIDERS BOOK
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$41.46	102623	E	01	060	740	RULES BOOK
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$31.02	102623	E	01	060	740	WISH BOOK
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$28.47	102656	E	04	005	321	PICKLEBALLS
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$7.95	102655	E	01	330	000	ZIPPER POUCH
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$38.69	102606	E	01	330	000	YEGEER WASHABLE MARKERS
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$8.49	102606	E	01	330	000	BIG FOAM DICE SET
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$86.68	102607	E	01	060	000	ULTRA HIGH DEF CAMERA
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$19.89	102591	E	01	050	000	BROCHURE HOLDER
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$68.85	102591	E	01	050	000	INVISIBLE TAPE
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$148.80	102591	E	01	050	000	SCOTCH HEAVY DUTY SHIPPING TAPE
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$159.00	102591	E	01	050	000	EXPO LOW ODOR DRY ERASE MARKERS
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$14.83	102591	E	01	050	000	MAGIC SPONGES CLEANING ERASER
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$19.99	102591	E	01	050	000	SHARPIE FINE POINT BLUE
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$22.77	102591	E	01	050	000	SHARPIE FINE POINT BLACK
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$11.12	102591	E	01	050	000	HANGING FILE FOLDERS ASSOTED COLORS
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$37.42	102591	E	01	050	000	HANGING FILE FOLDERS STANDARD GREEN
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$41.56	102591	E	01	050	000	EXPANDING FILE POCKET FOLDER ORGANIZER
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$37.49	102591	E	01	050	000	CLIP BOARDS
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$60.85	102591	E	01	050	000	LEDGER PAPER
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$38.92	102591	E	01	050	000	YELLOW POST IT NOTES
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$9.99	102591	E	01	050	000	POP UP STICKY NOTES
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$15.19	102591	E	01	050	000	MINI STICKY NOTES
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$9.53	102591	E	01	050	000	PILOT EASY TOUCH BALL POINT STICK PENS

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description		
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$31.99	102591	E	01	050	000	PLASTIC STORAGE BASKETS WITH LID	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$26.99	102591	E	01	050	000	1 INCH BINDERS	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$18.48	102591	E	01	050	000	2 INCH BINDERS	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$42.87	102591	E	01	050	000	CARD STOCK	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$20.29	102591	E	01	050	000	EXPO DRY ERASE WHITEBOARD CLEANING SPRAY	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$62.04	102658	E	01	060	000	WHITEBOARD 3X4	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$69.98	102654	E	01	005	000	BALANCE BALL CHAIR	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$7.86	102654	E	01	005	000	BLUE INK	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$16.39	102650	E	01	330	000	PLASTIC LABEL HOLDER WIRE SHELF	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$9.55	102592	E	01	330	000	PICASSO TILES	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$12.86	102592	E	01	330	000	PICASSO TILES 6 PIECE RACE TRACK RAMP	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$116.56	102592	E	01	330	000	PORTABLE DRAWER ORGANIZER	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$17.78	102592	E	01	330	000	PICASSO TILES 2 PIECE CAR TRUCK CONSTRUCTION KIT	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$79.18	102592	E	01	330	000	PICASSO TILES 100 PIECE SET	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$8.49	102629	E	01	330	000	JUNPOWER LITHIUM BATTERY	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$14.00	102629	E	01	330	000	CRAYOLA FINE LINE MARKERS	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$25.78	102629	E	01	330	000	WASHI TAPE SET	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$18.99	102629	E	01	330	000	MEGA COLLECTION CARDSTOCK	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$15.76	102629	E	01	330	000	WASHI TAPE SET 40 ROLLS	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$18.49	102629	E	01	330	000	ASTROBRIGHTS MEGA COLLECTION CARDSTOCK FROSTY	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$12.37	102629	E	01	330	000	BETTER OFFICE SHEET PROTECTORS	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$77.78	102629	E	01	330	000	TRIFOLD POSTER BOARDS	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$45.60	102629	E	01	330	000	CRAYOLA WASHABLE PAINT	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$13.54	102629	E	01	330	000	CHANZON DIODE LIGHTS	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$70.16	102629	E	01	330	000	CRAYOLA WASHABLE MARKERS	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$8.80	102629	E	01	330	000	THUMB TACKS	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$13.89	102629	E	01	330	000	MAGNETIC PENCIL HOLDER	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$13.48	102629	E	01	330	000	FILE FOLDERS 1/3 CUT TAB	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$6.84	102629	E	01	330	000	MR. PEN SKETCH PENCILS	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$34.14	102629	E	01	330	000	ELMERS LIQUID GLUE	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$137.44	102584	E	01	050	740	CALCULATORS	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$68.00	102584	E	01	050	740	CLASSROOM MAILBOX	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$67.99	102584	E	01	050	740	CLASSROOM MAILBOX 1/2	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$49.99	102597	E	01	060	000	LARGE BLANK WORLD OUTLINE MAP	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$17.99	102597	E	01	060	000	18 HISTORY CLASSROOM DECORATIONS	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$38.99	102597	E	01	060	000	FOUNDING FATHERS POSTERS	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$9.99	102597	E	01	060	000	QUI PRESENTATION CLICKER	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$9.49	102597	E	01	060	000	PAPER MATE FLAIR PENS	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$14.99	102597	E	01	060	000	JOLLY RANCHER CANDY	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$7.99	102597	E	01	060	000	SHIPPING AND HANDLING	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$116.91	102640	E	01	050	000	EVOTECH DISARTICULATED HUMAN SKELETON MODEL	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$35.96	102593	E	01	330	000	KITCHEN SCALE	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$3.98	102593	E	01	330	000	COLORLED DOT STICKERS	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$24.49	102593	E	01	330	000	D BATTERIES	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$27.96	102593	E	01	330	000	MODELING CLAY KIT	

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description	
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$12.73	102593	E	01	330	000	MAGNETS ROUND
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$52.02	102641	E	01	050	000	AWARDS DAY CERTIFICATES
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$50.80	102641	E	01	050	000	GRADUATION PROGRAM PAPER-SPECIALTY PAPER
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$111.72	102643	E	04	005	344	CD PLAYER PORTABLE
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$17.99	102594	E	01	330	000	DINOFIRE USB WIRELESS PRESENTER REMOTE
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$9.28	102594	E	01	330	000	COMMAND MEDIUM WIRE TOGGLE HOOKS
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$8.88	102594	E	01	330	000	AVERY EASY PEEL WHITE INKJET ADDRESS
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$27.98	102646	E	01	005	000	BATTERIES RAMWAY LITHIUM BATTERY
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$14.29	102647	E	04	005	325	WHITE CARDSTOCK
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$8.99	102647	E	04	005	325	GIFT BAGS
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$25.73	102647	E	04	005	325	BUBBLES REFILL
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$11.99	102647	E	04	005	325	FACE PAINTING KIT
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$12.39	102647	E	04	005	325	YELLOW CARDSTOCK
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$36.40	102634	E	01	005	000	FENCESMART4U TENSION BANDS
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$21.99	102648	E	01	330	000	PLAY DOH MODELING COMPOUND
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$10.84	102648	E	01	330	000	LABELING POCKETS
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$8.54	102648	E	01	330	000	DRY ERASE ERASERS
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$16.59	102648	E	01	330	000	ASSORTED COLORFUL PENCILS
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$12.99	102648	E	01	330	000	CARPET MARKERS
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$14.99	102648	E	01	330	000	SCRATCH AND SNIFF STICKERS
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$7.49	102648	E	01	330	000	MOTIVATIONAL STICKERS
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$8.88	102648	E	01	330	000	ANIMAL STICKERS
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$7.95	102648	E	01	330	000	ZIPPER POUCH
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$7.99	102648	E	01	330	000	FIDGET TOY
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$17.65	102580	E	01	330	000	TEACHER RESOURCES LESSON PLAN AND RECORD BOOK
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$6.77	102580	E	01	330	000	AMAZON BASICS CHISEL TIP HIGHLIGHTERS
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$9.59	102580	E	01	330	000	DAIKOYE 24 PCS BALLPINT PEN 6 COLORS
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$4.99	102649	E	01	330	000	ICE CREAM STICKS
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$14.31	102649	E	01	330	000	PAPER TOWELS
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$17.78	102649	E	01	330	000	RED CUPS
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$5.38	102649	E	01	330	000	TOOTHPICKS
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$13.50	102649	E	01	330	000	RUBBER BANDS
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$7.99	102649	E	01	330	000	PAPER CLIPS
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$8.86	102649	E	01	330	000	BLACKBEANS
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$8.99	102649	E	01	330	000	POM POMS
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$3.98	102649	E	01	330	000	DOT STICKERS
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$7.99	102649	E	01	330	000	PIPE CLEANERS
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$5.89	102649	E	01	330	000	BABMOO SKEWERS
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$21.76	102649	E	01	330	000	PAPER PLATES
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$8.29	102649	E	01	330	000	LUNCH BAGS
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$18.99	102649	E	01	330	000	PLASTIC SPOONS
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$21.99	102649	E	01	330	000	PLASTIC WATER BOTTLES
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$16.73	102649	E	01	330	000	WHTIE FOAM CUPS
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$14.83	102649	E	01	330	000	INDEX CARDS
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$21.12	102649	E	01	330	000	BOBBY PINS

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$3.49	102649	E 01	330	000	CORN MEALS
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$19.99	102649	E 01	330	000	PAPER CUPS
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$19.91	102649	E 01	330	000	CLEAR PLASTIC CUPS
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$5.98	102649	E 01	330	000	COTTON STRING
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$10.39	102649	E 01	330	000	INK PENS
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$71.97	102649	E 01	330	000	STORAGE BINS
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$24.70	102649	E 01	330	000	FOIL
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$14.60	102649	E 01	330	000	CLOTHESPINS
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$8.99	102649	E 01	330	000	PAPER COFFEE CUPS
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$4.50	102649	E 01	330	000	SMALL BINDER CLIPS
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$305.44	102573	E 01	330	000	PLANNERS 2024-2025
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$23.99	102573	E 01	330	000	PAPER BAGS
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$7.99	102651	E 01	330	000	MAGNIFYING GLASSES
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$9.60	102651	E 01	330	000	BAMBOO STICKES
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$6.79	102651	E 01	330	000	POTTING BARK
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$19.98	102651	E 01	330	000	PASTIC MIRRORS
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$39.92	102651	E 01	330	000	WOOD LOG STICKS
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$14.82	102651	E 01	330	000	POPSICLES STICKS
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$12.99	102651	E 01	330	000	4 PACK FLASHLIGHT
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$39.98	102651	E 01	330	000	30 PACK MINI FLASHLIGHT
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$3.99	102651	E 01	330	000	MARKERS
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$25.59	102652	E 01	330	000	BUILDING BRICKS
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$19.98	102652	E 01	330	000	PLAY DOH
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$5.49	102652	E 01	330	000	TWINE
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$39.34	102617	E 01	330	000	TWO POCKET FOLDERS
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$44.54	102617	E 01	330	000	SLINKY WALKING SPRING TOY
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$11.88	102595	E 01	050	000	AIR BALL PUMP NEEDLES
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$73.98	102583	E 04	005	344	ALL ABOUT LETTER POCKET CHART
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$9.99	102603	E 01	330	000	MULTICOLOR PENS
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$13.99	102603	E 01	330	000	MINI DRY ERASE ERASERS
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$10.57	102603	E 01	330	000	SWIVEL SWING BLACK MAGNETIC HOOKS
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$17.39	102625	E 01	330	000	35 PCS PUNCH NEEDLE TOOL
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$8.45	102625	E 01	330	000	CHALK MARKERS
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$23.39	102625	E 01	330	000	ULTRA FINE PERMANENT MARKERS BLACK
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$26.97	102625	E 01	330	000	MOGYANN DRAWING PENS
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$4.89	102625	E 01	330	000	4 PACK TOOTHBRUSH CASES
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$4.89	102625	E 01	330	000	4 PACK TOOTHBRUSH CASES
BMOC		1491	AMAZON.COM	9/4/2024 0:00	\$18.59	102625	E 01	330	000	EZZGOL PERMANENT MARKERS BULK
BMOC		8025	TEACHERS PAY TEACHERS/TEACHERS	9/4/2024 0:00	\$200.00	102624	E 01	060	740	S. BARFKNECHT ORDER
BMOC		8025	TEACHERS PAY TEACHERS/TEACHERS	9/4/2024 0:00	\$80.00	102624	E 01	050	740	S. BARFKNECHT ORDER
BMOC		8025	TEACHERS PAY TEACHERS/TEACHERS	9/4/2024 0:00	\$78.50	102624	E 01	060	740	S. BARFKNECHT ORDER
BMOC		8025	TEACHERS PAY TEACHERS/TEACHERS	9/4/2024 0:00	\$82.00	102633	E 01	330	740	E. PURRINGTON CURRICULUM
BMOC		8488	EDPUZZLE, INC.	9/4/2024 0:00	\$0.00	102645	E 01	005	417	QUOTE #00072415
BMOC		8488	EDPUZZLE, INC.	9/4/2024 0:00	\$3,240.00	102645	E 01	005	417	PRO DISTRICT UNLIMITED ACCESS TO EDPUZZLE FOR ALL USERS DISRICT WIDE
BMOC		8488	EDPUZZLE, INC.	9/4/2024 0:00	-\$2,760.00	102645	E 01	005	417	REFUND FOR OVERPAYMENT FROM OCT 2023

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description		
BMOC		8488	EDPUZZLE, INC.	9/4/2024 0:00	\$0.00	102645	E	01	005	417	SUBSCRIPTION FOR THE 2024-2025 SCHOOL YEAR ONLY - JULY 1, 2024 TO JUNE 30,2025	
BMOC		8611	SMARTCARE	9/4/2024 0:00	\$83.33	102644	E	04	005	321	AUG 2024 MONTHLY SUBSCRIPTION	
BMOC		8850	MARRIOTT	9/4/2024 0:00	\$177.32	102663	E	01	005	308	HOTEL ROOM AUG 5-6, 2024 MDE BACK TO SCHOOL CONFERENCE	
BMOC		8907	HEGGERTY	9/4/2024 0:00	\$178.00	102602	E	01	330	317	PRIMARY CURRICULUM 2022	
BMOC		8907	HEGGERTY	9/4/2024 0:00	\$14.24	102602	E	01	330	317	SHIPPING	
BMOC		9161	ADOBE INC.	9/4/2024 0:00	\$15.99	102659	E	01	005	000	CREATIVE CLOUD APP SUBSCRIPTOIN	
BMOC		9305	FOOD SAFETY GUY	9/4/2024 0:00	\$200.00	102619	E	02	005	701	SERVSAFE CFPM EXAM	
BMOC		9332	FURNACE PART SOURCE	9/4/2024 0:00	\$108.46	102626	E	01	005	380	JOHNSON CONTROLS WD-1B WATER DETECTOR	
BMOC		9332	FURNACE PART SOURCE	9/4/2024 0:00	\$20.43	102626	E	01	005	380	SHIPPING	
BMOC		9334	THE CURRICULUM STORE	9/4/2024 0:00	\$1,499.70	102660	E	01	060	302	6TH GRADE INTRO LITERATURE STUDENT EDICTION	
BMOC		9335	ARBYS	9/4/2024 0:00	\$11.04	102662	E	01	005	308	MEAL - MDE BACK TO SCHOOL CONFERENCE	
				TOTAL:	\$37,523.43							

**WINDOM AREA SCHOOLS, ISD 177
WINDOM, MN
TREASURER'S REPORT TO SCHOOL BOARD**

Date of report September 4, 2024

For the Month Ending August 31, 2024

FUNDS	Cash Balance Beginning of Month	Receipts	Interest	Payroll	Disbursements	Cash Balance End of Month	Adjustments	Cash Balance End of Month
General Fund (01)	6,950,509.80	2,395,556.17	39,792.28	168,268.78	664,423.20	8,553,166.27	(5,144.82)	8,548,021.45
Food Service Fund (02)	317,263.03	12,708.66		13,495.11	23,833.65	292,642.93		292,642.93
Community Service Fund (04)	233,729.34	20,584.73		26,576.63	5,143.10	222,594.34	5,144.82	227,739.16
Sub-Total Funds 01/02/04	7,501,502.17	2,428,849.56	39,792.28	208,340.52	693,399.95	9,068,403.54	0.00	9,068,403.54
Debt Service Fund (07)	793,992.12	246,033.22				1,040,025.34		1,040,025.34
Scholarship Fund (18)	8,965.78					8,965.78		8,965.78
Activity Account (21)	225,792.24	25,783.32	607.81		5,161.36	247,022.01		247,022.01
Sub-Total Funds 07/08/21	1,028,750.14	271,816.54	0.00	0.00	5,161.36	1,296,013.13	0.00	1,296,013.13
TOTALS	\$ 8,530,252.31	\$ 2,700,666.10	\$ 39,792.28	\$ 208,340.52	\$ 698,561.31	\$ 10,364,416.67	\$ -	\$ 10,364,416.67

RECONCILEMENT OF TREASURER'S BALANCE WITH BANK(S)

Description	Current Rate Of Interest (info. only)	Balance Per Bank Statement			Outstanding Checks & Wires	Deposits Not Bank Statement	Other Reconciling Items	Balance Per Treasurer's Books
BANK MIDWEST-GENERAL	1.68%	493,037.89			107,519.79	308.50	101.16	385,927.76
CASH ON HAND, games & concessions		1,675.00						1,675.00
CASH ON HAND, food service		250.00						250.00
MSDLAF+ LIQUID	5.11%	20,882.09						20,882.09
MSDLAF+ MAX	5.21%	5,708,659.81						5,708,659.81
MSDLAF+ TERM	5.13% - 5.34%	4,000,000.00						4,000,000.00
BANK MIDWEST-ACTIVITY ACCOUNT	3.05%	247,272.01			250.00			247,022.01
Treasurer's Bal. Per Books		\$ 10,471,776.80			\$ 107,769.79	\$ 308.50	\$ 101.16	\$ 10,364,416.67

Other Reconciling Items - ICS Sweep Adjustment

AUG 06 2024

7-30-24

787 Des Moines Drive
Windom MN 56101

Superintendent Jamie Frank
Windom School Board

Please accept my resignation from the position of 1.5 Early Childhood Family Education Teacher. Thank you.

Sincerely,

A handwritten signature in cursive script that reads "Janelle Mickelson".

Janelle Mickelson



AUG 09 2024

Holly Anderson <handerson@isd177.com>

Fwd: Baseball Resignation

1 message

Jacob Johnson <jjohnson@isd177.com>
To: Holly Anderson <handerson@isd177.com>

Thu, Aug 8, 2024 at 3:17 PM

See below:

----- Forwarded message -----

From: **Travis Janssen** <tjanssen@isd177.com>

Date: Thu, Aug 8, 2024 at 1:50 PM

Subject: Baseball Resignation

To: Jacob Johnson <jjohnson@isd177.com>

Mr. Johnson,

I am writing to inform you that I am resigning from my position as JV Baseball Coach.

Regards,

Travis Janssen
Behavior Specialist Teacher
Windom Area Elementary/Middle School
Work: (507)-831-6910 ext. 360
Cell: (507)-822-2844

--
Jacob Johnson
Activities Director
Ag/Industrial Technology Teacher
Head Girls Basketball Coach
Windom Area Schools
PO 177
Windom, MN 56101
Work: 507-832-8744
Cell: 507-221-0549

Eagle Pride!





AUG 09 2024

Holly Anderson <handerson@isd177.com>

Robby Anderson Resignation

1 message

Jacob Johnson <jjohnson@isd177.com>
To: Holly Anderson <handerson@isd177.com>

Thu, Aug 8, 2024 at 3:17 PM

Holly,

See attached. Robby Anderson has resigned as JH Football coach.

3:14

46



Robby



iMessage
Today 11:44 AM

Hey Jacob this Robby, got your voicemail and I'm gonna have to step down this year as well, just got a lot of things at the moment and just don't think this year will work



iMessage



--

Jacob Johnson
Activities Director
Ag/Industrial Technology Teacher
Head Girls Basketball Coach
Windom Area Schools
PO 177
Windom, MN 56101
Work: 507-832-8744
Cell: 507-221-0549

Eagle Pride!





AUG 26 2024

Holly Anderson <handerson@isd177.com>

Fwd: Resigning

1 message

Jamie Frank <jfrank@isd177.com>

Sun, Aug 25, 2024 at 4:35 PM

To: Holly Anderson <handerson@isd177.com>, Jana Bussey <jraverty@isd177.com>

Here is Jamie's resignation for the board packet.

Jamie Frank
Superintendent
Windom Area Schools
1200 17th St.
Windom, MN 56101
(507) 831-6910



Learning. Leading. Excelling. Together.
Aprendiendo. Liderando. Sobresaliendo. Juntos.

----- Forwarded message -----

From: **Jamie Stenberg** <jstenberg@isd177.com>

Date: Sun, Aug 25, 2024 at 4:14 PM

Subject: Resigning

To: Jamie Frank <jfrank@isd177.com>

I Jamie Stenberg, declare after cleaning out my desk, I will not be returning to the job Monday morning on August 26th, 2024. Due, to health problems, I am not able to due my job properly. Therefore, I am resigning from my position. I appreciate the opportunity windom Schools gave me.



AUG 26 2024

Holly Anderson <handerson@isd177.com>

Fwd: Track & Field Coach

1 message

Jacob Johnson <jjohnson@isd177.com>
To: Holly Anderson <handerson@isd177.com>

Mon, Aug 26, 2024 at 7:53 AM

See below:

----- Forwarded message -----

From: **Lindsey Power** <lpower@isd177.com>
Date: Mon, Aug 26, 2024 at 7:25 AM
Subject: Track & Field Coach
To: Jacob Johnson <jjohnson@isd177.com>

Hi Jacob,

I am writing to inform you that I am resigning from the JH Track and Field position. I would like to thank you for the opportunity to grow as a coach and hope this next season goes well!

Have a good day,
Lindsey Power

--



--
Jacob Johnson
Activities Director
Ag/Industrial Technology Teacher
Head Girls Basketball Coach
Windom Area Schools
PO 177
Windom, MN 56101
Work: 507-832-8744
Cell: 507-221-0549

Eagle Pride!





AUG 26 2024

Holly Anderson <handerson@isd177.com>

Fwd: Coaches/Advisors Meeting August 28th

Lisa Letcher <lletcher@isd177.com>

Mon, Aug 26, 2024 at 10:35 AM

To: Jacob Johnson <jjohnson@isd177.com>

Cc: Kelli Nibbe <knibbe@isd177.com>, Holly Anderson <handerson@isd177.com>, Emily Aikele <eaikele@isd177.com>

This is my letter of resignation from the Yearbook Co-Advisor.

[Quoted text hidden]

--

Lisa Letcher

(she, her)

English Teacher

Windom Area High School

1400 17th St. Windom, MN . 56101

507-831-6910 ext. 131

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AUG 29 2024

Holly Anderson <handerson@isd177.com>

Fwd: Coaches/Advisors Meeting August 28th

Kelli Nibbe <knibbe@isd177.com>

Wed, Aug 28, 2024 at 8:02 AM

To: Holly Anderson <handerson@isd177.com>, Jacob Johnson <jjohnson@isd177.com>

This is my letter of resignation from the position of co-advisor of the yearbook.

[Quoted text hidden]

--

~Kelli Nibbe~

Art Teacher

Windom Area High School



AUG 30 2024

Holly Anderson <handerson@isd177.com>

Fwd: Resignation

1 message

Jamie Frank <jfrank@isd177.com>

Fri, Aug 30, 2024 at 11:50 AM

To: Jana Bussey <jravery@isd177.com>, Holly Anderson <handerson@isd177.com>, Dane Nielsen <dnielsen@isd177.com>, Bryan Joyce <bjoyce@isd177.com>

----- Forwarded message -----

From: **Jerolyn Bever** <jbever@isd177.com>

Date: Fri, Aug 30, 2024 at 6:20 AM

Subject: Resignation

To: Jamie Frank <jfrank@isd177.com>

I have come upon another job opportunity. My last day will be September 13th. Thank you for all the support the last 13 years.
Jerolyn Bever

SEP 3 2024



Jana Raverty <jraverty@isd177.com>

Fwd:

Doug Holtz <dholtz@isd177.com>
To: Jana Raverty <jraverty@isd177.com>

Tue, Sep 3, 2024 at 11:33 AM

Here is Josh's resignation from the Highland position

----- Forwarded message -----

From: **Josh VanMeveren** <jvanmeveren@isd177.com>
Date: Tue, Sep 3, 2024 at 8:38 AM
Subject:
To: Doug Holtz <dholtz@isd177.com>

To whom it my concern:

As of 8/31/2024 I am resigning my position as highland custodian/ maintenance.

Josh VanMeveren 8/31/2024



[Redacted]



[Redacted]



[Redacted]

Accolades

- Mayor's Medal of Honor- Business Category 2013
- Womeninc Magazine Feature 2016
- Minnesota Cooks 2016
- Top Chef- MN Food News 2018
- Business Connect Magazine 2019
- Best Sandwich Award 2019
- Best Caterer Award 2019

Education

- Winona State University
Bachelor of Arts, English + Communications
2004-2005
- University of Wisconsin- Milwaukee
2001-2004

Involvement

- Windom Chamber
Board of Directors 2013-2014
- Hospitality Minnesota
Board of Directors 2021-2023

Top Skills

- Project Management
- Creative Solutions
- Brand Building
- Organization
- Critical Thinking
- Leadership

MARI HARRIES

Creative Business Strategist

Hey. Hi. Hello.

I thrive on coffee, sour candy, personal growth and long drives in my Bronco with a good audio book or music. I enjoy spending time with my incredibly supportive and talented husband, Andy, along with our teenage son, Henrik, and the real King of the house, our beloved dog, Magnus. My world involves a lot of creativity, a passion for inspiring, giving the best of what I have to offer and living anything but ordinary. ✨

Experience

Coach, Consultant & Strategist *2023 – Present*
M. Harries & Co.

I help businesses break free from the ordinary to set themselves a part from their competitors by leveraging strengths in the business, reimagining their brands, while also understanding their biggest headaches to help create time saving systems, sanity saving processes, and a community of eager, lovable buyers, using the same process I used to create successful hospitality businesses for the last 12 years. It's crucial business are equipped to handle the enormous shift of human behavior in a post pandemic world, and I'm dedicated to helping business navigate it.

Creator & Owner *2011 - Present*
River City Eatery

Midwest Nice Eatery created from pennies and an empty building, and a whole lot of drive, ambition and creativity because I was constantly told it was a crazy idea and the risk was too great. From atmosphere and design, menu development, management and leadership, branding and digital marketing, website design, POS system set up, process and procedures, project management. I grew this restaurant into a lovable brand with full service catering, a meeting room with the capacity of 80 guests, 2 food trucks and consistently achieved sales growth year after year, even during the pandemic using creative strategies and digital solutions.

Consulted, Created & Implemented *2018-2020*
The Danish Table

In 2018 I was approached by a community investor in Elk Horn, Iowa, to create a restaurant concept specific for a small Danish community thriving on tourism. I was the project manager working directly with contractors on restaurant design from outside to inside, including kitchen layout and functionality. It was a complete overhaul process. I also did the menu development, design and trained a team to execute authentic dishes consistently and efficiently, created a brand identity, created processes and procedures for team training, created signature dishes and bar drinks, set up POS systems and recruited and trained all staff.

Creator *2020-2022*
Old Soul Camp

I took 4 vintage campers and flipped them into charming modern oases and parked them in a private campground and listed them on Airbnb as Old Soul Camp. I created an entire brand and unique experience using 4 old campers. I had numerous repeat guests and maintained Superhost status. I was charging \$111/ per night and profited nearly 50K, created a digital concierge system, along with a digital upselling platform that allowed guests to purchase upgrades throughout their stay without any additional man power. I also created a training guide for my "camper keepers" so they maintained my brand identity and quality cleaning expectations.

Windom School District 177 Online Application

Hughes, Ezra - AppNo: 708

Date Submitted: 8/5/2024

Personal Data

Name: Ezra A Hughes
 (First) (Middle Initial) (Last)

Other name(s) under which transcripts, certificates, and former applications may be listed:

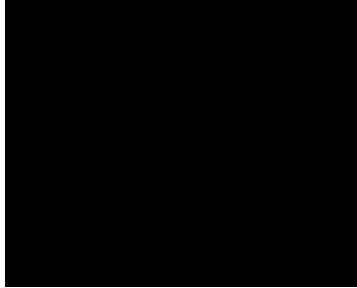
Other: (First) (Middle Initial) (Last)

Email Address: [REDACTED]

Postal Address

Permanent Address

Number & Street:
 Apt. Number:
 City:
 State/Province:
 Zip/Postal Code:
 Country:
 Daytime Phone:
 Home/Cell Phone:



Present Address

Number & Street:
 Apt. Number:
 City:
 State/Province:
 Zip/Postal Code:
 Country:
 Phone Number:

Employment Desired

Open Vacancy Desired:	Date Last Submitted	Experience in Similar Positions
JobID: 1840 Maintenance/Custodial: 2nd Shift Custodial Position at Middle/High School	8/5/2024	2 years

Position Desired:	Experience in Similar Positions
Maintenance/Custodial	
1. Custodian	-
2. Night Custodian	-

Experience

Please list ALL relevant work experience beginning with the most recent.

Current or Most Recent Position	Employer Contact Information	Supervisor/Reference Contact Information	
Indian Motorcycles Manufacturer	1900 Highway 71 Spirit Lake, IA 51360 712-336-3797	HR	
Date From - Date To:	07/2024 - 07/2024	Full or Part Time:	Full
Reason for Leaving:	Let go due to too many workers for workload		
May we contact this employer?	Yes		
Responsibilities/Accomplishments at this Position	Sanding and masking parts and prepping for paint application.		

Windom School District 177 Online Application

Arndtson, Kandace - AppNo: 1256

Date Submitted: 7/16/2024

Personal Data

Name: Kandace Arndtson
(First) (Middle Initial) (Last)

Other name(s) under which transcripts, certificates, and former applications may be listed:

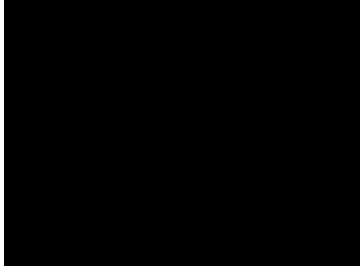
Other: Kandace Arndtson
(First) (Middle Initial) (Last)

Email Address: [Redacted]

Postal Address

Permanent Address

Number & Street:
Apt. Number:
City:
State/Province:
Zip/Postal Code:
Country:
Daytime Phone:
Home/Cell Phone:



Present Address

Number & Street:
Apt. Number:
City:
State/Province:
Zip/Postal Code:
Country:
Phone Number:

Employment Desired

Open Vacancy Desired: JobID: 1827 **Support Staff:** Paraprofessional at Windom Area Elementary **Date Last Submitted:** 7/16/2024 **Experience in Similar Positions:** 3 years

Position Desired: **Experience in Similar Positions:**

- Middle/High School Teaching** 3 years
 - 1. Special Education
- Substitute** 2 years
 - 1. Substitute Teacher
- Support Staff** 3 years
 - 1. Special Education Paraprofessional

Experience

Please list ALL relevant work experience beginning with the most recent.

Current or Most Recent Position		Employer Contact Information		Supervisor/Reference Contact Information	
H&R Block Receptionist		519 East Bridge Street Redwood Falls, MN 56283 5076275625		Shawna Zwetzig 5076275625	
Date From - Date To:	01/2021 - 05/2023	Full or Part Time:	Full		
Reason for Leaving:	Moved further away from job site.				
May we contact this employer?	Yes				
Responsibilities/Accomplishments at this Position	Answering phone calls, setting up appointments, receiving documents from clients. Assisting tax pro by inputting data in tax forms.				

Windom School District 177 Online Application

Arends, Jessica - AppNo: 1252

Date Submitted: 7/17/2024

Personal Data

Name: Mrs Jessica Arends
 (Title) (First) (Middle Initial) (Last)

Other name(s) under which transcripts, certificates, and former applications may be listed:

Other: Jessica Sell
 (Title) [Redacted] [Redacted] [Redacted]

Postal Address

Permanent Address

Number & Street:
 Apt. Number:
 City:
 State/Province:
 Zip/Postal Code:
 Country:
 Daytime Phone:
 Home/Cell Phone:



Present Address

Number & Street:
 Apt. Number:
 City:
 State/Province:
 Zip/Postal Code:
 Country:
 Phone Number:

Employment Desired

Open Vacancy Desired:

JobID: 1828	Support Staff: Paraprofessional at Middle/High School	Date Last Submitted	Experience in Similar Positions
JobID: 1827	Support Staff: Paraprofessional at Windom Area Elementary	7/17/2024	7 years

Position Desired:

Substitute

1. Substitute Paraprofessional 7 years

Support Staff

1. Special Education Paraprofessional 7 years

Experience

Please list ALL relevant work experience beginning with the most recent.

Current or Most Recent Position		Employer Contact Information		Supervisor/Reference Contact Information	
N/A Stay at home parent for child with mild/moderate ASD					
Date From - Date To:	05/2020 - 08/2024	Full or Part Time:	Full		
Reason for Leaving:	Daughter is starting full time Kindergarten this year				
May we contact this employer?					
Responsibilities/Accomplishments at this Position	Full time+ in charge of meals, hygiene, all education, transport to and from appointments, coordinating with doctors, therapists, medical health professionals, etc				

Dawn Skow

Qualified Self starter

Looking for employment where I can be an asset and bring my excellent employment history and critical thinking and problem solving skills . I work well under stress and am well educated ,I have excellent customer service experience and teaching skills. I am very interested in this position and look forward to hearing from you to set up an interview.

Thank you

Dawn

Authorized to work in the US for any employer

Work Experience

Director of Nursing

Good Samaritan Society - Estherville, IA

February 2023 to Present

I assist with all aspects of the Nursing team

Admissions, new hires, quality, infection prevention, planning and implementation of new Nursing documents. Financial bud

Charge Nurse, RN

Good Samaritan Society - Estherville, IA

June 2018 to Present

My duties as a registered nurse in long-term care include but are not limited to providing excellent nursing care to the residents I serve . I complete assessments as scheduled I do change of condition as necessary and update Dr and family members when there is a change in health condition of a resident in my care. I provide supervision to CNA's that work on the hallway that I am providing care to. I work closely with the doctors making sure that all doctors orders are entered correctly and labs are performed when scheduled I provide excellent customer service to family members that I am providing care to their loved ones . I work extra shifts, I volunteer to work overtime and I volunteer to do activities with the residents and their families on my days off

Director of Nursing

Seasons Health Care - Trimont, MN

March 2020 to November 2021

Review all incoming referrals and meet with Admissions team to discuss needs, room location and availability for incoming clients.

Enter medication for new admissions, Dx codes, clarify any discrepancies with orders. Provide hands on training to all nursing staff on important processes of admissions and proper documentation.

Plan, implement new policies and procedures,

Meet with Hospice to provide best quality for end of life to the resident , family and caregivers.

Monitor charts, audit care plans, 48 hour care plan and all incident reports.

Assisting with staffing, filling shifts, provide orientation for nursing staff and keeping myself aware of the needs for my residents and providing excellent service to those in my care

Director of Health Services

Keelson Harbour Assisted Living - Spirit Lake, IA
June 2017 to May 2018

At keel son Harbour I completed all preadmission screening, admission screenings, took care of all doctors orders, and lab orders. Clarified all doctors orders provided staff training staff education made sure that all charts were up-to-date and compliant with state regulations. Worked closely with marketing To provide current up-to-date information regarding our housing services offered to the community and surrounding areas from keel son Harbour

Director of Nurses

Ingleside Assisted Living - Fairmont, MN
May 2016 to June 2017

I did preadmission screening's prior to admission I completed admission screening 14 day assessment 30 day assessment 90 day assessment and during any change of condition I took care of all doctors orders all lab orders made rounds with doctors completed staff assignments staff training worked closely with family members regarding any changes to medication or needs involving a family member

Nursing Supervisor

Woodland manor assisted living
July 2011 to May 2016

I have worked as a director of nurses in assisted-living five years. Currently I am a charge nurse in a long-term care facility I have worked in long-term care since 2011 as a registered nurse prior to that I have five years experience as a produce manager and prior to that I have nine years experience as a shipping supervisor in a factory

Shipping clerk

TSE
February 1998 to February 2006

Education

AA in Nursing

College

Skills

- Home Health
- Nursing Home (6 years)
- RN (9 years)
- Dementia Care (6 years)
- Nursing
- Medication Administration
- Training & Development

- Critical Care Experience
- EMR Systems
- Tube Feeding
- Leadership
- Customer service
- MDS
- Hospital experience
- Supervising experience
- Management
- Home care
- Hospice care
- Acute care
- Time management

Certifications and Licenses

RN

BLS Certification

CPR Certification

Alexa A. Yost

Education

Lakeland University, Sheboygan, WI.

Bachelor's Degree

- Major in Psychology
- Minor in Religion

Menasha High School, Menasha, WI

Graduated May 2020

Work Experience

Boys and Girls Club of Sheboygan County

Summer & Fall 2023 & Spring 2024

- YDP (Youth Development Professional)
- Data Entry Specialist

Walmart – Food and Consumables TA

Summer 2022

- Stocking
- Organizing Features

Menasha Joint School District – Maintenance Department

Summer 2020 & 2021

- Painting
- Mowing lawns and spraying weeds
- Helping anywhere in the school district

Skills

- Computer Data
- Member Tracking Systems – Cayen
- Organized
- Efficient/Hardworking
- Accurate Reporting
- CPR certified

Accomplishments/Clubs

Lakeland University Deans List

Fall/Spring 2020-21, Spring 2022, Fall 2023, Spring 2024

Psychology Lab

2023-24 School Year

- Presenting Research April 2024 – Chicago

Game Management Assistant

2023-24 School

Ulrich Scholar

Fall 2020-Spring 2024

Lakeland Women's Basketball

2020-2023

Volunteering

Nourish Farms

Spring 2021, Fall & Spring 2021-22

- Sheboygan Falls, WI

Earth Day Clean Up

Spring 2023

- Point Creek Nature Area and Fisher Creek – Manitowoc County

Windom School District 177 Online Application

Power, Katelin - AppNo: 1263

Date Submitted: 7/29/2024

Personal Data

Name: Katelin C Power
(First) (Middle Initial) (Last)

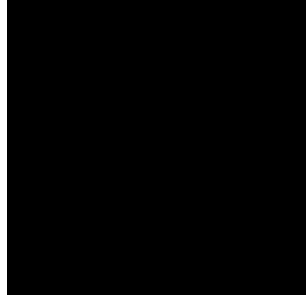
Other name(s) under which transcripts, certificates, and former applications may be listed:

Other: [Redacted]
Email Address: [Redacted]

Postal Address

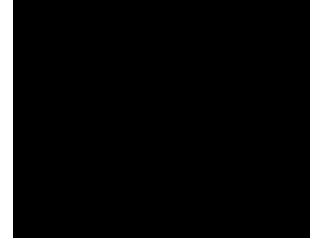
Permanent Address

Number & Street:
Apt. Number:
City:
State/Province:
Zip/Postal Code:
Country:
Daytime Phone:
Home/Cell Phone:



Present Address (until 08/02/2024)

Number & Street:
Apt. Number:
City:
State/Province:
Zip/Postal Code:
Country:
Phone Number:



Employment Desired

Open Vacancy Desired:

JobID: 1827 **Support Staff:** Paraprofessional at Windom Area Elementary

Date Last Submitted
7/29/2024

Experience in Similar Positions
4 years

Experience

Please list ALL relevant work experience beginning with the most recent.

Current or Most Recent Position		Employer Contact Information		Supervisor/Reference Contact Information	
Leafspring School at Geist Pre- Kindergarten		10408 Olio Rd Fishers, In 46040 (317) 953-5827		Lauren Brock +13179898959 lbrock@leafspringindy.com	
Date From - Date To:	11/2023 - 08/2024	Full or Part Time:	Full		
Reason for Leaving:	Moving to Minnesota				
May we contact this employer?	Yes				
Responsibilities/Accomplishments at this Position	SKILLS: *promote a strong and supportive school community, including peers, students and families *prioritize documenting learning processes and tracking children's individual needs *connect and collaborate with teaching team to optimize early educational foundation *prepared curriculum and weekly lesson plan *taught and directed group educational activities				

Windom School District 177 Online Application

Kelly, Amy - AppNo: 1240

Date Submitted: 7/15/2024

Personal Data

Name: Amy C Kelly
(First) (Middle Initial) (Last)

Other name(s) under which transcripts, certificates, and former applications may be listed:

Other: [REDACTED]
Email Address: [REDACTED]

Postal Address

Permanent Address

Number & Street: [REDACTED]
 Apt. Number: [REDACTED]
 City: [REDACTED]
 State/Province: [REDACTED]
 Zip/Postal Code: [REDACTED]
 Country: [REDACTED]
 Daytime Phone: [REDACTED]
 Home/Cell Phone: [REDACTED]

Present Address (until 08/15/2024)

Number & Street: [REDACTED]
 Apt. Number: [REDACTED]
 City: [REDACTED]
 State/Province: [REDACTED]
 Zip/Postal Code: [REDACTED]
 Country: [REDACTED]
 Phone Number: [REDACTED]

Employment Desired

Open Vacancy Desired:	Date Last Submitted	Experience in Similar Positions
JobID: 1827 Support Staff: Paraprofessional at Windom Area Elementary	7/15/2024	14 years

Position Desired:	Experience in Similar Positions
Substitute	
1. Substitute Paraprofessional	-
2. Substitute Teacher	-
Support Staff	
1. Special Education Paraprofessional	-
Volunteers	
1. Elementary School	-

Experience

Please list ALL relevant work experience beginning with the most recent.

Current or Most Recent Position	Employer Contact Information	Supervisor/Reference Contact Information
Leafspring School at Geist Teacher	10408 Olio Road Fishers, IN 46040 317-953-5827	Lauren Brock 317-953-5827 LBROCK@LEAFSPRINGINDY.COM
Date From - Date To:	05/2024 -	Full or Part Time: Full
Reason for Leaving:	Relocating to Minnesota	
May we contact this employer?	Yes	
Responsibilities/Accomplishments at this Position	1. Use enthusiasm, creativity and adaptability to engage and educate children in accordance to company and the National Department of Education standards. 2. Solve problems quickly and effectively, 3. Build and maintain relationships with the children, parents and coworkers. 4. Maintain a physically and psychologically safe classroom.	

Windom School District 177 Online Application

Pietz, Erin - AppNo: 1246

Date Submitted: 7/26/2024

Personal Data

Name: Mrs Erin L Pietz
 (Title) (First) (Middle Initial) (Last)

Other name(s) under which transcripts, certificates, and former applications may be listed:

Other: [REDACTED]
Email Address: [REDACTED]

Postal Address

Permanent Address

Number & Street:
 Apt. Number:
 City:
 State/Province:
 Zip/Postal Code:
 Country:
 Daytime Phone:
 Home/Cell Phone:



Present Address

Number & Street:
 Apt. Number:
 City:
 State/Province:
 Zip/Postal Code:
 Country:
 Phone Number:

Employment Desired

Open Vacancy Desired:	Date Last Submitted	Experience in Similar Positions
JobID: 1827 Support Staff: Paraprofessional at Windom Area Elementary	7/26/2024	5 years

Position Desired:	Experience in Similar Positions
Secretarial/Clerical	
1. Secretary - 10 months	1 years
Support Staff	
1. Special Education Paraprofessional	-

Experience

Please list ALL relevant work experience beginning with the most recent.

Current or Most Recent Position	Employer Contact Information	Supervisor/Reference Contact Information
Moments Hospice Health Care Consultant	124 E Walnut St Suite 330 Mankato, MN 56001 507-609-8800	Kelly Simmons 507-740-0802 kelly@momentshospice.com
Date From - Date To:	03/2024 - 06/2024	Full or Part Time: Full
Reason for Leaving:	Currently still employed here	
May we contact this employer?	No	
Responsibilities/Accomplishments at this Position	See attached resume	

Windom School District 177 Online Application

Gonzalez-Nielsen, Breanna - AppNo: 1269

Date Submitted: 8/20/2024

Personal Data

Name: Ms Breanna R Gonzalez-Nielsen
 (Title) (First) (Middle Initial) (Last)

Other name(s) under which transcripts, certificates, and former applications may be listed:

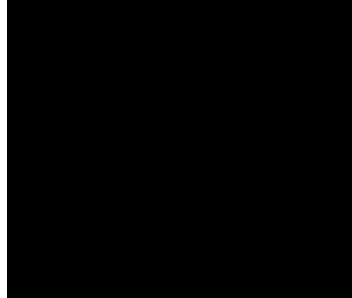
Other: [REDACTED] (Middle Initial) (Last)

Email Address: [REDACTED]

Postal Address

Permanent Address

Number & Street:
 Apt. Number:
 City:
 State/Province:
 Zip/Postal Code:
 Country:
 Daytime Phone:
 Home/Cell Phone:



Present Address

Number & Street:
 Apt. Number:
 City:
 State/Province:
 Zip/Postal Code:
 Country:
 Phone Number:

Employment Desired

Open Vacancy Desired:	Date Last Submitted	Experience in Similar Positions
JobID: 1828 Support Staff: Paraprofessional at Middle/High School	8/20/2024	0 years
JobID: 1827 Support Staff: Paraprofessional at Windom Area Elementary	8/20/2024	1 years

Position Desired:	Experience in Similar Positions
Support Staff 1. Special Education Paraprofessional	-

Experience

Please list ALL relevant work experience beginning with the most recent.

Current or Most Recent Position		Employer Contact Information		Supervisor/Reference Contact Information	
Jackson County Central Paraprofessional		820 Park St Jackson, mn 56143 5078475963		Kim Meyer kim.meyer@jccschools.net	
Date From - Date To:	01/2024 - 05/2024	Full or Part Time:	Full		
Reason for Leaving:	have not left yet, Looking to because there is no respect between the staff				
May we contact this employer?	No				
Responsibilities/Accomplishments at this Position	-preparing and assisting teacher with assignment and classes -communicating with and understanding student behaviors -assist with understanding and interpreting assigned materials -monitoring students in and out of classrooms -adjusting materials for students with alternative learning needs -monitoring lunch rooms and recess with multiple classes at a time				



AUG 29 2024

Jana Raverty <jraverty@isd177.com>

Long term sub

1 message

Carrie Anderson <canderson@isd177.com>

Tue, Aug 27, 2024 at 9:39 AM

To: Jana Raverty <jraverty@isd177.com>, Corey Barfknecht <cbarfknecht@isd177.com>

I am interested in the long term sub position for [REDACTED] running from September 3 thru October 4. Thank you.
Carrie Anderson

AUG 22 2024

To Whom it May Concern:

ECFE Parent Educator Postion

Gina Freiwald
1st Grade Teacher
Windom Area Elementary School
Windom, Mn. 56101

To Whom it May Concern,

I am interested in the ECFE Parent Educator Position for the first 10 weeks of the program.
Thank you for your consideration.

Gina Freiwald

Windom School District 177 Online Application

VanMeveren, Josh - AppNo: 936

Date Submitted: 6/24/2024

Internal Candidate

Personal Data

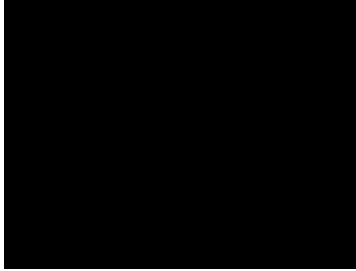
Name: Mr Mr Josh M VanMeveren
(Title) (First) (Middle Initial) (Last)

Other name(s) under which transcripts, certificates, and former applications may be listed:

Other:

Permanent Address

Number & Street:
Apt. Number:
City:
State/Province:
Zip/Postal Code:
Country:
Daytime Phone:
Home/Cell Phone:



Present Address

Number & Street:
Apt. Number:
City:
State/Province:
Zip/Postal Code:
Country:
Phone Number:

Employment Desired

Position Desired:

Experience in
Similar Positions

Maintenance/Custodial

1. Buildings and Grounds Supervisor

-

Experience

Please list ALL relevant work experience beginning with the most recent.

Current or Most Recent Position		Employer Contact Information		Supervisor/Reference Contact Information	
Wood n pallets Laborer/supervisor					
Date From - Date To:	11/2016 - 01/2022	Full or Part Time:	Full		
Reason for Leaving:	Business closed				
May we contact this employer?	No				
Responsibilities/Accomplishments at this Position	Build and complete orders. Load and unload trailers.				

Windom School District 177 Online Application

Macgregor, Nancy - AppNo: 1238

Date Submitted: 6/2/2024

Personal Data

Name: Nancy J Macgregor
 (First) (Middle Initial) (Last)

Other name(s) under which transcripts, certificates, and former applications may be listed:

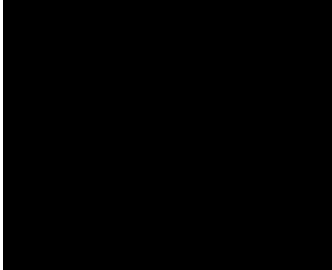
Other: Nancy J Macgregor
 (First) (Middle Initial) (Last)

Email Address: [REDACTED]

Postal Address

Permanent Address

Number & Street:
 Apt. Number:
 City:
 State/Province:
 Zip/Postal Code:
 Country:
 Daytime Phone:
 Home/Cell Phone:



Present Address

Number & Street:
 Apt. Number:
 City:
 State/Province:
 Zip/Postal Code:
 Country:
 Phone Number:

Employment Desired

Open Vacancy Desired:

JobID: 1812	Food Service: 2.5 Hour/Day Caf Helper at Windom Area Elementary	Date Last Submitted 6/2/2024	Experience in Similar Positions 0 years
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Position Desired:

Food Service 1. Cafeteria Helper	Experience in Similar Positions -
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Experience

Please list ALL relevant work experience beginning with the most recent.

Current or Most Recent Position	Employer Contact Information	Supervisor/Reference Contact Information	
Cottonwood County Chief Deputy Recorder	900 3rd Ave Windom, MN 56101 507-831-1458	Kathy Kretsch 507-831-1458	
Date From - Date To:	12/2006 - 01/2024	Full or Part Time:	Full
Reason for Leaving:	Retired		
May we contact this employer?	Yes		
Responsibilities/Accomplishments at this Position	When the Recorder was gone I took over the responsibilities of all aspects of the office. Dealing with the public, Drivers License, Vital Records, Marriages, Real Estate Records, recording of documents etc.		

AUG 26 2024

Hello!

My name is Cathy Martinsen and I would like to increase my hours to 8 hours/day and ride the SPED bus

Thank you for your consideration.

Cathy Martinsen



SEP 5 2024

Holly Anderson <handerson@isd177.com>

Hours

1 message

Sarah King <sking@isd177.com>

Thu, Sep 5, 2024 at 8:32 AM

To: Holly Anderson <handerson@isd177.com>

I am interested in the extra cook/Baker assistant hours at the highschool

TEACHER ON SPECIAL ASSIGNMENT (TOSA) AGREEMENT FOR POSITION OF ACTIVITIES
DIRECTOR

WHEREAS, the position of Activities Director is not a position for which a license is required and is not subject to the provisions of Minnesota Statute § 122A.40; and

WHEREAS, Jacob Johnson (“Mr. Johnson”) is employed by Independent School District No. 177, Windom (“District”) as a 1.0 F.T.E. continuing contract teacher under Minnesota Statute § 122A.40; and

WHEREAS, Mr. Johnson will be placed on TOSA from his .75 F.T.E. teaching position.

WHEREAS, Mr. Johnson is interested in serving in the position of Activities Director; and


WHEREAS, Mr. Johnson does not wish to jeopardize his right to reinstatement to his 1.00 F.T.E. continuing contract position as a teacher by accepting a position which is not subject to the continuing contract law;

NOW, THEREFORE, in consideration of the mutual promises contained herein, the School District and Mr. Johnson agree as follows:

1. Mr. Johnson shall serve as Activities Director for the School District for one (1) extended school year, from July 1, 2024, until June 30, 2025. He shall be paid at the same rate of pay he would have received as a teacher for .75 F.T.E. of the Activities Director position. In addition, he shall be paid for an additional 36 days at his daily rate of pay, and an additional ten thousand five hundred (\$10,500) dollar stipend each year for the extended school year portion of the position for those duties performed beyond the .75 F.T.E. work week as Activities Director. For the 2024-2025 school year only, an additional 15 days at his daily rate of pay will be added due to increased time needed due to flooding at Island Park. All other benefits not listed above will follow teachers’ contract language and are the same as he would have been entitled to as a 1.0 F.T.E. teacher. Mr. Johnson shall be reimbursed mileage according to the District’s mileage reimbursement policy.
2. Mr. Johnson expressly recognizes that the position of Activities Director is not subject to the provisions of Minnesota Statute § 122A.40. He recognizes that he will have no continuing contract rights to the position of Activities Director. He further recognizes that with respect to the position of Activities Director, the Agreement constitutes the complete terms, conditions and rights with respect to that portion of his employment with the School District. If the District does not wish to employ Mr. Johnson as Activities Director for the succeeding contract year (2025-2026), it must notify Mr. Johnson in writing by April 1, 2025. Conversely, if Mr. Johnson does not wish to hold the Activities Director position for the succeeding contract year (2025-2026), he must notify the District in writing by April 1, 2025.
3. Mr. Johnson expressly understands that the position of Activities Director is not controlled by the collective bargaining agreement applicable to teachers. He recognizes that the terms and conditions of his employment as Activities Director shall be governed solely by this Agreement and not by any collective bargaining agreement. He shall not have the right to file any grievance with respect to his position as Activities Director under the procedures set forth in the teachers’ collective bargaining agreement.

4. Mr. Johnson’s position as Activities Director and those duties performed beyond the .75 F.T.E. work week as Activities Director, Mr. Johnson may assign such duties to other teachers, administrators and/or qualified individuals and approve a stipend payment to said individuals, subject to any terms or conditions set by the Superintendent. The list of employees assigned to such duties shall be promptly reported by Mr. Johnson to the Business Manager on such forms or pursuant to such terms as the Business Manager may set. In no event shall the Activities Director approve the expenditure of more than a total of three thousand (\$3,000.00) dollars of stipends, exclusive of withholding or retirement contributions, to other employees without approval of the Superintendent.
5. Mr. Johnson agrees to perform those duties as Activities Director as set forth in the job description for the position.
6. Mr. Johnson may be terminated from the position of Activities Director during the term of this one (1) year appointment only for cause, based upon contractual employment law standards.
7. By signing this Agreement, the parties hereto acknowledge and admit that they have read the Agreement, that they fully understand and agree to the terms and implications of the Agreement, and that they have had the opportunity to consult with their representative to obtain such advice as necessary with respect to the terms and conditions set forth in this Agreement.

Dated: 8/29/2024

DocuSigned by:

C6DD06A0A45846A...
 Mr. Jacob Johnson

INDEPENDENT SCHOOL DISTRICT
NO. 177, WINDOM

Dated: _____

Board Chair

Dated: _____

Board Clerk

WINDOM PUBLIC SCHOOL DISTRICT
PUBLIC HEARING NOTICE
RESIDENTIAL PROPERTY TAX ABATEMENT

A Public Hearing will be held by the Windom Board of Education on Monday, September 9, 2024, at the Board Meeting which begins at 6:30 P.M. in the Windom City Council Chambers at City Hall, 444 Ninth Street, Windom, Minnesota, to consider granting a residential property tax abatement pursuant to Minnesota Statutes §469.1813.

Request submitted by Preferred Choice Homes, LLC. Abatement period – 5 years commencing on first year of taxes payable for full assessed value related to new home. Based on 2024 tax rates, **estimated** total abatement could be approximately \$1,687.65.

Address of Property: 1955 Bud Road, Windom, MN 56101

Legal Description of Property: Lot 7, Block 2 of Gove Acres Subdivision to the City of Windom, Cottonwood County, Minnesota.

Parcel #: 25-320-1700

All parties interested in commenting on this proposed abatement may attend the public hearing or submit written comments to the address below prior to the hearing.

BY ORDER OF THE WINDOM BOARD OF EDUCATION

Bruce Mews, Clerk
Windom Public School District
1400 17th Street
P. O. Box 177
Windom, MN 56101
Phone: 507-831-6901, Ext. 502

Published: August 28, 2024
(COTTONWOOD COUNTY CITIZEN)

WINDOM PUBLIC SCHOOL DISTRICT

RESOLUTION NO. 08262024A

INTRODUCED: Dustin Stevens

SECONDED: Bruce Mews

VOTED: Aye: Mews, Stevens, Klassen, Miller, Jones, Bordewyk

Nay: None

Absent: LaCanne

Abstained: None

**RESOLUTION APPROVING TAX ABATEMENT FOR
CERTAIN PROPERTY PURSUANT TO MINN. STAT. §469.1813**

WHEREAS, Minnesota Statute §469.1813 gives authority to a School District to grant an abatement of a percentage of the property taxes imposed by the School District if certain criteria are met; and

WHEREAS, in addition to the statutory requirements, in December 2022 the Windom Board of Education (“School Board”) approved the Cottonwood County Home Initiative Guidelines (the “Guidelines”), established a cap of \$320,000 on the valuation of each new single-family home that will be eligible for tax abatement by the School District, and renewed the School District’s participation in the Cottonwood County Home Initiative Program; and

WHEREAS, Preferred Choice Homes, LLC, a Minnesota limited liability company, (“Preferred Choice”) is the owner of the following described real estate within Cottonwood County, Minnesota:

Parcel #: 25-320-1700

Address of Property: 1955 Bud Road, Windom, MN 56101

Legal Description of Property: Lot 7, Block 2 of Gove Acres Subdivision to the City of Windom, Cottonwood County, Minnesota; and

WHEREAS, Preferred Choice proposes to a construct a new home on this property; and

WHEREAS, Preferred Choice has made application to the Windom Public School District (“School District”) for the abatement of taxes as to the above-described parcel; and

WHEREAS, Preferred Choice has met the statutory requirements outlined under Minnesota Statutes §469.1813 Subdivision 1(1) and Subdivision 1(2)(i) as well as the Cottonwood County Home Initiative guidelines for tax abatement; and

WHEREAS, the School District expects the benefits to the School District of the proposed abatement agreement to at least equal the costs to the School District of the proposed agreement and finds that the proposed abatement is in the public interest because it will increase or preserve the tax base.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE WINDOM PUBLIC SCHOOL DISTRICT AS FOLLOWS:

1. The Windom Public School District does hereby grant an abatement to **Preferred Choice Homes, LLC**, a Minnesota limited liability company, of the School District's share of real estate taxes upon the above-described parcel based on the proposed construction of a new single-family home on said real estate. Said abatement shall exclude the percentage that the School District is required to retain in state aid and local levy pursuant to Minnesota Statutes §§ 127A.40 to 127A.51, as said sections may be amended in the future.
2. The tax abatement will be for no more than five (5) years commencing on the first year of taxes payable for the full assessed value related to the capital improvement (new home) outlined above.
3. The School District shall provide the awarded abatement payment following payment by the property owners of the real estate taxes due annually. One single payment of the School District's share of the abatement shall be made to the property owners of record by December 30th of that calendar year.
4. The tax abatement shall be for the residential capital improvements only. Land values and the current base value are not eligible and will not be abated.
5. The abatement shall be null and void if construction of the new home is not commenced within six (6) months of the approval of this resolution or if real estate taxes are not paid on or before the respective annual payment deadlines.

Adopted this 9th day of September, 2024.

ATTEST:

Bruce Mews, Clerk

Joel Bordewyk, Chair

August 13, 2024

To: Cottonwood County Home Initiative Administrator
c/o Tiffany Lamb, Executive Director
Economic Development Authority of Windom
444 Ninth Street
P. O. Box 38
Windom, MN 56101

Re: Request for Residential Tax Abatement

Dear Tiffany:

We plan to construct a new single-family home on Lot 7, Block 2 of Gove Acres Subdivision in Windom. On behalf of "Preferred Choice Homes, LLC" (the property owner), we are requesting residential tax abatement for the new home pursuant to the Cottonwood County Home Initiative Program. Our plans are to begin construction of the new home this year.

Our application includes:

1. This letter requesting abatement;
2. Legal description, address, and Parcel ID No. of the property;
3. Aerial or plat map showing the lot lines of the property;
4. A site plan showing the proposed location and dimensions of the new home on the property;
5. Floor plans for the new home;
6. Estimated market value of the new home.

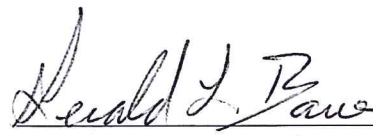
A copy of the Building Permit issued by the Windom Building & Zoning Office will be provided when available.

Should you have any questions or need additional information, please contact us.

Sincerely,

PREFERRED CHOICE HOMES, LLC


Lindsey A. Cartwright, Member & CEO


Gerald L. Bauer, Member & CFO

Applicant: Preferred Choice Homes, LLC

Contact Address: 247 Buckwheat Ave, Windom, MN 56101

Contact Phone Nos.: Cartwright - 507-830-1305

Bauer - 507-822-3700

ATTACHMENT
to
COTTONWOOD COUNTY HOME INITIATIVE APPLICATION

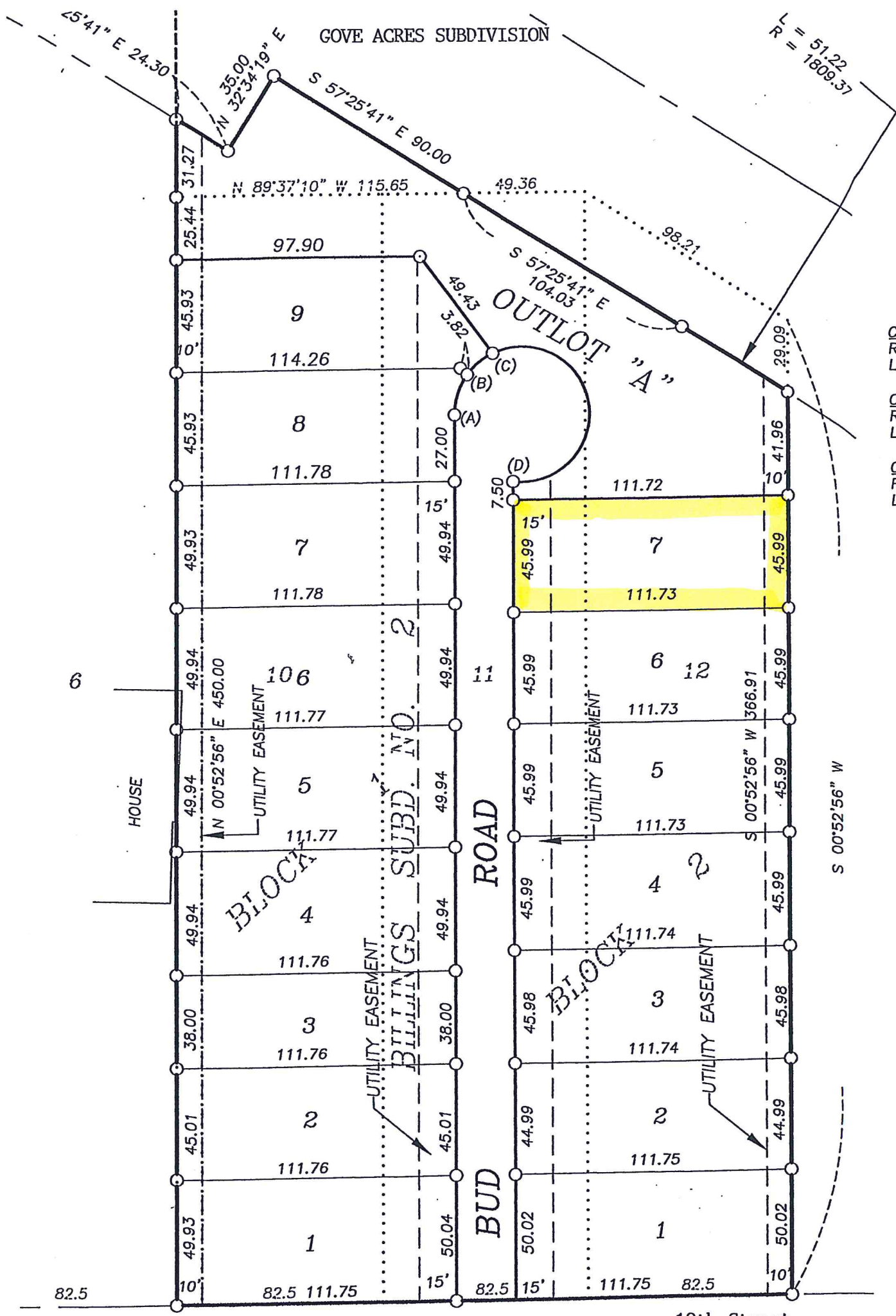
Applicant: Preferred Choice Homes, LLC

Parcel ID No.: 25.320.1700

Address of the Property: 1955 Bud Road, Windom, Minnesota 56101

Legal Description of the Property: Lot 7, Block 2 of Gove Acres Subdivision to the City of Windom, Cottonwood County, Minnesota.

Estimated Market Value of the New Home: \$210,000



CURVE (A)-(B)
 R = 27.53
 L = 17.46

CURVE (B)-(C)
 R = 27.53
 L = 13.68

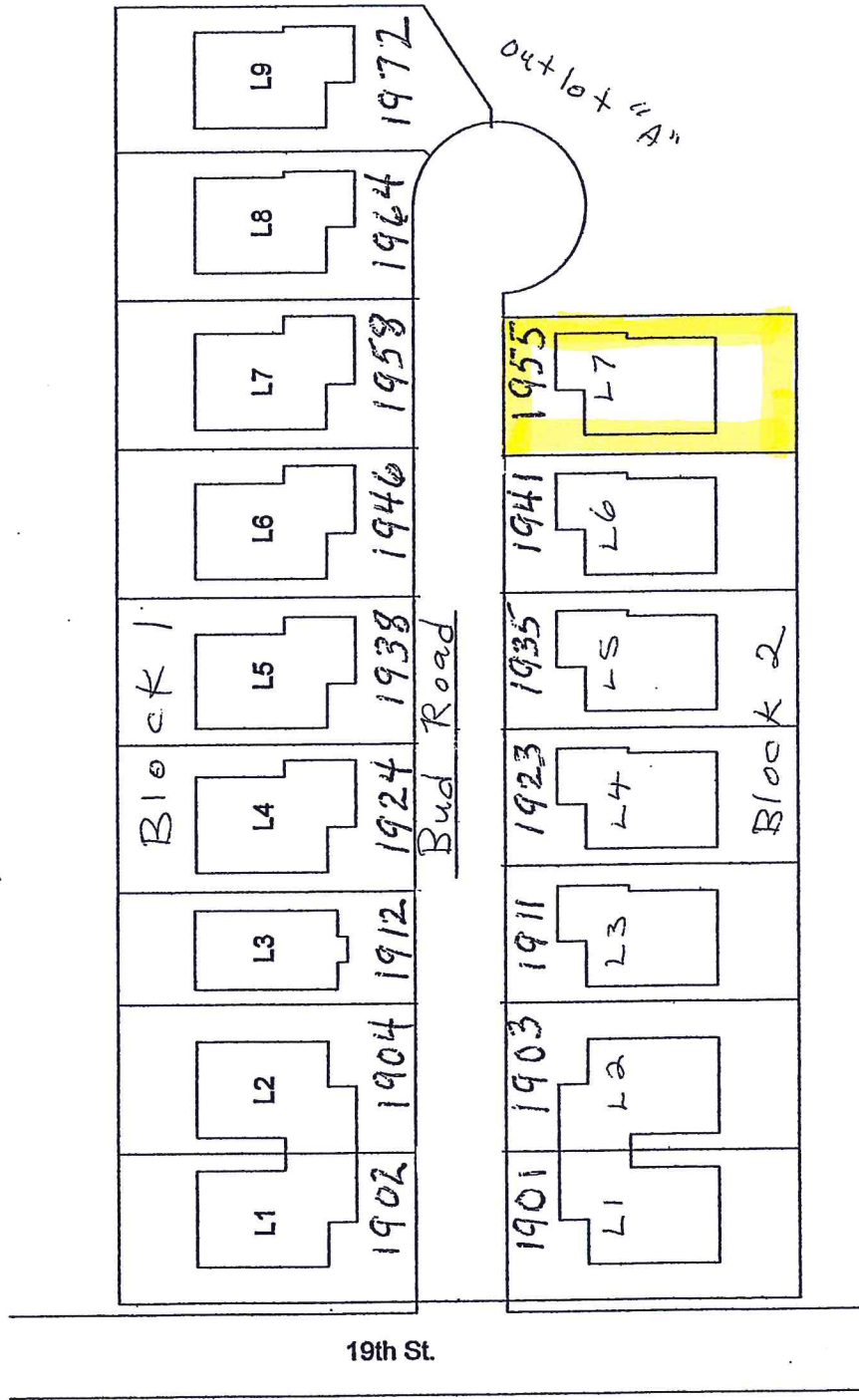
CURVE (C)-(D)
 R = 27.53
 L = 102.29

■ SC
 - SC
 ● SC
 ○ SC

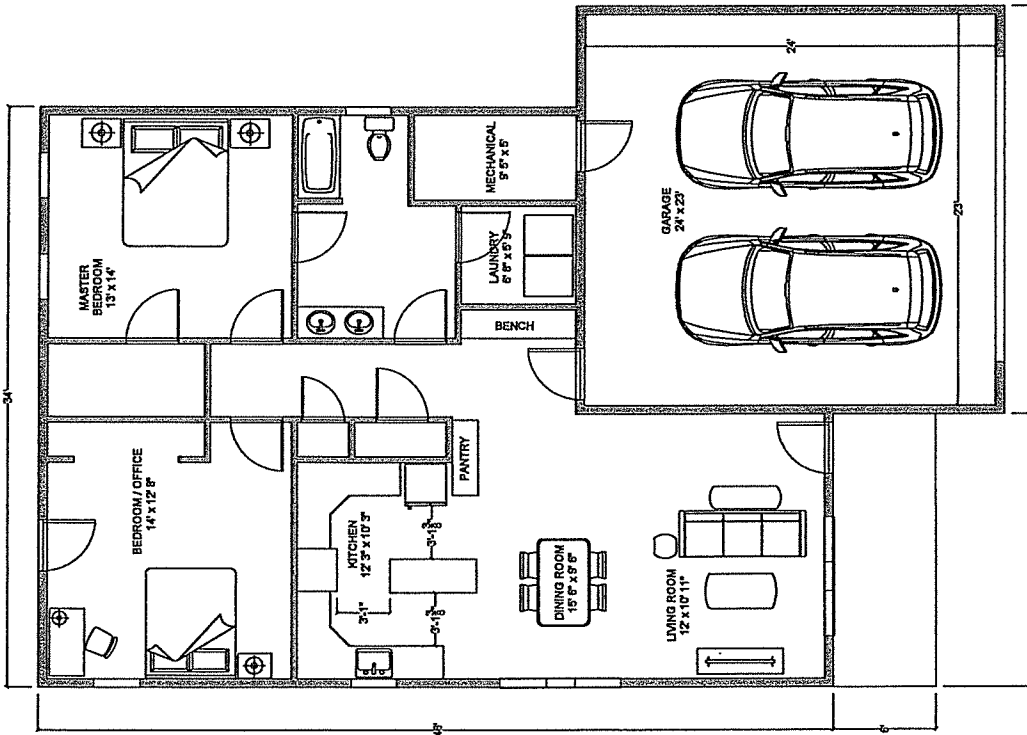
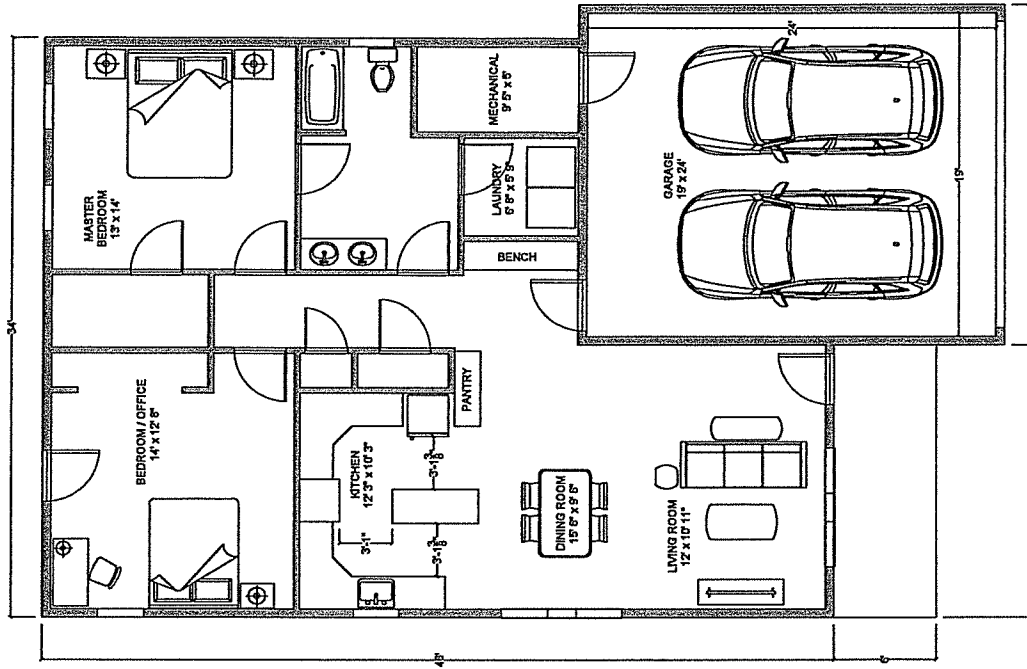
82.5

10th Street

Addresses Gove Acres

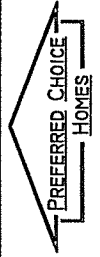


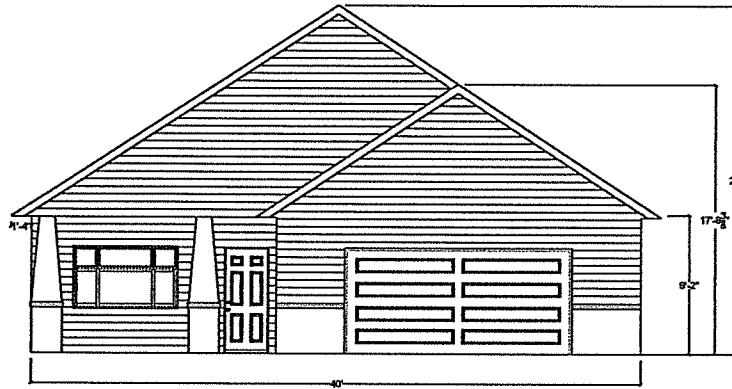
Approved By:	Issue Date:	Project: Senior Cottage PUD
	10-28-2020	Plan: Lot Layout
		Set: Approval Set 2
		Scale: 1/8" = 1'-0"
Contact: Lindsey Canwright Phone: 507-830-1305		Sheet:
Contact: Jerry Bauer Phone: 507-422-3700		Drawn By: MC
		Page: ---



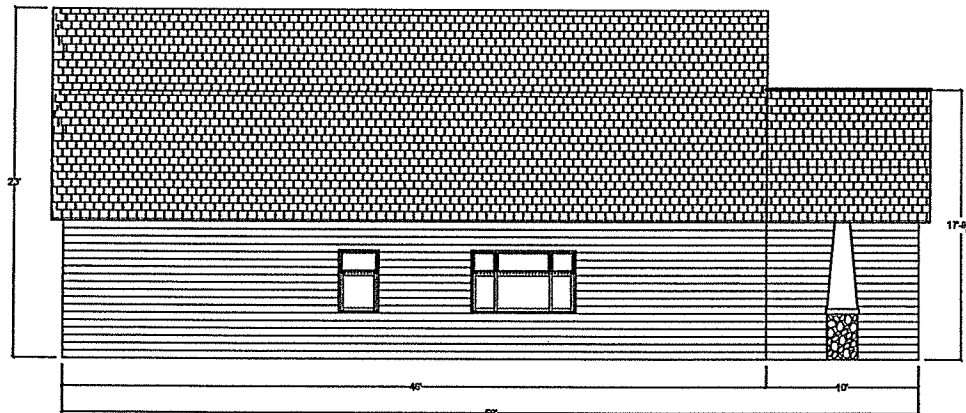
FURNITURE PLANS.
SCALE: 3/16" = 1'-0"

Approved By:	Issue Date:	Project: Senior Cottages PUD
	10-25-2020	Plan: Furniture Plan
	Contact: Lindsey Carwright Phone: 507-530-1305	Set: Approval Set 2
	Contact: Jerry Bauer Phone: 507-522-3700	Scale: 3/16" = 1'-0"
		Sheet
		0






Ⓟ ELEVATION
SCALE: 1/8" = 1'-0"



Ⓟ ELEVATION
SCALE: 1/8" = 1'-0"

Approved By:	Issue Date:	Project: Senior Cottage PUD	
	9-29-2020	Plan: Cottage Plan	
	Contact: Lindsey Cartwright Phone: 507-830-1305	Set: Preliminary 1	
	Contact: Jerry Bauer Phone: 507-822-3700	Scale: 3/16" = 1'-0"	Sheet: B
		Drawn By: MC	
		Page: 2 of 6	

Timestamp	Email Address	Name of Group	Contact Person	Fundraising Activity	Dates of Fundraising Acti	Description of Fundraiser
8/19/2024 14:52:31	robotics@isd177.com	Windom Robotics & Drone Competition Teams	Jill M Defries	Kwik Trip Carwash Gift Cards	Nov - Dec '24 and maybe in the Spring of '25	Kwik Trip Carwash Giftcards... sell for \$40 - profit is \$20
8/19/2024 22:02:41	cfast@isd177.com	Windom Volleyball & Football	Crystal Fast	Coupon Saver Cards	August 13- August 30	Student athletes in grades 9-12 for volleyball and football are selling coupon saver cards
8/22/2024 21:09:11	ppigman@isd177.com	Windom Golf	Paige Pigman	Greenies	8/24	Golf team members will be volunteering at the Windom Country Club Member Guest Tournament selling greenies. Greenies will be sold for \$5. If a golfer hits the green, they get double the money back if they so choose. Any money made will go towards the Windom Golf program.
8/23/2024 23:07:04	cfast@isd177.com	Volleyball	Crystal Fast	Farmer Appreciation Event	August 14, 2024	A farmer reached out and asked if 5 girls could serve food at his customer appreciation event.
8/29/2024 12:29:03	jpohlmann@isd177.com	Music Dept.	Jamie Pohlmann/Tracy Frank (rep)	Club's Choice	Oct. 7 - 21	Catalog with foods and goods
9/4/2024 2:33:27	eaikele@isd177.com	Yearbook	Emily Aikele	Team and Club Photo Packages	Ongoing throughout the school year	The Yearbook students will take team and individual photos, edit, and sell photo packages to families.



Windom Area Elementary School

MR. COREY BARFKNECHT
PREK-4TH PRINCIPAL
PHONE: 507-831-6925
FAX 507-831-6919

PO BOX 177
1200 17TH STREET
WINDOM, MN 56101

WEBSITE: [HTTPS://WINDOMASDMN.SITES.THRILLSHARE.COM/](https://windomasdmn.sites.thrillshare.com/)

September 9, 2024

Back to School:

- Great inservice week
- Entrance conferences went well at both Bridges and the Elementary
- Red Barn Photography did a great job with school pictures. They were efficient and organized and kids seemed to enjoy it.

First Days:

- Expectation rotations. We teach expectations so everyone knows what is expected. We will review and practice when we need gentle reminders.
- Getting to know each other

Going Forward:

- Elem is starting Fastbridge Early Reading and CBM testing per the MN READ Act.
- We will also be conducting a spelling screener to identify students' phonemic strengths and areas for growth.
- We will use the data from both assessments to guide our instruction to meet our students' needs.

Bridges:

- 15 families completed preschool screening, and more will happen in October.

Finally:

- Our entire staff is phenomenal. District wide. Everyone is so excited to be back. Kids are the reason we are here, and all of our staff use every opportunity to make this a great place and experience for them. It's inspiring.

Windom Area Middle School Board Report 2024-2025



September 9, 2024

Thank you for accepting and looking over the middle school board report.

- The first week of school is off to an amazing start.
- Middle School Orientation Nights had excellent attendance. The gym was packed each night. Thank you to the staff members who worked each night.
- We are grateful for flexible staff members as we keep Chromebooks in the core classrooms in middle school. Chromebooks aren't going home or traveling with students.
- Handbook presentations for middle school took place on the first day of school. The students responded amazingly to the presentation. We also used the opportunity to teach bus, pedestrian, and bike safety during this time. Thank you to Miss Swanson, Mrs. Pohlmann, and Mrs. Axford for allowing me to present to all grades during their music times.
- September 17 will be middle school pictures.





9/9/2024 - From the Desk of High School Principal Bryan Joyce

Vision: All students graduate with the knowledge and skills needed to be productive and engaged citizens

Purpose: All students learn the academic standards and we provide as much time and support as needed to help each student learn

- We are off to a fantastic start to the school year!
 - New policies are being implemented and carried out well - students are responding well
 - Orientation night was well attended
 - All students in grades 9-12 had handbook presentations on Wed. Sept. 4th and this went very well with all grade levels
- Our staff is so helpful day in and out to get students whatever they need
- Very positive comments on school lunch thus far this year
- The seniors organized a senior kickoff sunrise breakfast Friday, Sept. 6th
- Freshman Academy kickoff luncheon will be September 17
- Picture day is Sept. 18
- Homecoming is Sept 21-27
 - Coronation Sat. Sept. 21, 7:00 PM Gold Gym
 - Elementary lunch
 - Dress Days
 - Wed. evening kickball
 - Friday festivities
 - Half day
 - VB Game



School Board Report

By Superintendent Jamie Frank

9/9/24

First Week

We had a great start to the 2024-2025 school year. Students are happy to be in school, see their friends again, and settle into a routine. Thank you to the teachers and staff for welcoming students back and for preparing for a great year ahead.

Enrollment

MDE released a historical ADM Report last week that shows the ebb and flow of enrollment over the last 10 years.

RUN DATE 09/03/24 (SKIPY)		MINNESOTA DEPARTMENT OF EDUCATION HISTORICAL ADJUSTED AVERAGE DAILY MEMBERSHIP (ADM-1.0)								SKIPYE01770124 REPORT ADM05		PAGE 101
DISTRICT 0177-01 WINDOM PUBLIC SCHOOL DISTRICT												
	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024		
EC	10.52	10.60	10.62	6.85	10.31	11.86	7.21	6.57	9.04	7.24		
PK	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12.52	0.00		
KGN HCP	6.44	10.13	8.81	12.23	4.15	8.72	22.11	14.84	12.24	0.00		
KGN FD	72.31	71.50	76.60	66.26	71.04	84.62	84.54	101.16	78.67	85.54		
KGN HD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
KGN LA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
01	89.60	76.05	79.79	85.09	85.54	81.05	84.11	92.14	102.52	79.18		
02	91.30	86.73	77.56	77.94	90.83	84.93	83.21	91.35	94.73	102.87		
03	85.26	95.69	88.58	71.79	76.09	99.17	86.75	80.74	90.92	91.10		
04	88.53	81.09	94.76	88.56	72.12	80.50	97.56	86.82	78.92	97.93		
05	80.32	86.16	79.27	95.96	88.39	75.31	87.05	98.54	91.03	77.13		
06	89.52	82.92	81.51	78.70	92.86	84.96	74.97	82.42	102.86	91.61		
07	74.93	85.79	84.29	85.34	79.09	92.67	82.57	78.10	85.73	101.21		
08	77.63	76.43	83.42	84.53	82.25	84.59	93.72	80.87	80.21	83.25		
09	72.18	77.08	79.62	82.34	77.99	83.83	88.25	97.18	85.88	78.81		
10	67.68	70.16	81.15	82.05	81.08	80.93	87.28	92.30	100.44	89.28		
11	63.44	71.67	73.67	84.05	85.52	79.28	79.75	87.74	93.32	103.03		
12	67.67	64.47	65.99	66.94	80.15	81.20	77.71	78.15	84.45	85.48		
ELEM ADM 1-6	524.53	508.64	501.47	498.04	505.83	505.92	513.65	532.01	560.98	539.82		
SCN ADM 7-12	423.53	445.60	468.14	485.25	486.08	502.50	509.28	514.34	530.03	541.06		
TOTAL ADM	1,037.33	1,046.47	1,065.64	1,068.63	1,077.41	1,113.62	1,136.79	1,168.92	1,203.48	1,173.66		

FEMA for Island Park

I've been working with the Baseball Association and the City of Windom to complete the FEMA application for damage to Island Park's football and baseball fields. A FEMA representative will be here this week to collect quotes and talk about the detailed list.

Fall Sports - The Home Field Advantage Plan

Girls' and Boys' soccer, as well as football of all ages, have played on the temporary field at the High School. I invite the public to take in a game of their choice to feel the incredible Windom Eagle School pride. It feels right to play on campus! If anyone is looking for a list of Windom School Events, search the Big South Conference and click on Windom.

Thank you to the businesses and individuals who gave their time, equipment, and materials to make this project possible:

Staples Oil Co., Inc.

Kulseth Lawn Landscaping and Concrete

SVE LLC

GDF Bobcat

Ag Builders

Negan Construction

Balzer Inc.

Dick's Welding

Johnson Engineering Group, LLC

Windom Eagle Booster Club & Windom Foundation

Windom Fire Department

Borsgard Construction

City of Windom

Windom School Buildings and Grounds Crew

Adopted: _____

MSBA/MASA Model Policy 421

Orig. 1995

Revised: _____

Rev. ~~2017~~ 2019

421 GIFTS TO EMPLOYEES AND SCHOOL BOARD MEMBERS

I. PURPOSE

The purpose of this policy is to avoid the appearance of impropriety or the appearance of a conflict of interest with respect to gifts given to school district employees and school board members.

II. GENERAL STATEMENT OF POLICY

- A. The school district recognizes that students, parents, and others may wish to show appreciation to school district employees. The policy of the school district, however, is to discourage gift-giving to employees and to encourage donors instead to write letters and notes of appreciation or to give small tokens of gratitude as memorabilia.
- B. A violation of this policy occurs when any employee solicits, accepts, or receives, either by direct or indirect means, a gift from a student, parent, or other individual or organization of greater than nominal value.
- C. A violation of this policy occurs when any employee solicits, accepts, or receives a gift from a person or entity doing business with or seeking to do business with the school district. Employees may accept items of insignificant value of a promotional or public relations nature or a plaque with a resale value of \$5 or less with an inscription recognizing an individual for an accomplishment. The superintendent has discretion to determine what value is "insignificant."
- D. Teachers may accept from publishers free samples of textbooks and related teaching materials.
- E. This policy applies only to gifts given to employees where the donor's relationship with the employee arises out of the employee's employment with the school district. It does not apply to gifts given to employees by personal friends, family members, other employees, or others unconnected to the employee's employment with the school district.
- F. An elected or appointed member of a school board, a school superintendent, a school principal, or a district school officer, including the school business official, may not accept a gift from an interested person.

III. DEFINITIONS

- A. "Gift" means money, real or personal property, a service, a loan, a forbearance or forgiveness of indebtedness, or a promise of future employment that is given without something of equal or greater value being received in return.
- B. "Interested person" means a person or a representative of a person or association that has a direct financial interest in a decision that a school board member, a superintendent, a school principal, or a district school officer is authorized to make.

C. "Financial interest" means any ownership or control in an asset which has the potential to produce a monetary return.

IV. PROCEDURES

Any employee considering the acceptance of a gift shall confer with the administration for guidance related to the interpretation and application of this policy.

V. VIOLATIONS

Employees who violate the provisions of this policy may be subject to discipline, which may include reprimand, suspension, and/or termination or discharge.

Legal References: Minn. Stat. § 10A.07 (Conflicts of Interest)
Minn. Stat. § 10A.071 (Prohibition of Gifts)
Minn. Stat. § 15.43 (Acceptance of Advantage by State Employee; Penalty)
Minn. Stat. § 471.895 (Certain Gifts by Interested Persons Prohibited)

Cross References: MSBA/MASA Model Policy 209 (Code of Ethics)
MSBA/MASA Model Policy 210 (Conflict of Interest – School Board Members)
MSBA/MASA Model Policy 306 (Administrator Code of Ethics)

Adopted: _____

MSBA/MASA Model Policy 505

Orig. 1995

Revised: _____

Rev. 2002

505 DISTRIBUTION OF NONSCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES

I. PURPOSE

The purpose of this policy is to protect the exercise of students' and employees' free speech rights, taking into consideration the educational objectives and responsibilities of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, nonschool-sponsored material.
- B. To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the school district, the school board adopts the following regulations and procedures regarding distribution of nonschool-sponsored material on school property and at school activities.

III. DEFINITIONS

- A. "Distribute" or "Distribution" means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying material, or placing material in internal staff or student mailboxes.
- B. "Nonschool-sponsored material" or "unofficial material" includes all materials or objects intended for distribution, except school newspapers, employee newsletters, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples of nonschool-sponsored materials include, but are not limited to, leaflets, brochures, buttons, badges, flyers, petitions, posters, and underground newspapers whether written by students or employees or others, and tangible objects.
- C. "Obscene to minors" means:
 - 1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
 - 2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and
 - 3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.

- D. "Minor" means any person under the age of eighteen (18).
- E. "Material and substantial disruption" of a normal school activity means:
 - 1. Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
 - 2. Where the normal school activity is voluntary in nature (including school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, specific facts must exist upon which the likelihood of disruption can be forecast including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

- F. "School activities" means any activity sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.
- G. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower that individual in the esteem of the community.

IV. GUIDELINES

- A. Students and employees of the school district have the right to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, nonschool-sponsored material.
- B. Requests for distribution of nonschool-sponsored material will be reviewed by the administration on a case-by-case basis. However, distribution of the materials listed below is always prohibited. Material is prohibited that:
 - 1. is obscene to minors;
 - 2. is libelous or slanderous;
 - 3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;
 - 4. advertises or promotes any product or service not permitted to minors by law;
 - 5. advocates violence or other illegal conduct;
 - 6. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religious, or ethnic origin);

7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.
- C. Distribution by students and employees of nonschool-sponsored materials on school district property are subject to reasonable time, place, and manner restrictions set forth below. In making decisions regarding the time, place, and manner of distribution, the administration will consider factors including, but not limited to, the following:
1. whether the material is educationally related;
 2. the extent to which distribution is likely to cause disruption of or interference with the school district's educational objectives, discipline, or school activities;
 3. whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways;
 4. the quantity or size of materials to be distributed;
 5. whether distribution would require assignment of school district staff, use of school district equipment, or other resources;
 6. whether distribution would require that nonschool persons be present on the school grounds;
 7. whether the materials are a solicitation for goods or services not requested by the recipients.

V. TIME, PLACE, AND MANNER OF DISTRIBUTION

- A. No nonschool-sponsored material shall be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.
- B. Distribution of nonschool-sponsored material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school, and school parking lots. Distribution shall not impede entrance to or exit from school premises in any way.
- C. No one shall coerce a student or staff member to accept any publication.
- D. The time, place, and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.

VI. PROCEDURES

- A. Any student or employee wishing to distribute (as defined in this policy) nonschool-sponsored material must first submit for approval a copy of the material to the principal at least 24 hours in advance of desired distribution time, together with the following information:
 1. Name and phone number of the person submitting the request and, if a

student, the room number of his or her first-period class.

2. Date(s) and time(s) of day intended for distribution.
 3. Location where material will be distributed.
 4. If material is intended for students, the grade(s) of students to whom the distribution is intended.
- B. Within one school day, the principal will review the request and render a decision. In the event that permission to distribute the material is denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation.
- C. If the person submitting the request does not receive a response within one school day, the person shall contact the office to verify that the lack of response was not due to an inability to locate the person.
- D. If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within three (3) school days (not counting Saturdays, Sundays, and holidays) of submitting the appeal, the person shall contact the office of the superintendent to verify that the lack of response is not due to an inability to locate the person.
- E. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the school board, or the individual reviewing the material submitted.

VII. DISCIPLINARY ACTION

- A. Distribution by any student of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted and disciplinary action will be taken in accordance with the school district's Student Discipline Policy.
- B. Distribution by any employee of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted and appropriate disciplinary action will be taken, in accordance with any individual contract, collective bargaining agreement, school district policies and procedures, and/or governing statute.
- C. Any other party violating this policy will be requested to leave the school property immediately and, if necessary, the police will be called.

VIII. NOTICE OF POLICY TO STUDENTS AND EMPLOYEES

A copy of this policy will be published in student handbooks and posted in school buildings.

IX. IMPLEMENTATION

The school district administration may develop any additional guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.

[Note: School districts are encouraged to consider additional guidelines which reflect varied local practices relating to this subject matter including addressing the subject of consistency and uniformity for approving or disapproving practices under this policy.]

- Legal References:** U. S. Const., amend. I
Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988)
Bethel Sch. Dist. No. 403 v. Fraser, 478 U.S. 675 (1986)
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503 (1969)
Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987)
Roark v. South Iron R-1 School Dist., 573 F.3d 556 (8th Cir. 2009)
Victory Through Jesus Sports Ministry Foundation v. Lee's Summit R-7 School Dist., 640 F.3d 329 (8th Cir. 2011), cert. denied 565 U.S. 1036 (2011)
- Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 512 (School-Sponsored Student Publications)
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

Adopted: _____

MSBA/MASA Model Policy 506

Orig. 1995

Revised: _____

Rev. 2024 (June)

506 STUDENT DISCIPLINE

[NOTE: School districts are required by statute to have a policy addressing these issues.]

I. PURPOSE

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others, and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making, and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56.

In view of the foregoing and in accordance with Minnesota Statutes, section 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

III. DEFINITIONS

- A. "Nonexclusionary disciplinary policies and practices" means policies and practices that are alternatives to dismissing a pupil from school, including but not limited to evidence-based positive behavior interventions and supports, social and emotional services,

school-linked mental health services, counseling services, social work services, academic screening for Title 1 services or reading interventions, and alternative education services. Nonexclusionary disciplinary policies and practices include but are not limited to the policies and practices under Minnesota Statutes, sections 120B.12; 121A.575, clauses (1) and (2); 121A.031, subdivision 4, paragraph (a), clause (1); 121A.61, subdivision 3, paragraph (r); and 122A.627, clause (3).

- B. "Pupil withdrawal agreement" means a verbal or written agreement between a school administrator or district administrator and a pupil's parent to withdraw a student from the school district to avoid expulsion or exclusion dismissal proceedings. The duration of the withdrawal agreement cannot be for more than a 12-month period.

IV. POLICY

- A. The school board must establish uniform criteria for dismissal and adopt written policies and rules to effectuate the purposes of the Minnesota Pupil Fair Dismissal Act. The policies must include nonexclusionary disciplinary policies and practices consistent with Minnesota Statutes, section 121A.41, subdivision 12, and must emphasize preventing dismissals through early detection of problems. The policies must be designed to address students' inappropriate behavior from recurring.
- B. The policies must recognize the continuing responsibility of the school for the education of the pupil during the dismissal period.
- C. The school is responsible for ensuring that alternative educational services, if the pupil wishes to take advantage of them, must be adequate to allow the pupil to make progress toward meeting the graduation standards adopted under Minnesota Statutes, section 120B.02 and help prepare the pupil for readmission in accordance with section Minnesota Statutes, section 121A.46, subdivision 5.
- D. For expulsion and exclusion dismissals and pupil withdrawal agreements as defined in Minnesota Statutes, section 121A.41, subdivision 13:
 - 1. for a pupil who remains enrolled in the school district or is awaiting enrollment in a new district, the school district's continuing responsibility includes reviewing the pupil's schoolwork and grades on a quarterly basis to ensure the pupil is on track for readmission with the pupil's peers. The school district must communicate on a regular basis with the pupil's parent or guardian to ensure that the pupil is completing the work assigned through the alternative educational services as defined in Minnesota Statutes, section 121A.41, subdivision 11. These services are required until the pupil enrolls in another school or returns to the same school;
 - 2. a pupil receiving school-based or school-linked mental health services in the school district under Minnesota Statutes, section 245.4889 continues to be eligible for those services until the pupil is enrolled in a new district; and
 - 3. the school district must provide to the pupil's parent or guardian information on accessing mental health services, including any free or sliding fee providers in the community. The information must also be posted on the school district website.

V. AREAS OF RESPONSIBILITY

- A. The School Board. The school board holds all school personnel responsible for the

maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.

- B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students, and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.

- C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of Behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising the person's lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student to prevent bodily harm or death to the student or another. A principal shall not use prone restraint and shall not inflict any form of physical holding that restricts or impairs a student's ability to breathe; restricts or impairs a student's ability to communicate distress; places pressure or weight on a student's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a student's torso.

- D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. A teacher, in exercising the person's lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student to prevent bodily harm or death to the student or another. A teacher shall not use prone restraint and shall not inflict any form of physical holding that restricts or impairs a student's ability to breathe; restricts or impairs a student's ability to communicate distress; places pressure or weight on a student's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a student's torso.

- E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising the person's lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student to prevent bodily harm or death to the student or another. A school employee, which does not include a school resource officer, shall not use prone restraint and shall not inflict any form of physical holding that restricts or impairs a student's ability to breathe; restricts or impairs a student's ability to communicate distress; places pressure or weight on a student's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a student's torso.

[For the purpose of Minnesota Statutes, section 121A.582 \(Student Discipline; Reasonable Force\), a school resource officer, as defined in Minnesota Statutes, section 626.8482, subdivision 1, paragraph \(c\) is not a school employee or agent of the district.](#)

- F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.
- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.
- I. Reasonable Force Reports
 - 1. The school district must report data on its use of any reasonable force used on a student with a disability to correct or restrain the student to prevent bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c), as outlined in section 125A.0942, subdivision 3, paragraph (b).
 - 2. Beginning with the 2024-2025 school year, the school district must report annually by July 15, in a form and manner determined by the MDE Commissioner, data from the prior school year about any reasonable force used on a general education student to correct or restrain the student to prevent bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c).
 - 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.

VI. STUDENT RIGHTS

All students have the right to an education and the right to learn.

VII. STUDENT RESPONSIBILITIES

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;

- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state, and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

VIII. CODE OF STUDENT CONDUCT

- A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.
 - 1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
 - 2. The use of profanity or obscene language, or the possession of obscene materials;

3. Gambling, including, but not limited to, playing a game of chance for stakes;
4. Violation of the school district's Hazing Prohibition Policy;
5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
6. Violation of the school district's Student Attendance Policy;
7. Opposition to authority using physical force or violence;
8. Using, possessing, or distributing tobacco, tobacco-related devices, electronic cigarettes, or tobacco paraphernalia in violation of the school district's Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices Policy;
9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances (except as prescribed by a physician), or look-alike substances (these prohibitions include medical marijuana or medical cannabis, even when prescribed by a physician, and one student sharing prescription medication with another student);
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district's Weapons Policy;
14. Violation of the school district's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state, or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to,

disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;

21. Violation of the school district's Internet Acceptable Use and Safety Policy;
22. Use of a cell phone in violation of the school district's Internet Acceptable Use and Safety Policy;
23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
28. Possession or distribution of slanderous, libelous, or pornographic materials;
29. Violation of the school district's Bullying Prohibition Policy;
30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
31. Criminal activity;
32. Falsification of any records, documents, notes, or signatures;
33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
35. Impertinent or disrespectful words, symbols, acronyms, or language, whether oral or written, related to teachers or other school district personnel;
36. Violation of the school district's Harassment and Violence Policy;
37. Actions, including fighting or any other assaultive behavior, which causes or

could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;

38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
40. Verbal assaults or verbally abusive behavior including, but not limited to, use of words, symbols, acronyms, or language, whether oral or written, that are discriminatory, abusive, obscene, threatening, intimidating, degrading to other people, or threatening to school property;
41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;
43. Violation of the school district's Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees Policy;
44. Violation of the school district's one-to-one device rules and regulations;
45. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
46. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

IX. RECESS AND OTHER BREAKS

- A. "Recess detention" means excluding or excessively delaying a student from participating in a scheduled recess period as a consequence for student behavior. Recess detention does not include, among other things, providing alternative recess at the student's choice.
- B. The school district is encouraged to ensure student access to structured breaks from the demands of school and to support teachers, principals, and other school staff in their efforts to use evidence-based approaches to reduce exclusionary forms of discipline.
- C. The school district must not use recess detention unless:
 1. a student causes or is likely to cause serious physical harm to other students or staff;

2. the student's parent or guardian specifically consents to the use of recess detention; or
 3. for students receiving special education services, the student's individualized education program team has determined that withholding recess is appropriate based on the individualized needs of the student.
- D. The school district must not withhold recess from a student based on incomplete schoolwork.
 - E. The school district must require school staff to make a reasonable attempt to notify a parent or guardian within 24 hours of using recess detention.
 - F. The school district must compile information on each recess detention at the end of each school year, including the student's age, grade, gender, race or ethnicity, and special education status. This information must be available to the public upon request. The school district is encouraged to use the data in professional development promoting the use of nonexclusionary discipline.
 - G. The school district must not withhold or excessively delay a student's participation in scheduled mealtimes. This section does not alter a district or school's existing responsibilities under Minnesota Statutes, section 124D.111 or other state or federal law.

X. DISCIPLINARY ACTION OPTIONS

The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district code of conduct, rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor, or other school district personnel, and verbal warning;
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;

- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- R. Saturday school;
- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Other disciplinary action as deemed appropriate by the school district.

XI. REMOVAL OF STUDENTS FROM CLASS-Scheduled or Unscheduled

- A. The teacher of record shall have the general control and government of the classroom. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which in the discretion of the teacher or administration, requires

removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

A student must be removed from class immediately if the student engages in assault or violent behavior. "Assault" is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another.

- B. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.

[Note: The following Sections C. - J. must be developed and inserted by each school district based upon individual district practices, procedures, and preferences. School districts may consider developing and inserting procedures identified in Sections K-N.]

C. Procedures for Removal of a Student From a Class.

1. *Specify procedures to remove a student from a class to be followed by a teacher, school administrator, or other school district employee;*
2. *Specify required approvals necessary;*
3. *Specify paperwork and reporting procedures.*

D. Period of Time for which a Student may be Removed from a Class (may not exceed five (5) class periods for a violation of a rule of conduct)

1. The removal from class shall be for a period of time deemed appropriate by the principal, in consultation with the teacher.

E. Responsibility for and Custody of a Student Removed from Class.

1. *Designation of where student is to go when removed;*
2. *Designation of how student is to get to designated destination;*
3. *Whether student must be accompanied;*
4. *Statement of what student is to do when and while removed;*
5. *Designation of who has control over and responsibility for student after removal from class.*

F. Procedures for Return of a Student to a Specific Class from Which the Student was Removed.

1. *Specification of procedures;*
2. *Actions or approvals required such as notes, conferences, readmission plans.*

G. Procedures for Notifying a Student and the Student's Parents or Guardian of Violation of the Rules of Conduct and of Resulting Disciplinary Actions;

1. *Specification of Procedures;*
2. *Actions or approvals required, such as notes, conferences, readmission plans.*

H. Students with a Disability; Special Provisions.

1. *Procedures for consideration of whether there is a need for further assessment;*
2. *Procedures for consideration of whether there is a need for a review of the adequacy of the current Individualized Education Program (IEP) of a student with a disability who is removed from class or disciplined; and*
3. *Any procedures determined appropriate for referring students in need of special education services to those services.*

I. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises.

1. *Establishment of a chemical abuse preassessment team pursuant to Minnesota Statutes, section 121A.26;*
2. *Establishment of teacher reporting procedures to the chemical abuse preassessment team pursuant to Minnesota Statutes, section 121A.29.*

J. Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct.

K. Any Procedures Determined Appropriate for Encouraging Early Involvement of Parents or Guardians in Attempts to Improve a Student's Behavior.

L. Any Procedures Determined Appropriate for Encouraging Early Detection of Behavioral Problems.

M. Any Procedures Determined Appropriate for Referring a Student in Need of Special Education Services to Those Services;

N. Any Procedures Determined Appropriate for Ensuring Victims of Bullying who Respond with Behavior not Allowed under the School's Behavior Policies have Access to a Remedial Response, Consistent with Minnesota Statutes, section 121A.031; and

XII. DISMISSAL

- A. "Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion, and suspension. Dismissal does not include removal from class.

The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

The school district shall not dismiss any student without attempting to use nonexclusionary disciplinary policies and procedures before dismissal proceedings or pupil withdrawal agreements, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

The use of exclusionary practices for early learners as defined in Minnesota Statutes, section 121A.425, is prohibited. The use of exclusionary practices to address attendance and truancy issues is prohibited.

B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:

1. Willful violation of any reasonable school board regulation, including those found in this policy;
2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

C. Disciplinary Dismissals Prohibited

1. A pupil enrolled in the following is not subject to dismissals under the Pupil Fair Dismissal Act:
 - a. a preschool or prekindergarten program, including an early childhood family education, school readiness, ~~school readiness plus~~, voluntary prekindergarten, Head Start, or other school-based preschool or prekindergarten program; or
 - b. kindergarten through Grade 3.
2. This section does not apply to a dismissal from school for less than one school day, except as provided under Minnesota Statutes, chapter 125A and federal law for a student receiving special education services.
3. Notwithstanding this section, expulsions and exclusions may be used only after resources outlined under ~~n~~Nonexclusionary discipline have been exhausted, and only in circumstances where there is an ongoing serious safety threat to the child or others.

D. Suspension Procedures

1. "Suspension" means an action by the school administration, under rules promulgated by the ~~s~~School ~~b~~Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.

2. School administration must allow a suspended pupil the opportunity to complete all school work assigned during the period of the pupil's suspension and to receive full credit for satisfactorily completing the assignments. The school principal or other person having administrative control of the school building or program is encouraged to designate a district or school employee as a liaison to work with the pupil's teachers to allow the suspended pupil to (1) receive timely course materials and other information, and (2) complete daily and weekly assignments and receive teachers' feedback.
3. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the student's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
4. The definition of suspension under Minnesota Statutes, section 121A.41, subdivision 10, does not apply to a student's dismissal from school for less than one day, except as provided under federal law for a student with a disability. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.
5. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.
6. Alternative education services must be provided to a pupil who is suspended for more than five (5) consecutive school days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum,

modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minnesota Statutes, section 123A.05 selected to allow the student to progress toward meeting graduation standards under Minnesota Statutes, section 120B.02, although in a different setting.

7. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
8. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
 - a. strongly encourage a parent or guardian of the student to attend school with the student for one day;
 - b. assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and
 - c. petition the juvenile court that the student is in need of services under Minnesota Statutes, chapter 260C.
9. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)
10. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
11. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
12. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) consecutive school days.

E. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56; describe the nonexclusionary disciplinary practices accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district must advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE) and is posted on its website.
6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent, or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's

records.

11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of the Minnesota Department of Education (Commissioner) of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minnesota Statutes, section 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.
19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date,

and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.

21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

XIII. ADMISSION OR READMISSION PLAN

A school administrator must prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan must include measures to improve the student's behavior, which may include completing a character education program consistent with Minnesota Statutes, section 120B.232, subdivision 1, social and emotional learning, counseling, social work services, mental health services, referrals for special education or 504 evaluation, and evidence-based academic interventions. The plan must include reasonable attempts to obtain parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

XIV. NOTIFICATION OF POLICY VIOLATIONS

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, principal or other school district official may provide additional notification as deemed appropriate.

In addition, the school district must report, through the MDE electronic reporting system, each exclusion or expulsion, each physical assault of a school district employee by a pupil, and each pupil withdrawal agreement within thirty (30) days of the effective date of the dismissal action, pupil withdrawal, or assault, to the MDE Commissioner. This report must include a statement of the nonexclusionary disciplinary practices, or other sanction, intervention, or resolution in response to the assault given to the pupil and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the pupil's age, grade, gender, race, and special education status.

XV. STUDENT DISCIPLINE RECORDS

The policy of the school district is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13.

XVI. STUDENTS WITH DISABILITIES

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's

conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

XVII. OPEN ENROLLED STUDENTS

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minnesota Statutes, section 124D.03) or Enrollment in Nonresident District (Minnesota Statutes, section 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minnesota Statutes, chapter 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of seventeen (17) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

XVIII. DISCIPLINE COMPLAINT PROCEDURE

Students, parents and other guardians, and school staff may file a complaint and seek corrective action when the requirements of the Minnesota Pupil Fair Dismissal Act, including the implementation of the local behavior and discipline policies, are not being implemented appropriately or are being discriminately applied.

The Discipline Complaint Procedure must, at a minimum:

1. provide procedures for communicating this policy including the ability for a parent to appeal a decision under Minnesota Statutes, section 121A.49 that contains explicit instructions for filing the complaint;
2. provide an opportunity for involved parties to submit additional information related to the complaint;
3. provide a procedure to begin to investigate complaints within three school days of receipt, and identify personnel who will manage the investigation and any resulting record and are responsible for keeping and regulating access to any record;
4. provide procedures for issuing a written determination to the complainant that addresses each allegation and contains findings and conclusions;
5. if the investigation finds the requirements of Minnesota Statutes, sections 121A.40 to 121A.61, including any local policies that were not implemented appropriately, contain procedures that require a corrective action plan to correct a student's record and provide

relevant staff with training, coaching, or other accountability practices to ensure appropriate compliance with policies in the future; and

6. prohibit reprisals or retaliation against any person who asserts, alleges, or reports a complaint, and provide procedures for applying appropriate consequences for a person who engages in reprisal or retaliation.

XIX. DISTRIBUTION OF POLICY

The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in each principal's office.

XX. REVIEW OF POLICY

The principal and representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the superintendent for consideration by the school board, which shall conduct an annual review of this policy.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota Students)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.26 (School Preassessment Teams)
Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)
Minn. Stat. § 121A.58 (Corporal Punishment; Prone Restraint; And Certain Physical Holds)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. §§ 121A.60 (Definitions)
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
Minn. Stat. § 121A.611 (Recess and Other Breaks)
Minn. Stat. § 122A.42 (General Control of Schools)
Minn. Stat. § 123A.05 (State-Approved Alternative Program Organization)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (School Boards' Approval to Enroll in Nonresident District; Exceptions)
Minn. Stat. Ch. 125A (Special Education and Special Programs)
Minn. Stat. § 152.22, Subd. 6 (Definitions)
Minn. Stat. § 152.23 (Limitations)
Minn. Stat. Ch. 260A (Truancy)
Minn. Stat. Ch. 260C (Juvenile Safety and Placement)
20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Act)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

Cross References: MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 419 (Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; [Vaping Awareness and Prevention Instruction](#))

MSBA/MASA Model Policy 501 (School Weapons)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 503 (Student Attendance)
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 507.5 (School Resource Officers)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)
MSBA/MASA Model Policy 610 (Field Trips)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

Adopted: _____

MSBA/MASA Model Policy 508

Revised: _____
202207

Orig. 1995
Rev.

508 EXTENDED SCHOOL YEAR FOR CERTAIN STUDENTS WITH INDIVIDUALIZED EDUCATION PROGRAMS

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

I. PURPOSE

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 Improvement Act of 2004~~)
34 C.F.R. Part 300 (IDEA Regulations Assistance to States for the Education of Children with Disabilities)

Cross References: None

Adopted: _____

MSBA/MASA Model Policy 510

Orig. 1995

Revised: _____

Rev. ~~2000~~ 2019

510 SCHOOL ACTIVITIES

I. PURPOSE

The purpose of this policy is to impart to students, employees, and the community the school district's policy related to the student activity program.

II. GENERAL STATEMENT OF POLICY

School activities provide additional opportunities for students to pursue special interests that contribute to their physical, mental, and emotional well-being. They are of secondary importance in relationship to the formal instructional program; however, they complement the instructional program in providing students with additional opportunities for growth and development.

III. RESPONSIBILITY

- A. The school board expects all students who participate in school-sponsored activities to represent the school and community in a responsible manner. All rules pertaining to student conduct and student discipline extend to school activities.
- B. The school board expects all spectators at school sponsored activities, including parents, employees, and other members of the public, to behave in an appropriate manner at those activities. Students and employees may be subject to discipline and parents and other spectators may be subject to sanctions for engaging in misbehavior or inappropriate, illegal, or unsportsmanlike behavior at these activities or events.
- C. The superintendent shall be responsible for disseminating information needed to inform students, parents, staff, and the community of the opportunities available within the school activity program and the rules of participation.
- D. Those students who participate in Minnesota State High School League (MSHSL) activities must also abide by the league rules. Those employees who conduct MSHSL activities shall be responsible for familiarizing students and parents with all applicable rules, penalties, and opportunities.
- E. The superintendent shall be responsible for conducting an annual evaluation of school activity programs and presenting the results and any recommendations to the school board.

F. The school board will ensure that any funds raised for extracurricular activities will be spent only on extracurricular activities.

Legal References: Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)

Cross References: MSBA/MASA Model Policy 503 (Student Attendance)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 713 (Student Activity Accounting)
~~MSBA Service Manual, Chapter 5, Various Educational Programs~~

Adopted: _____

MSBA/MASA Model Policy 516

Orig. 1995

Revised: _____

Rev. 2024~~2~~

516 STUDENT MEDICATION AND TELEHEALTH

[NOTE: The necessary provisions for complying with Minnesota Statutes, sections 121A.22, Administration of Drugs and Medicine, 121A.221, Possession and Use of Asthma Inhalers by Asthmatic Students, and 121A.222, Possession and Use of Nonprescription Pain Relievers by Secondary Students are included in this policy. The statutes do not regulate administration of drugs and medicine for students aged 18 and over or other nonprescription medications. Please note that section 121A.22 does not require school districts to apply the administration of medication rule to drugs or medicine used off school grounds, drugs or medicines used in connection with athletics or extra-curricular activities, and drugs and medicines that are used in connection with activities that occur before or after the regular school day.]

I. PURPOSE

The purpose of this policy is to set forth the provisions that must be followed when administering nonemergency prescription medication to students at school.

II. GENERAL STATEMENT OF POLICY

The school district acknowledges that some students may require prescribed drugs or medication or telehealth during the school day. The school district's licensed school nurse, trained health clerk, principal, or teacher will administer prescribed medications, except any form of medical cannabis, in accordance with law and school district procedures.

III. DRUG AND MEDICATION REQUIREMENTS

[NOTE: The June 2024 Model Policy 516 revisions include insertion of headings and rearrangement of paragraphs so that similar content is grouped together. School boards can choose whether to make these revisions.]

A. Administration of Drugs and Medicine

1. The administration of ~~prescription~~ medication or drugs at school requires a completed signed request from the student's parent. An oral request must be reduced to writing within two school days, provided that the school district may rely on an oral request until a written request is received.
2. Drugs and medicine subject to Minnesota Statutes, 121A.22 must be administered, to the extent possible, according to school board procedures that must be developed in consultation with:
 - a. with a licensed nurse, in a district that employs a licensed nurse under Minnesota Statutes, section 148.171;
 - b. with a licensed school nurse, in a district that employs a licensed school nurse licensed under Minnesota Rules, part 8710.6100;
 - c. with a public or private health-related organization, in a district that contracts with a public or private health or health-related organization,

according to Minnesota Statutes, 121A.21; or

- d. with the appropriate party, in a district that has an arrangement approved by the Commissioner of the Minnesota Department of Education, according to Minnesota Statutes, 121A.21.

[NOTE: Paragraph III.A.2 had appeared in a different spot in previous versions of this model policy. In June 2024, the paragraph is located here and is updated to reflect 2024 legislative changes.]

3. Exclusions

[Note: The provisions of III.A.3 are optional. The school board may choose to include or exclude any of the provisions specified. These exclusions appeared in previous versions of this model policy.]

The provisions on administration of drugs and medicine above do not apply to drugs or medicine that are:

- a. purchased without a prescription;
- b. used by a pupil who is 18 years old or older;
- c. used in connection with services for which a minor may give effective consent;
- d. used in situations in which, in the judgment of the school personnel, including a licensed nurse, who are present or available, the risk to the pupil's life or health is of such a nature that drugs or medicine should be given without delay;
- e. used off the school grounds;
- f. used in connection with athletics or extracurricular activities;
- g. used in connection with activities that occur before or after the regular school day;
- h. provided or administered by a public health agency to prevent or control an illness or a disease outbreak as provided under Minnesota law;
- i. prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:
- a. the school district has received a written authorization each school year from the pupil's parent permitting the student to self-administer the medication;
- b. the inhaler is properly labeled for that student; and
- c. the parent has not requested school personnel to administer the medication to the student.

In a school that does not have a school nurse or school nursing services, the student's parent or guardian must submit written verification from

the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.

If the school district employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers.

j. epinephrine auto-injectors, consistent with Minnesota Statutes, section 121A.2205, if the parent and prescribing medical professional annually inform the pupil's school in writing that

a. the pupil may possess the epinephrine or

b. the pupil is unable to possess the epinephrine and requires immediate access to epinephrine auto-injectors that the parent provides properly labeled to the school for the pupil as needed.

k. For the purposes of Minnesota Statutes, 121A.22, special health treatments and health functions, such as catheterization, tracheostomy suctioning, and gastrostomy feedings, do not constitute administration of drugs or medicine.

l. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy.

B. Prescription Medication

1. An "Administering Prescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minnesota Statutes, section 152.22, subdivision 6.

2. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law and must be administered in a manner consistent with the instructions on the label.

3. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.

4. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Paragraph III.A.3(i) above ~~Part J.5. below~~), and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).

5. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new

pharmacy instructions shall be required immediately as well.

6. The school nurse, or other designated person, shall be responsible for the filing of the Administering Prescription Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.
7. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.

~~Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization or other appropriate party (if appropriately contracted by the school district under Minnesota Statutes section 121A.21). The school district administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.~~

[NOTE: This paragraph is moved to Paragraph III.A.3 above, where it is updated to reflect 2024 legislative changes.]

8. If the administration of a drug or medication described in this section requires the school district to store the drug or medication, the parent or legal guardian must inform the school if the drug or medication is a controlled substance. For a drug or medication that is not a controlled substance, the request must include a provision designating the school district as an authorized entity to transport the drug or medication for the purpose of destruction if any unused drug or medication remains in the possession of school personnel. For a drug or medication that is a controlled substance, the request must specify that the parent or legal guardian is required to retrieve the drug or controlled substance when requested by the school.

[NOTE: Starting in June 2024, the exceptions appear under Article III.A.3 above.]

1. ~~Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine;~~
2. ~~Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy;~~
3. ~~Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy;~~
4. ~~Drugs or medicines used at school in connection with services for which a minor may give effective consent are not governed by this policy;~~
5. ~~Drugs or medicines that are~~
6. ~~Medications:~~
 - a. ~~that are used off school grounds;~~

- ~~b. that are used in connection with athletics or extracurricular activities;
or~~
- ~~c. that are used in connection with activities that occur before or after the regular school day are not governed by this policy.~~

C. Nonprescription Medication

A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as stated in this paragraph, only prescription medications are governed by this policy.

[NOTE: School districts should consult with licensed medical and nursing personnel to address whether nonprescription medications will be allowed at elementary schools and whether and under what conditions school personnel will participate in storing or administering nonprescription medications.]

D. Possession and Use of Epinephrine Auto-Injectors

At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed epinephrine auto-injectors that enables the student to:

1. possess epinephrine auto-injectors; or
2. if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine auto-injectors in close proximity to the student at all times during the instructional day.

For the purposes of this policy, "instructional day" is defined as eight hours for each student contact day.

[NOTE: Minnesota law states that "the school board of the school district must define instructional day for the purposes of Minnesota Statutes, 121A.2205." A sample definition appears above. School districts can create a definition that fits their circumstances.]

The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering epinephrine auto-injectors when required, consistent with state law. This health plan may be included in a student's Section 504 plan.

Districts and schools may obtain and possess epinephrine auto-injectors to be maintained and administered by school personnel, including a licensed nurse, to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for

an epinephrine auto-injector. The administration of an epinephrine auto-injector in accordance with Minnesota Statutes, section 121A.2207 is not the practice of medicine.

Effective July 1, 2024, registered nurses may administer epinephrine auto-injectors in a school setting according to a condition-specific protocol as authorized under Minnesota Statutes, section 148.235, subdivision 8. Notwithstanding any limitation in Minnesota Statutes, sections 148.171 to 148.285, licensed practical nurses may administer epinephrine auto-injectors in a school setting according to a condition-specific protocol that does not reference a specific patient and that specifies the circumstances under which the epinephrine auto-injector is to be administered, when caring for a patient whose condition falls within the protocol.

[NOTE: The paragraph above was signed into law in May 2024. It is new model policy language.]

A district or school may enter into arrangements with manufacturers of epinephrine auto-injectors to obtain epinephrine auto-injectors at fair-market, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay for a school's supply of epinephrine auto-injectors.

E. Sunscreen

A student may possess and apply a topical sunscreen product during the school day while on school property or at a school-sponsored event without a prescription, physician's note, or other documentation from a licensed health care professional. School personnel are not required to provide sunscreen or assist students in applying sunscreen.

~~L. "Parent" for students 18 years old or older is the student.~~

F. Procedure regarding unclaimed drugs or medications.

1. The school district has adopted the following procedure for the collection and transport of any unclaimed or abandoned prescription drugs or medications remaining in the possession of school personnel in accordance with this policy. Before the transportation of any prescription drug or medication under this policy, the school district shall make a reasonable attempt to return the unused prescription drug or medication to the student's parent or legal guardian. Transportation of unclaimed or unused prescription drugs or medications will occur at least annually, but may occur more frequently at the discretion of the school district.
2. If the unclaimed or abandoned prescription drug is not a controlled substance as defined under Minnesota Statutes, section 152.01, subdivision 4, or is an over-the-counter medication, the school district will either designate an individual who shall be responsible for transporting the drug or medication to a designated drop-off box or collection site or request that a law enforcement agency transport the drug or medication to a drop-off box or collection site on behalf of the school district.
3. If the unclaimed or abandoned prescription drug is a controlled substance as defined in Minnesota Statutes, section 152.01, subdivision 4, the school district or school personnel is prohibited from transporting the prescription drug to a drop-off box or collection site for prescription drugs identified under this paragraph. The school district must request that a law enforcement agency transport the prescription drug or medication to a collection bin that complies with Drug Enforcement Agency regulations, or if a site is not available, under the agency's procedure for transporting drugs.

IV. ACCESS TO SPACE FOR MENTAL HEALTH CARE THROUGH TELEHEALTH

- A. Beginning October 1, 2024, to the extent space is available, the school district must provide an enrolled secondary school student with access during regular school hours, and to the extent staff is available, before or after the school day on days when students receive instruction at school, to space at the school site that a student may use to receive mental health care through telehealth from a student's licensed mental health provider. A secondary school must develop a plan with procedures to receive requests for access to the space.
- B. The space must provide a student privacy to receive mental health care.
- C. A student may use a school-issued device to receive mental health care through telehealth if such use is consistent with the district or school policy governing acceptable use of the school-issued device.
- D. A school may require a student requesting access to space under this section to submit to the school a signed and dated consent from the student's parent or guardian, or from the student if the student is age 16 or older, authorizing the student's licensed mental health provider to release information from the student's health record that is requested by the school to confirm the student is currently receiving mental health care from the provider. Such a consent is valid for the school year in which it is submitted.

[NOTE: The Minnesota legislature enacted Article IV in the spring 2024.]

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.21 (School Health ServicesHiring of Health Personnel)
Minn. Stat. § 121A.216 (Access to Space for Mental Health Care through Telehealth)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine Auto-Injectors; Model Policy)
Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine Auto-Injectors)
Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)
Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)
Minn. Stat. § 121A.223 (Possession and Use of Sunscreen)
Minn. Stat. § 148.171 (Definitions; Title)
Minn. Stat. § 151.212 (Label of Prescription Drug Containers)
Minn. Stat. § 152.01 (Definitions)
Minn. Stat. § 152.22 (Definitions)
Minn. Stat. § 152.23 (Limitations)
Minn. Rule 8710.6100 (School Nurse)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Act)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

Cross References: MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)

Adopted: _____

MSBA/MASA Model Policy 517

Orig. 1995

Revised: _____

Rev. 202200

517 STUDENT RECRUITING

I. PURPOSE

The purpose of this policy is to prevent school district employees from exerting undue influence for purposes of securing or retaining the attendance of a student in a school.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school district to encourage employees to make available to all interested people information regarding the school district, its schools, programs, policies, and procedures. The purpose of such activity is to assist in the process of fully informed decision making regarding school enrollment and to enhance the visibility and image of the school district.
- B. At the same time, the school district recognizes that the scope of such activity is limited by statutory authority and bylaws of the Minnesota State High School League. Accordingly, it shall be a violation of this policy for employees to exert undue influence for purposes of securing or retaining the attendance of a student in a school or to compete with another school district for the enrollment of students.
- C. Employees are further prohibited from encouraging others to engage in such conduct on behalf of the school district.

III. DEFINITION

- A. The terms "undue influence" or "competing for enrollment" shall include initiating any oral or written contact with a student from another school district who participates in a school-sponsored sport or activity which solicits the student's transfer to participate in a sport or activity.
- B. The terms shall also include the awarding of tuition, allowance for board and/or room, allowance for transportation, priority in assignments of jobs, cash or gifts in any form, or any other privilege or consideration if not similarly available to all students.

IV. PROCEDURES

- A. The school board shall adopt, by resolution, specific standards for acceptance and rejection of applications for open enrollment. Standards may include the capacity of a program, class, school building, or the statutory limits to nonresident enrollment in a particular grade level, or whether the student is currently expelled for (1) possessing a dangerous weapon, as defined under federal law, at a school or school function; (2) possession or using an illegal drug at school or at a school function; (3) selling or soliciting the sale of a controlled substance while at school or a school function; or committing a first, second or third degree assault as described in state law. Standards for acceptance and rejection of open-enrollment applications are subject to the Graduation Incentives Program and may not include previous academic achievement, athletic or other extracurricular ability, disabling conditions, proficiency in the English language, previous disciplinary proceedings, or the student's district of residence.

- B. Employees who violate the provisions of the 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, school district policies, and the bylaws of the Minnesota High School League, as applicable.

Legal References: Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.68 (Graduation Incentives Program)
Minnesota State High School League Bylaws

Cross References: MSBA/MASA Model Policy 509 (Enrollment of Nonresident Students)
~~MSBA Service Manual, Chapter 10, Minnesota State High School League (MSHSL)~~

Adopted: _____

MSBA/MASA Model Policy 519

Orig. 1995

Revised: _____

Rev. 202202

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, Minn. Stat. § 626.556, Subd. 10](#), 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 [Minn. Stat. § 626.556, Subd. 10 \(c\) 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) § 626.556, Subd. 10(c) and (d) (Duties of Local Welfare Agency and Local Law Enforcement Agency Upon Receipt of a Report)~~

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: _____

MSBA/MASA Model Policy 903

Orig. 1995

Revised: _____

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903 VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES

I. PURPOSE

The purpose of this policy is to inform the school community and the general public of the position of the school board on visitors to school buildings and other school property.

II. GENERAL STATEMENT OF POLICY

- A. The school board encourages interest on the part of parents and community members in school programs and student activities. The school board welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district.
- B. The school board reaffirms its position on the importance of maintaining a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or employee working environment.

III. POST-SECONDARY ENROLLMENT OPTIONS STUDENTS

- A. A student enrolled in a post-secondary enrollment options course may remain at the school site during regular school hours in accordance with established procedures.
- B. A student enrolled in a post-secondary enrollment options course may be provided with reasonable access, during regular school hours, to a computer and other technology resources that the student needs to complete coursework for a post-secondary enrollment course in accordance with established procedures.

IV. RESPONSIBILITY

- A. The school district administration shall present recommended visitor and post-secondary enrollment options student procedures and requirements to the school board for review and approval. The procedures should reflect input from employees, students and advisory groups, and shall be communicated to the school community and the general public. Upon approval by the school board, such procedures and requirements shall be an addendum to this policy.
- B. The superintendent shall be responsible for providing coordination that may be needed throughout the process and providing for periodic school board review and approval of the procedures.

V. VISITOR LIMITATIONS

- A. An individual, post-secondary enrollment options student, or group may be denied permission to visit a school or school property or such permission may be revoked if the visitor(s) does not comply with the school district procedures and regulations or if the visit is not in the best interest of students, employees or the school district.

- B. Visitors, including post-secondary enrollment options students, are authorized to park vehicles on school property at times and in locations specified in the approved visitor procedures and requirements which are an addendum to this policy or as otherwise specifically authorized by school officials. When unauthorized vehicles of visitors are parked on school property, school officials may:
1. move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or
 2. if unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off of school property.
- C. An individual, post-secondary enrollment options student, or group who enters school property without complying with the procedures and requirements may be guilty of criminal trespass and thus subject to criminal penalty. Such persons may be detained by the school principal or a person designated by the school principal in a reasonable manner for a reasonable period of time pending the arrival of a police officer.

Legal References: Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 124D.09 (Post~~s~~-Secondary Enrollment Options ~~Act~~Program)
Minn. Stat. § 128C.08 (Assaulting a Sports Official Prohibited)
Minn. Stat. § 609.605, Subd. 4 (Trespass~~es~~-on-School-Property)

Cross References: None