



Windom Area Schools

District Office:
PO Box 177
Windom MN 56101
Phone: 507-831-6901
Fax: 507-831-6919

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

January 13 Regular Board Meeting
Windom City Council Chamber
444 9th Street
Windom, MN 56101
January 13, 2025
6:30 PM
Live at [Media SB22](#) on youtube

1. Call to Order
Chairperson
2. Pledge of Allegiance
Chairperson
3. Approval of Agenda (revise as necessary)
Chairperson
4. Elect 2025 Board Officers - Action
Chairperson
Elect Chairperson, Vice-Chairperson, Clerk, and Treasurer.
5. Oath of Office
Chairperson
Welcome to Lynn Liepold and Matt Steffen. Please join them in reciting the oath of office.
6. Consent Agenda
Angie Klassen
 - **Minutes from 12.9.24**
 - **Bills and Wires Transfers**
 - **Treasurer Report**
 - **Approve hiring Gina Freiwald as ECFE Parent Educator (Winter Session-6 weeks, 2 nights per week) effective January 6, 2025.**
 - **Approve hiring Emily Morrison as ECFE Paraprofessional effective January 6, 2025.**
 - **Approve hiring Rachael Caspers as 10 Month Secretary effective January 13, 2025.**
 - **Approve hiring Derek Harder as long-term substitute beginning approximately February 25, 2025 through approximately April 22, 2025.**
 - **Approve FMLA #25-18 beginning on approximately April 24, 2025 and continuing through approximately May 22, 2025. For a total of approximately 4 weeks.**
 - **Approve FMLA #25-19 beginning on approximately April 21, 2025 and continuing until approximately May 5, 2025 for a total of approximately 2 weeks.**
 - **Approve FMLA #25-20 beginning on January 8, 2025 and continuing intermittently for up to a total of 12 weeks.**

- **Approve Resignation and Early Retirement Agreement for Eric Hanson, Middle School English Teacher effective the end of the 2024-2025 school year.**
- **Approve resignation from PreSchool Paraprofessional Darla Friesen effective on January 20, 2025.**

7. Open Forum

8. Set Regular Board Meeting Dates, Times & Locations - Action
Chairperson

Windom School Board Meetings will be located at the City Hall Council Chambers on the 2nd Monday of each month for regular meetings and the 4th Monday of each month for work sessions at 6:30 pm. The schedule is attached for approval.

9. Set 2025 Board Salaries - Action

Chairperson

Current -

a. 2024 salary was set at \$3579.71 per board member per year.

Note: last year it was raised 3%

b. Board Chair - additional \$200/year

c. Board Clerk - additional \$100/year

d. Special meetings set at \$75/meeting

e. Out-of-town meetings at \$15.00 per hour maximum of 8hrs. Hours include travel time.

f. Negotiations committee, buildings/grounds and project oversight committee (POC) rate of \$15.00 per hour

g. No deduction from stipend due to board member absence from meeting h. In odd years, board members receive \$700.00 technology stipend.

Note: may be used for technology or internet services. The stipend is taxable.

Board members must submit an expense report to receive payment for special, out-of-town and committee/negotiations meetings.

10. Designate Official Newspaper (Cottonwood County Citizen) - Action

Chairperson

The Cottonwood County Citizen will be designated as the official District 177 Newspaper.

11. Designate District Legal Counsel (Squires, Waldspurger & Mace) and Bond Counsel (Dorsey & Whitney) - Action

Chairperson

12. Designate Superintendent Jamie Frank as the Identified Official with Authority for ISD 177 - Action

Chairperson

The Minnesota Department of Education, the Professional Educator Licensing Standards Board, and the Office of Higher Education require districts to annually designate an Identified Official with Authority (IOwA). The IOwA is responsible for authorizing, reviewing, and recertifying user access for the state reporting system.

13. Approve Resolution Directing the Administration to Make Recommendations for Reductions and Revenue Enhancements in Programs and Position and Reasons Thereof.
Jamie Frank
This is a routine annual resolution to be used if reductions are needed to meet budgetary requirements.
14. Approve Resolution Designating Signatory Authority - Action
Chairperson
15. Approve authorizing the payment of bills between board meetings for the purpose of obtaining discounts; required prepayment of bills between board meetings for the purpose of obtaining discounts; required prepayments on orders to avoid penalty charges; pay registration; authorize the district to pay board bills in the event a board meeting is postponed; authorize superintendent and business manager to approve processing of payments for invoices submitted and under contractors approved by the Board and under circumstances when it is deemed necessary and appropriate to proceed with payment - Action
Chairperson
16. Approval of Committee Assignments - Action
Chairperson
A draft of committed assignments is attached. Members new to a particular committee are in red.
17. Acceptance of Donations - Action
18. Elementary Principal Report
19. Middle School Principal Report
20. High School Principal Report

Bryan Joyce
21. Superintendent Report
22. Board Committee Reports
23. Windom Area School Board Handbook - Informational
Brienne Miller/Policy Committee
The Windom Area School Board Handbook is meant to be a resource for board members on many different topics. Contracts, policies, and other valuable links are made readily available to board members. Tonight is the first read and it will be on the agenda for approval at the next meeting.
24. Approval of Literacy Lead Position - Action
Jamie Frank

A Literacy Lead Position is required by Read Act Legislation. A job description is attached. This is designed to be an assignment added to a current teacher's duties. Compensation will be an additional 15 contract days and is an allowable expense.

25. Approve Resolution to Adopt Cottonwood County Hazard Mitigation Plan - Action
Jamie Frank

26. Approve Amended Naming Rights Document. - Action
Jamie Frank

The Naming Rights Document has been edited to reflect the adjusted project as approved by the board on December 12. An assigned account has been created for Naming Rights. The bond has been adjusted to include basic construction. Donations through the Naming Rights program will be used to make enhancements to the project.

27. Closed Session- Superintendent Contract Negotiations per M.S. 13D03.

28. Adjourn
Angie Klassen

29. Windom Area School Board Handbook - Informational
Brianna Miller/Policy Committee

The Windom Area School Board Handbook is meant to be a resource for board members on many different topics. Contracts, policies, and other valuable links are made readily available to board members. Tonight is the first read and it will be on the agenda for approval at the next meeting.



School Board Member Oath of Office

It is an honor that you were elected to guide the education of our community's children. As you recite the oath of office, you assume a tremendous responsibility as a director of our school district with the duties empowered by the Minnesota Legislature. This power puts you and the other members of our school board in the position of being both morally and legally responsible for equitable, quality education of every student in the district.

In carrying out this responsibility, you will be asked to fulfill the roles of vision, structure, accountability, and advocacy. In providing vision, the board, with extensive participation of the community, envisions the community's educational future and then formulates the goals, defines the outcomes, and sets the course for the public schools.

To achieve the vision, the board establishes a structure and creates an environment designed to ensure all students the opportunity to attain their maximum potential through a sound organizational framework.

Because as a board we must be accountable to the community, we must ensure a continuous assessment of student achievement and all conditions affecting the education of our children.

As board members, we serve as education's key advocate on behalf of students and our community schools to advance the vision for our schools.

Furthermore, we must strive to work together with the superintendent and staff to lead the district toward fulfilling the vision we have created, fostering excellence for every student in the areas of academic skills and knowledge, citizenship and personal development.

Having signed the acceptance of office and oath of office, I hereby publicly affirm my commitment to the oath of office:

I swear/affirm that I will support the Constitution of the United States and of this state, and that I will discharge faithfully the duties of the office of school board member of Independent School District No. (NUMBER) to the best of my judgment and ability.

Board Chair

Date

Member

Date

Minutes- Regular Meeting December 9, 2024

The Windom Board of Education met in regular session on Monday, December 9, 2024, at 6:30 p.m. in the Windom City Council Chambers.

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

Absent:

Joel Bordewyk opened the meeting with the Pledge of Allegiance.

MSP Mews/Miller to approve the agenda as presented.

MSP Klassen/Jones to approve the list of donations.

MSP Miller/Jones to approve Consent Agenda.

No one for open forum.

There was no one for the Public Hearing for Tax Abatement for 40504 440th Avenue, Windom, MN 56101.

MSP Mews/Klassen to approve Resolution 11252024A approving the Tax Abatement for Certain Property Pursuant to Minn. Stat 469-1813 for 40504 440th Avenue, Windom, Minnesota 56101. A roll call vote was taken with the following voting in favor: Miller, Mews, Klassen, Stevens, Jones, LaCanne and Bordewyk.

There was no one for the Public Hearing for Tax Abatement for 1946 Bud Road, Windom, MN 56101.

MSP Jones/Stevens to approve Resolution 11252024B approving the Tax Abatement for Certain Property Pursuant to Minn. Stat 469-1813 for 1946 Bud Road, Windom, Minnesota 56101. A roll call vote was taken with the following voting in favor: Miller, Mews, Klassen, Stevens, Jones, LaCanne and Bordewyk.

Corey Barfknecht presented the Elementary report. The Elementary Students had fun playing Turkey Bingo and many won prizes that had been donated. Parent/Teacher conferences went well, there was a 94% turnout. ECFE had a Christmas open house on December 3, this was also well attended with 115 people. The students will be going ice skating in the coming weeks. They have asked some Middle and High School kids to come help tie skates and get the kids ready for the ice. This should speed up the process for more time on the ice. PTO is holding a Parent Engagement night on December 10th, there will be information shared on reading strategies and help. December 17th will be the Elementary Holiday Concert. In January the Terrific Kid Program will be held for the second quarter. Teachers will be doing some more LETRS coming up in January.

Dane Nielsen presented the Middle School report. Eight graders have started the process of registering for their upcoming Freshman year classes. Leah Lovell and Kylie Nielsen have been helping the kids pick classes and get registered for them. He was very happy to report that there were only 10 discipline referrals for 5-8th grade in November. There were no 6th graders that were referred for discipline. The holiday break will begin with dismissal on Friday, December 20th with a 12:35 dismissal. When students return from their break the window will open for some Math and Reading assessments to be done. The data from these tests help to drive instruction.

Bryan Joyce presented the High School report. Scheduling has started for the 2025-2026 school year with training through Infinite Campus. He participated in an attendance pilot meeting with ten other districts across the state as well as representatives and senators in a Zoom meeting on December 3. This was in regard to what Craig Taylor is doing for the district. It is going very well, and he is doing an amazing job helping get students to class consistently. The Sounds of the Season Concert will be held on December 16. The Fall Band Showcase that was held on November 25th was great! Lots of hard work proved too pay off. He thanked the teachers, paraprofessionals, custodies, office staff, food service staff, bus drivers, parents and all other adult caregivers who give so much to help our youth. Windom Students are lucky to be blessed with so many caring adults.

Jamie Frank presented her superintendent report. The community survey wrapped up on December 2nd. School Perception is compiling the data and will present the information at a Special meeting on December 12 at 6:30pm in the Council Chambers. There was a Policy Committee meeting on Dec. 6 at 2:00pm. The main purpose of this meeting was to write a school board handbook. This will be a great resource for incoming board members. It will be brought to the board for approval when completed. On December 19th the Chamber will be having a Parade of Lights. Jamie is going to decorate the Windom Schools Suburban and drive it through the parade.

MSP Mews/Miller to approve the Fundraising Request for the Band to sell Fudge.

MSP Klassen/Jones to approve the MSEA and WESP Seniority lists for 2024-2025. These are for the custodians, secretaries, food service and paraprofessionals.

MSP Mews/LaCanne to approve the startup of Marching Band. Jamie Pohlmann, the band director, presented the costs to start this up. The Marching Band will march in the Riverfest Parade and the Mt. Lake Pow Wow Parade.

Jordan Buss, a grant writer joined the meeting via Zoom. If the Windom Schools moves forward with the construction on a Fine Arts Center, it would need to be build as a storm shelter per MN building code ICC500. This is already figured into the budget. FEMA Bric Grant, if approved will help out to cover part of the costs for the Fine Arts Center. Jordan informed the board of the process and possibilities.

MSP Jones/Klassen approved the Polling Place Resolution. A roll call vote was taken with the following voting in favor: Miller, Mews, Klassen, Stevens, Jones, LaCanne and Bordewyk.

MSP Miller/Jones to approve the Revised Budget. Peggy Pfeffer presented this in detail.

Business Manager, Peggy Pfeffer informed the board of her intentions of retirement in the next year. She wants to stay on board and help whoever replaces her to be sure that it is a smooth transition.

MSP Stevens/Klassen to approve the transition plan for the Business Manager position.

The meeting was adjourned at 8:28pm.

Clerk

Attest: _____

Clerk Chair

WINDOM AREA SCHOOLS			DETAIL REGISTER-ACTIVITY ACCOUNT							DECEMBER 2024-JANUARY 2025		
Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description		
21	8339	9379	CARTER PIGMAN	12/6/2024 0:00	\$707.94	103853	E	21	300	301	1-1/2" 14 G SQUARE TUBING	
21	8339	9379	CARTER PIGMAN	12/6/2024 0:00	\$684.00	103853	E	21	300	301	1-1/4" 14 GA ROUND TUBING	
21	8340	00140	CITIZEN PUBLISHING CO INC	12/6/2024 0:00	\$274.00	103844	E	21	300	301	Fall Musical Ad - Shopper/Citizen	
21	8341	9367	NEW ULM BASKETBALL ASSOCIATION	12/6/2024 0:00	\$250.00	103849	E	21	100	301	Entry Fee	
21	8342	7915	PLETCHER, MELISSA	12/6/2024 0:00	\$62.84	103841	E	21	300	301	Pizza	
21	8343	08023	SNICK'S SIGNS/SW AWARDS	12/6/2024 0:00	\$121.50	103839	E	21	300	301	4x6 Cherry, Black on Gold Award	
21	8343	08023	SNICK'S SIGNS/SW AWARDS	12/6/2024 0:00	\$20.00	103839	E	21	300	301	Shipping	
21	8344	00975	WINDOM PUBLIC SCHOOL	12/6/2024 0:00	\$1,126.73	103846	E	21	300	301	Track Jerseys Reimbursement	
21	8345	00948	BANK MIDWEST	12/17/2024 0:00	\$100.00	104037	E	21	300	301	START-UP CASH	
21	8346	7899	CLUB'S CHOICE	12/17/2024 0:00	\$7,725.62	104033	E	21	300	301	MISC ITEMS	
21	8347	9027	CONTRAST MEDIA AGENCY	12/17/2024 0:00	\$146.28	104039	E	21	300	301	DARE Digital Planner	
21	8348	03019	GODFATHERS PIZZA	12/17/2024 0:00	\$453.50	104038	E	21	300	301	Pizza	
21	8349	00341	HY-VEE FOOD STORE WINDOM	12/17/2024 0:00	\$960.00	104036	E	21	300	301	HCKRY HSE CATER	
21	8349	00341	HY-VEE FOOD STORE WINDOM	12/17/2024 0:00	\$23.94	104040	E	21	300	301	Gatorade	
21	8350	8776	MIDWAY USA FOUNDATION, INC.	12/17/2024 0:00	\$100.00	104034	E	21	300	301	WINDOM FFA TRAPSHOOTING TEAM	
21	8351	03847	SUN VALLEY GUN CLUB	12/17/2024 0:00	\$816.00	104041	E	21	300	301	2024 WINDOM FFA TRAP SHOOTING EVENT	
21	8352	00975	WINDOM PUBLIC SCHOOL	12/17/2024 0:00	\$1,010.93	104035	E	21	300	301	ROBOTICS TRANSPORTATION	
21	8353	9380	AgEd Toolbox	12/27/2024 0:00	\$200.00	104119	E	21	300	301	Food Science Kit	
21	8353	9380	AgEd Toolbox	12/27/2024 0:00	\$10.00	104119	E	21	300	301	Shipping	
21	8354	00975	WINDOM PUBLIC SCHOOL	12/27/2024 0:00	\$250.00	104120	E	21	300	301	DARE Dance - Audio Works Reimbursement	
21	8354	00975	WINDOM PUBLIC SCHOOL	12/27/2024 0:00	\$500.00	104122	E	21	300	301	Winterfest Dance Reimbursement - Audio Works	
21	8354	00975	WINDOM PUBLIC SCHOOL	12/27/2024 0:00	\$250.00	104121	E	21	300	301	MS Dance Reimbursement - Audio Works	
21	8355	8991	PIPESTONE YOUTH BASKETBALL	1/2/2025 0:00	\$150.00	104188	E	21	100	301	4th Grade Boys Tournament - Windom	
21	8356	00780	SCHWALBACH HDWE	1/2/2025 0:00	\$72.46	104186	E	21	300	301	Paper Clips, Wing Nut, Screw, Nails	
21	8356	00780	SCHWALBACH HDWE	1/2/2025 0:00	\$164.92	104187	E	21	300	301	Nuts, Bolts, Screws, Paperclips	
21	120624	00948	BANK MIDWEST	12/6/2024 0:00	\$16.96	103895	E	21	300	301	Fall Musical - Amazon - Telephone Cords	
21	120624	00948	BANK MIDWEST	12/6/2024 0:00	\$99.96	103896	E	21	300	301	Robotics - Amazon - Rolling Tool Boxes	
21	120624	00948	BANK MIDWEST	12/6/2024 0:00	\$2,021.85	103897	E	21	300	301	Baseball - BSN - Baseball Hats	
21	120624	00948	BANK MIDWEST	12/6/2024 0:00	\$356.32	103898	E	21	300	301	Robotics - Robolink - CoDrone, Case, Frame	
21	120624	00948	BANK MIDWEST	12/6/2024 0:00	\$37.46	103899	E	21	300	301	Fall Musical - Amazon - Shoes	
21	120624	00948	BANK MIDWEST	12/6/2024 0:00	\$263.42	103900	E	21	300	301	Fall Musical - Amazon - Fall Props, Shoes	
21	120624	00948	BANK MIDWEST	12/6/2024 0:00	\$17.99	103901	E	21	300	301	Cheerleaders - Amazon - Bows	
21	120624	00948	BANK MIDWEST	12/6/2024 0:00	\$24.99	103902	E	21	300	301	Fall Musical - Amazon - Wig	
21	120624	00948	BANK MIDWEST	12/6/2024 0:00	\$129.42	103903	E	21	300	301	HS Yearbook - Walmart - Senior Class Photos	
21	120624	00948	BANK MIDWEST	12/6/2024 0:00	\$621.75	103904	E	21	300	301	Gymnastics - GKElite - Leotards	
21	120624	00948	BANK MIDWEST	12/6/2024 0:00	\$750.00	103905	E	21	300	301	Class of 2026 - Roll'N Pin Catering - Prom Meal Down Payment	
21	120624	00948	BANK MIDWEST	12/6/2024 0:00	\$46.95	103906	E	21	300	301	Eagle's Nest - Amazon - Erasers, Bracelets, Toys, Pins	
21	120624	00948	BANK MIDWEST	12/6/2024 0:00	\$671.28	103907	E	21	100	301	Youth Boys Basketball - Amazon - Youth Basketballs	
21	120624	00948	BANK MIDWEST	12/6/2024 0:00	\$62.73	103908	E	21	300	301	HS Yearbook - Amazon - Button Supplies, Envelopes	
21	120624	00948	BANK MIDWEST	12/6/2024 0:00	\$153.00	103909	E	21	300	301	Boys Basketball - Amazon - Backpack	
21	120624	00948	BANK MIDWEST	12/6/2024 0:00	\$106.57	103910	E	21	300	301	Fall Musical - Godfathers - Pizza	
21	120624	00948	BANK MIDWEST	12/6/2024 0:00	\$1,105.68	103911	E	21	300	301	Fall Musical - Custom Ink - Musical Shirts	
21	120624	00948	BANK MIDWEST	12/6/2024 0:00	\$110.00	103912	E	21	300	301	Fall Musical - Godfathers - Pizza	
21	120624	00948	BANK MIDWEST	12/6/2024 0:00	\$151.21	103913	E	21	300	301	Fall Musical - Walmart - Cardstock, P-Hose, Food	

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description		
21	120624	00948	BANK MIDWEST	12/6/2024 0:00	\$61.84	103914	E	21	300	301	Music - Kwik Trip - Food	
21	120624	00948	BANK MIDWEST	12/6/2024 0:00	\$242.40	103915	E	21	300	301	Fall Musical - The MT Pit - Catch Me If You Can	
21	120624	00948	BANK MIDWEST	12/6/2024 0:00	\$24.79	103916	E	21	300	301	Fall Musical - Hobby Lobby - Art	
21	120624	00948	BANK MIDWEST	12/6/2024 0:00	\$65.08	103917	E	21	300	301	Fall Musical - Target - T-Shirts	
21	120624	00948	BANK MIDWEST	12/6/2024 0:00	\$110.00	103918	E	21	300	301	Fall Musical - Godfathers - Pizza	
21	120624	00948	BANK MIDWEST	12/6/2024 0:00	\$125.60	103919	E	21	300	301	Fall Musical - Godfathers - Pizza	
21	120624	00948	BANK MIDWEST	12/6/2024 0:00	\$227.17	103920	E	21	300	301	Fall Musical - Hy-Vee - Food Meal	
21	120624	00948	BANK MIDWEST	12/6/2024 0:00	\$30.98	103921	E	21	300	301	Music - Amazon - Ribbons	
21	120624	00948	BANK MIDWEST	12/6/2024 0:00	\$49.99	103894	E	21	300	301	Robotics - Amazon - Printer Ink	
				TOTAL:	\$23,866.05							
WINDOM AREA SCHOOLS			DETAIL REGISTER-TRANSFERS							DECEMBER 2024-JANUARY 2025		
Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description		
4	4112129	7386	MN LIQUID ASSET FUND	1/7/2025 0:00	\$300,000.00	104255	B	01	101	TRANSFER TO BANK MIDWEST ACCOUNT MAX		
4	12192024	7386	MN LIQUID ASSET FUND	12/19/2024 0:00	\$400,000.00	103976	B	01	101	TRANSFER TO BANK MIDWEST ACCOUNT MAX		
4	12192024	7386	MN LIQUID ASSET FUND	12/19/2024 0:00	\$17,500.00	103976	B	01	101	TRANSFER TO BANK MIDWEST ACCOUNT LIQUID		
4	1219202402	7386	MN LIQUID ASSET FUND	12/19/2024 0:00	\$200,000.00	104042	B	01	101	TRANSFER TO BANK MIDWEST ACCOUNT MAX		
				TOTAL:	\$917,500.00							
WINDOM AREA SCHOOLS			DETAIL REGISTER-GENERAL ACCOUNT							DECEMBER 2024-JANUARY 2025		
Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description		
7	2784	00948	BANK MIDWEST	12/10/2024 0:00	\$530.00	103931	B	01	101	START UP FOR 12.10.24 BBB		
7	2785	00948	BANK MIDWEST	12/16/2024 0:00	\$1,000.00	103975	B	01	101	12.17.24 G/BBB DH START UP GATE/CONCESSIONS		
7	2786	00948	BANK MIDWEST	12/26/2024 0:00	\$4,000.00	104117	B	01	101	HOLIDAY BASKETBALL TOURNEY START UP CASH		
7	2787	00948	BANK MIDWEST	1/2/2025 0:00	\$1,000.00	104180	B	01	101	GYMNASTICS START UP CASH		
7	2788	00948	BANK MIDWEST	1/6/2025 0:00	\$1,000.00	104256	B	01	101	START UP CASH		
7	239222	9377	HEINIS, SHANE	12/6/2024 0:00	\$150.00	103828	E	01	050	000	C/B SQUAD G/BBB DH 12.6.24	
7	239223	9378	NAGEL, ARIC	12/6/2024 0:00	\$150.00	103829	E	01	050	000	C/B SQUAD G/BBB DH 12.6.24	
7	239224	8973	SEITZ, JASON	12/6/2024 0:00	\$165.00	103826	E	01	050	000	12.6.24 G/BBB DH OFFICIAL	
7	239225	9376	WILLMOTT, SCOTT	12/6/2024 0:00	\$165.00	103827	E	01	050	000	12.6.24 G/BBB DH OFFICIAL	
7	239226	8571	ZALME, MARK	12/6/2024 0:00	\$82.50	103825	E	01	050	000	12.6.24 G/BBB DH OFFICIAL	
7	239226	8571	ZALME, MARK	12/6/2024 0:00	\$82.50	103825	E	01	050	000	12.6.24 G/BBB DH OFFICIAL	
7	239227	00915	A & B BUSINESS EQUIPMENT	12/6/2024 0:00	\$2,108.42	103830	E	01	005	302	CONTRACT USAGE CHARGE FOR 12.5.24-1.4.25	
7	239227	00915	A & B BUSINESS EQUIPMENT	12/6/2024 0:00	\$3,785.89	103830	E	01	005	302	CONTRACT USAGE CHARGE FOR 11.5.24-12.4.24	
7	239228	04273	BIMBO FOODS INC/EARTHGRAINS BAK	12/6/2024 0:00	\$18.90	103831	E	02	030	701	BREAD	
7	239229	00140	CITIZEN PUBLISHING CO INC	12/6/2024 0:00	\$294.25	103837	E	01	005	000	NOVEMBER 27, 2024 BUDGET PUBLICATION	
7	239229	00140	CITIZEN PUBLISHING CO INC	12/6/2024 0:00	\$96.30	103840	E	01	005	000	ABATEMENT-MEYERAAN	
7	239229	00140	CITIZEN PUBLISHING CO INC	12/6/2024 0:00	\$85.60	103840	E	01	005	000	ABATEMENT- PC HOMES	
7	239229	00140	CITIZEN PUBLISHING CO INC	12/6/2024 0:00	\$85.60	103838	E	01	005	000	ARTS AND ATHLETICS INFORMATIONAL SESSION ON NOVEMBER 22, 2024	
7	239229	00140	CITIZEN PUBLISHING CO INC	12/6/2024 0:00	\$10.00	103838	E	01	005	000	DIGITAL UPLOAD	
7	239230	8341	Cottonwood County Agricultural Society %	12/6/2024 0:00	\$1,300.00	103832	E	01	005	302	BUS BARN RENT	
7	239231	01267	DAKTRONICS INC	12/6/2024 0:00	\$70.00	103833	E	01	050	000	LL-2776 INSERT KIT, ALL SPORT 5000	
7	239232	01564	DICKS WELDING MACH & MFG	12/6/2024 0:00	\$25.00	103842	R	01	050	000	STEEL	
7	239233	7211	GDF ENTERPRISES	12/6/2024 0:00	\$315.69	103836	E	01	005	000	MISC PARTS ON LAWN MOWER	
7	239233	7211	GDF ENTERPRISES	12/6/2024 0:00	\$83.96	103834	E	01	005	000	ANTI-SCALP ROLLER	

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description	
7	239233	7211	GDF ENTERPRISES	12/6/2024 0:00	\$10.85	103834	E	01	005	000	TUBE SPANNER
7	239233	7211	GDF ENTERPRISES	12/6/2024 0:00	\$4.29	103834	E	01	005	000	SPACER
7	239233	7211	GDF ENTERPRISES	12/6/2024 0:00	\$350.00	103835	E	01	005	000	DIAGOSE ISSUE WTIH WOBBLY RIGHT FRONT HUB
7	239233	7211	GDF ENTERPRISES	12/6/2024 0:00	\$350.00	103835	E	01	005	000	LABOR
7	239233	7211	GDF ENTERPRISES	12/6/2024 0:00	\$347.05	103835	E	01	005	000	NEW WHEEL BEARING ETC
7	239234	01225	HEALY AWARDS INC	12/6/2024 0:00	\$27.80	103843	E	01	050	000	9X12 PLAGUE W/ INDIVIDUAL PHOTO WITH METAL BORDER
7	239234	01225	HEALY AWARDS INC	12/6/2024 0:00	\$7.00	103843	E	01	050	000	ADDITIONAL CHARGE
7	239234	01225	HEALY AWARDS INC	12/6/2024 0:00	\$26.45	103843	E	01	050	000	FREIGHT-UPS
7	239235	06051	HONEYWELL INC.	12/6/2024 0:00	\$4,824.00	103845	E	01	005	380	EBI REPAIRS-LABOR
7	239235	06051	HONEYWELL INC.	12/6/2024 0:00	\$94.50	103845	E	01	005	380	EBI REPAIRS-EXPENSE
7	239235	06051	HONEYWELL INC.	12/6/2024 0:00	\$75.00	103845	E	01	005	380	EBI REPAIRS-SAFETY AND ENVIOR. COMPLIANCE CHARGE
7	239236	7782	INTEGRATED SYSTEMS CORPORATION	12/6/2024 0:00	\$243.00	103848	E	01	005	000	SKYWARD HOSTING SERVICES
7	239237	03719	INTERSTATE ALL BATTERY CENTER	12/6/2024 0:00	\$19.40	103847	E	01	060	000	AA-EBERHARD
7	239237	03719	INTERSTATE ALL BATTERY CENTER	12/6/2024 0:00	\$29.10	103847	E	04	005	344	AA-BRIDGES
7	239237	03719	INTERSTATE ALL BATTERY CENTER	12/6/2024 0:00	\$29.10	103847	E	01	005	000	AA-TERESA
7	239237	03719	INTERSTATE ALL BATTERY CENTER	12/6/2024 0:00	\$13.40	103847	E	01	005	000	C-TERESA
7	239237	03719	INTERSTATE ALL BATTERY CENTER	12/6/2024 0:00	\$9.70	103847	E	01	005	000	AA-RYAN C.
7	239237	03719	INTERSTATE ALL BATTERY CENTER	12/6/2024 0:00	\$9.70	103847	E	01	005	000	AAA-RYAN C.
7	239238	9353	JH FOSTER	12/6/2024 0:00	\$745.00	103850	E	01	005	380	QUINCY QTS3QCB BASIC PUMP COMPRESSOR
7	239238	9353	JH FOSTER	12/6/2024 0:00	\$0.00	103850	E	01	005	380	PER QUOTE JHF-91930441-01
7	239238	9353	JH FOSTER	12/6/2024 0:00	\$172.00	103850	E	01	005	380	FREIGHT
7	239238	9353	JH FOSTER	12/6/2024 0:00	\$51.12	103851	E	01	005	380	AIR COMPRESSOR FILTERS
7	239238	9353	JH FOSTER	12/6/2024 0:00	\$25.34	103851	E	01	005	380	FREIGHT
7	239239	02350	KINECT ENERGY INC	12/6/2024 0:00	\$547.00	103852	E	01	005	000	ENERGY MGMT FEE-MONTHLY-NOVEMBER 2024
7	239240	02350	KINECT ENERGY INC	12/6/2024 0:00	\$353.44	103854	E	01	020	000	HIGHLAND NATURAL GAS
7	239240	02350	KINECT ENERGY INC	12/6/2024 0:00	\$944.97	103854	E	01	330	000	ELEMENTARY NATURAL GAS
7	239240	02350	KINECT ENERGY INC	12/6/2024 0:00	\$1,422.73	103854	E	01	030	000	WINFAIR NATURAL GAS
7	239240	02350	KINECT ENERGY INC	12/6/2024 0:00	\$1,222.84	103854	E	01	050	000	MSHS NATURAL GAS
7	239241	8916	LUDOLPH BUS INC	12/6/2024 0:00	\$3,254.22	103855	E	01	005	723	TRANSPORTATION FOR HMP
7	239242	8774	NAC MECHANICAL AND ELECTRICAL S	12/6/2024 0:00	\$868.00	103856	E	01	005	380	MSHS BOILER #2 REPAIRS
7	239243	02313	SETON	12/6/2024 0:00	\$18.75	103857	E	01	005	363	CAPACITY SIGNAGE
7	239243	02313	SETON	12/6/2024 0:00	\$14.95	103857	E	01	005	363	FREIGHT
7	239244	8456	SHAMP, MELANIE	12/6/2024 0:00	\$65.00	103858	E	04	005	325	PLAIN CUT OUT SUGAR COOKIES
7	239245	00744	WINDOM AREA HEALTH	12/6/2024 0:00	\$29.75	103859	E	01	005	740	PT MILEAGE
7	239245	00744	WINDOM AREA HEALTH	12/6/2024 0:00	\$1,235.00	103859	E	01	005	740	PT SERVICES
7	239246	03019	GODFATHERS PIZZA	12/6/2024 0:00	\$77.48	103879	E	01	050	000	PIZZA FOR COLLEGE POLITICAL SCIENCE DEBATE CLASS
7	239246	03019	GODFATHERS PIZZA	12/6/2024 0:00	\$544.00	103875	R	01	050	000	9.27.24 VOLLEYBALL/FOOTBALL
7	239246	03019	GODFATHERS PIZZA	12/6/2024 0:00	\$96.00	103876	R	01	050	000	PIZZA FOR SOCCER GAME
7	239246	03019	GODFATHERS PIZZA	12/6/2024 0:00	\$232.20	103880	E	04	005	321	PIZZA
7	239246	03019	GODFATHERS PIZZA	12/6/2024 0:00	\$240.00	103877	R	01	050	000	PIZZA
7	239246	03019	GODFATHERS PIZZA	12/6/2024 0:00	\$192.00	103872	R	01	050	000	9.13.24 FB CONCESSIONS PIZZA
7	239246	03019	GODFATHERS PIZZA	12/6/2024 0:00	\$240.00	103873	R	01	050	000	VOLLEYBALL/SOCCER 9.19.24
7	239246	03019	GODFATHERS PIZZA	12/6/2024 0:00	\$288.00	103882	R	01	050	000	SECTION VB 10.31.24
7	239246	03019	GODFATHERS PIZZA	12/6/2024 0:00	\$176.00	103871	R	01	050	000	PIZZAVB 9.12.24 CONCESSIONS
7	239246	03019	GODFATHERS PIZZA	12/6/2024 0:00	\$240.00	103874	R	01	050	000	9.24.24 VOLLEYBALL

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description	
7	239246	03019	GODFATHERS PIZZA	12/6/2024 0:00	\$96.00	103883	R	01	050	000	PIZZA
7	239246	03019	GODFATHERS PIZZA	12/6/2024 0:00	\$180.00	103884	E	04	005	325	PIZZA FOR ECFE OPEN HOUSE
7	239246	03019	GODFATHERS PIZZA	12/6/2024 0:00	\$160.00	103885	R	01	050	000	PIZZA
7	239246	03019	GODFATHERS PIZZA	12/6/2024 0:00	\$272.00	103878	R	01	050	000	PIZZA
7	239246	03019	GODFATHERS PIZZA	12/6/2024 0:00	\$240.00	103881	R	01	050	000	PIZZA
7	239247	03504	PERFORMANCE FOODSERVICE- MARS	12/6/2024 0:00	\$394.31	103893	E	02	030	705	BREAKFAST
7	239247	03504	PERFORMANCE FOODSERVICE- MARS	12/6/2024 0:00	\$96.64	103893	E	02	005	701	HS LUNCH
7	239247	03504	PERFORMANCE FOODSERVICE- MARS	12/6/2024 0:00	\$111.37	103893	E	02	030	701	SUPPLY
7	239247	03504	PERFORMANCE FOODSERVICE- MARS	12/6/2024 0:00	\$666.71	103893	E	02	030	701	LUNCH
7	239247	03504	PERFORMANCE FOODSERVICE- MARS	12/6/2024 0:00	\$78.73	103887	E	02	005	705	BREAKFAST
7	239247	03504	PERFORMANCE FOODSERVICE- MARS	12/6/2024 0:00	\$259.70	103888	E	02	330	701	LUNCH
7	239247	03504	PERFORMANCE FOODSERVICE- MARS	12/6/2024 0:00	\$155.58	103889	E	02	330	705	BREAKFAST
7	239247	03504	PERFORMANCE FOODSERVICE- MARS	12/6/2024 0:00	\$61.47	103890	E	02	330	705	BREAKFAST
7	239247	03504	PERFORMANCE FOODSERVICE- MARS	12/6/2024 0:00	\$307.62	103891	E	02	330	705	BREAKFAST
7	239247	03504	PERFORMANCE FOODSERVICE- MARS	12/6/2024 0:00	\$536.00	103891	E	02	330	701	LUNCH
7	239247	03504	PERFORMANCE FOODSERVICE- MARS	12/6/2024 0:00	\$226.21	103891	E	02	005	701	HS LUNCH
7	239247	03504	PERFORMANCE FOODSERVICE- MARS	12/6/2024 0:00	\$166.00	103891	E	02	005	705	FFVP
7	239247	03504	PERFORMANCE FOODSERVICE- MARS	12/6/2024 0:00	\$107.02	103886	E	02	330	705	BREAKFAST
7	239247	03504	PERFORMANCE FOODSERVICE- MARS	12/6/2024 0:00	\$295.45	103892	E	02	330	705	BREAKFAST
7	239247	03504	PERFORMANCE FOODSERVICE- MARS	12/6/2024 0:00	\$91.47	103892	E	02	330	705	BREAKFAST SUPPLY
7	239247	03504	PERFORMANCE FOODSERVICE- MARS	12/6/2024 0:00	\$484.51	103892	E	02	330	701	LUNCH
7	239247	03504	PERFORMANCE FOODSERVICE- MARS	12/6/2024 0:00	\$147.66	103892	E	02	005	705	HS BREAKFAST
7	239247	03504	PERFORMANCE FOODSERVICE- MARS	12/6/2024 0:00	\$132.33	103892	E	02	005	706	FFVP
7	239248	04977	DAHL, ZACHARY	12/10/2024 0:00	\$175.00	103927	E	01	050	000	12.10.24 BBB OFFICIAL
7	239249	9377	HEINIS, SHANE	12/10/2024 0:00	\$75.00	103928	E	01	050	000	12.6.24 OFFICIAL
7	239250	8294	KNUTSON, CHAD	12/10/2024 0:00	\$75.00	103930	E	01	050	000	12.10.24 BBB B/C SQUADS
7	239251	04546	MALWITZ, ANTHONY	12/10/2024 0:00	\$175.00	103925	E	01	050	000	12.10.24 BBB OFFICIAL
7	239252	9378	NAGEL, ARIC	12/10/2024 0:00	\$75.00	103929	E	01	050	000	12.6.24 OFFICIAL
7	239253	03757	RENGSTORF, DEAN	12/10/2024 0:00	\$175.00	103926	E	01	050	000	12.10.24 BBB OFFICIAL
7	239254	05164	AT & T MOBILITY	12/12/2024 0:00	\$141.03	103933	E	01	005	000	NOVEMBER 2024 SERVICES
7	239255	9359	BEACON ATHLETICS	12/12/2024 0:00	\$1,659.00	103937	E	01	050	000	ITEM #105-835-330 BATTING CAGE NETTING
7	239255	9359	BEACON ATHLETICS	12/12/2024 0:00	\$335.00	103937	E	01	050	000	FREIGHT
7	239256	04273	BIMBO FOODS INC/EARTHGRAINS BAK	12/12/2024 0:00	\$227.20	103936	E	02	330	701	BREAD
7	239256	04273	BIMBO FOODS INC/EARTHGRAINS BAK	12/12/2024 0:00	\$12.60	103934	E	02	330	701	BREAD
7	239256	04273	BIMBO FOODS INC/EARTHGRAINS BAK	12/12/2024 0:00	\$16.80	103935	E	02	005	701	BREAD
7	239257	04499	BRANDT INTERPRETING AND TRANSCF	12/12/2024 0:00	\$2,941.50	103938	E	01	010	740	NOVEMBER SERVICES
7	239257	04499	BRANDT INTERPRETING AND TRANSCF	12/12/2024 0:00	\$106.00	103938	E	01	330	000	PARENT/TEACHER CONFERENCES
7	239258	00954	IND SCHOOL DISTRICT #2895	12/12/2024 0:00	\$250.00	103942	E	01	050	000	12.14.24 WRESTLING TOURNEY
7	239260	02781	INGRAM BOOK CO	12/12/2024 0:00	\$454.56	103941	E	01	050	000	BOOKS
7	239260	02781	INGRAM BOOK CO	12/12/2024 0:00	\$3.00	103941	E	01	050	000	SHIPPING
7	239261	00455	LAMPERT LUMBER	12/12/2024 0:00	\$27.50	103945	E	01	050	830	2X6X12 ABOVE GROUND TREATED
7	239261	00455	LAMPERT LUMBER	12/12/2024 0:00	\$99.22	103945	E	01	050	830	2X6X6X8 ABOVE GROUND TREATED
7	239261	00455	LAMPERT LUMBER	12/12/2024 0:00	\$92.80	103945	E	01	050	830	2X4X8 PREMIUM
7	239261	00455	LAMPERT LUMBER	12/12/2024 0:00	\$16.12	103945	E	01	050	830	2X4X12 PREMIUM
7	239261	00455	LAMPERT LUMBER	12/12/2024 0:00	\$147.70	103945	E	01	050	830	OAK 1X4X12

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description	
7	239261	00455	LAMPERT LUMBER	12/12/2024 0:00	\$5.00	103945	E	01	050	830	DELIVERY
7	239261	00455	LAMPERT LUMBER	12/12/2024 0:00	\$56.15	103943	R	01	050	000	OAK
7	239261	00455	LAMPERT LUMBER	12/12/2024 0:00	\$189.35	103947	E	01	060	000	SUPPLIES
7	239261	00455	LAMPERT LUMBER	12/12/2024 0:00	\$75.60	103944	E	01	005	000	3 1/2' FIBERGLASS INSULATION
7	239261	00455	LAMPERT LUMBER	12/12/2024 0:00	\$63.95	103946	E	01	050	000	ALL PRO PLUS 54130 FIELD MARKING LIME 50# BAG
7	239263	00595	MASTER TEACHER	12/12/2024 0:00	\$132.00	103949	E	01	005	308	PARAEDUCATOR ONLINE TRAINING-ANNUAL SUBSCRIPTION
7	239263	00595	MASTER TEACHER	12/12/2024 0:00	\$0.00	103949	E	01	005	000	QUOTE Q66187
7	239264	8311	NamDesign	12/12/2024 0:00	\$780.00	103950	E	01	050	000	EMBROIDERY
7	239265	03504	PERFORMANCE FOODSERVICE- MARS	12/12/2024 0:00	\$233.57	103952	E	02	005	707	ALACARTE
7	239265	03504	PERFORMANCE FOODSERVICE- MARS	12/12/2024 0:00	\$1,096.78	103952	E	02	005	705	BREAKFAST
7	239265	03504	PERFORMANCE FOODSERVICE- MARS	12/12/2024 0:00	\$2,927.03	103952	E	02	005	701	LUNCH
7	239265	03504	PERFORMANCE FOODSERVICE- MARS	12/12/2024 0:00	\$86.03	103952	E	02	005	701	SUPPLY
7	239265	03504	PERFORMANCE FOODSERVICE- MARS	12/12/2024 0:00	\$1,661.99	103953	E	02	330	705	BREAKFAST
7	239265	03504	PERFORMANCE FOODSERVICE- MARS	12/12/2024 0:00	\$74.35	103953	E	02	005	706	FFVP
7	239265	03504	PERFORMANCE FOODSERVICE- MARS	12/12/2024 0:00	\$3,514.78	103953	E	02	330	701	LUNCH
7	239265	03504	PERFORMANCE FOODSERVICE- MARS	12/12/2024 0:00	\$277.27	103953	E	02	330	701	SUPPLY
7	239265	03504	PERFORMANCE FOODSERVICE- MARS	12/12/2024 0:00	\$51.06	103954	E	02	005	701	CREDIT TOWARDS INV. 651254
7	239265	03504	PERFORMANCE FOODSERVICE- MARS	12/12/2024 0:00	\$283.62	103955	E	02	030	705	BREAKFAST
7	239265	03504	PERFORMANCE FOODSERVICE- MARS	12/12/2024 0:00	\$438.45	103955	E	02	030	701	LUNCH
7	239265	03504	PERFORMANCE FOODSERVICE- MARS	12/12/2024 0:00	\$37.15	103955	E	02	030	701	SUPPLY
7	239265	03504	PERFORMANCE FOODSERVICE- MARS	12/12/2024 0:00	\$289.96	103951	E	02	005	707	ALACARTE
7	239265	03504	PERFORMANCE FOODSERVICE- MARS	12/12/2024 0:00	\$1,780.61	103951	E	02	005	705	BREAKFAST
7	239265	03504	PERFORMANCE FOODSERVICE- MARS	12/12/2024 0:00	\$145.60	103951	E	02	005	705	BREAKFAST SUPPLY
7	239265	03504	PERFORMANCE FOODSERVICE- MARS	12/12/2024 0:00	\$245.89	103951	R	01	050	000	CONCESSIONS
7	239265	03504	PERFORMANCE FOODSERVICE- MARS	12/12/2024 0:00	\$4,959.07	103951	E	02	005	701	LUNCH
7	239265	03504	PERFORMANCE FOODSERVICE- MARS	12/12/2024 0:00	\$185.75	103951	E	02	005	701	LUNCH SUPPLY
7	239265	03504	PERFORMANCE FOODSERVICE- MARS	12/12/2024 0:00	\$20.75	103956	E	02	030	701	CREDIT AGAINST INV. 650972
7	239266	05053	PRITTS ELECTRIC MOTORS INC	12/12/2024 0:00	\$475.64	103957	E	01	005	380	MAINT. PARTS
7	239267	00716	RUNNINGS	12/12/2024 0:00	\$373.97	103958	E	01	005	000	SPREADER-ICE MELT
7	239267	00716	RUNNINGS	12/12/2024 0:00	\$9.99	103959	E	01	005	000	ANTI-SIEZE LUBRICANT
7	239267	00716	RUNNINGS	12/12/2024 0:00	\$7.49	103959	E	01	005	000	TIP DRILL
7	239267	00716	RUNNINGS	12/12/2024 0:00	\$5.99	103959	E	01	005	000	CLEANER STAND TIP
7	239268	00780	SCHWALBACH HDWE	12/12/2024 0:00	\$14.58	103969	E	01	050	000	SPRAY PAINT
7	239268	00780	SCHWALBACH HDWE	12/12/2024 0:00	\$7.99	103972	R	01	050	000	PAINT
7	239268	00780	SCHWALBACH HDWE	12/12/2024 0:00	\$119.99	103967	E	01	050	000	CRAFTSMAN 12 GAL CORDED WET/DRY VACUUM 10.5 AMPS 120V 6 HP
7	239268	00780	SCHWALBACH HDWE	12/12/2024 0:00	\$13.98	103971	E	01	050	000	SPRAY PAINT
7	239268	00780	SCHWALBACH HDWE	12/12/2024 0:00	\$612.83	103968	E	01	005	000	MISC
7	239268	00780	SCHWALBACH HDWE	12/12/2024 0:00	\$29.95	103970	E	01	050	000	HANGERS
7	239269	05152	SMITH AUTO SUPPLY	12/12/2024 0:00	\$37.98	103960	E	01	005	000	LIFT SUPPORT
7	239270	00723	STAPLES OIL CO INC/EXPRESSWAY W	12/12/2024 0:00	\$314.66	103961	E	01	005	720	TOTAL VANS
7	239270	00723	STAPLES OIL CO INC/EXPRESSWAY W	12/12/2024 0:00	\$521.51	103961	E	01	005	720	MAINT. TOTALS
7	239271	8894	UNIVERSITY LANGUAGE CENTER	12/12/2024 0:00	\$2,832.96	103964	E	01	050	740	TRANSLATION OF SPECIAL ED DOCS
7	239272	01521	WACHAL, HEATHER	12/12/2024 0:00	\$10.72	103965	E	01	330	740	11.2024 MILEAGE
7	239273	01497	WINDOM FARM SERVICE	12/12/2024 0:00	\$248.93	103966	E	01	005	000	REPAIR TO MOWER-TORO ZERO TURN
7	239274	04642	DOLL, STEVEN	12/13/2024 0:00	\$100.00	103973	E	01	060	000	JH BOYS BB OFFICIAL 12.13.24

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description	
7	239275	9381	THOMPSON, NOAH	12/13/2024 0:00	\$100.00	103974	E	01	060	000	JH BOYS BB OFFICIAL 12.13.24
7	239276	7338	240201-NCPERS MINNESOTA	12/20/2024 0:00	\$192.00	103997	B	01	215		PERA LIFE INSURANCE
7	239277	9363	ACCESS HEALTH-WINDOM	12/17/2024 0:00	\$222.00	104014	E	01	005	352	IMMUNIZATIONS
7	239278	03162	BUERKLE, MARK	12/17/2024 0:00	\$190.00	104008	E	01	050	000	12.17.2024 OFFICIAL DH
7	239279	00973	CITY OF WINDOM	12/17/2024 0:00	\$51.40	104013	E	01	005	000	ENVIRONMENTAL TRAIL ELECTRICITY
7	239279	00973	CITY OF WINDOM	12/17/2024 0:00	\$1,393.87	104013	E	01	050	000	MSHS WATER
7	239279	00973	CITY OF WINDOM	12/17/2024 0:00	\$11,916.24	104013	E	01	050	000	MSHS ELECTRICITY
7	239279	00973	CITY OF WINDOM	12/17/2024 0:00	\$635.62	104013	E	01	330	000	ELEMENTARY WATER
7	239279	00973	CITY OF WINDOM	12/17/2024 0:00	\$3,992.65	104013	E	01	330	000	ELEMENTARY ELECTRICITY
7	239279	00973	CITY OF WINDOM	12/17/2024 0:00	\$275.80	104013	E	01	030	000	WINFAIR WATER
7	239279	00973	CITY OF WINDOM	12/17/2024 0:00	\$1,732.00	104013	E	01	030	000	WINFAIR ELECTRICITY
7	239279	00973	CITY OF WINDOM	12/17/2024 0:00	\$178.92	104013	E	01	020	000	HIGHLAND WATER
7	239279	00973	CITY OF WINDOM	12/17/2024 0:00	\$974.06	104013	E	01	020	000	HIGHLAND ELECTRICTY
7	239280	00973	CITY OF WINDOM	12/17/2024 0:00	\$738.32	103939	E	01	005	000	COMMERCIAL VOICE
7	239280	00973	CITY OF WINDOM	12/17/2024 0:00	\$205.49	103939	E	01	005	363	H&S
7	239280	00973	CITY OF WINDOM	12/17/2024 0:00	\$0.78	103939	E	02	005	701	FOOD SERVICE
7	239280	00973	CITY OF WINDOM	12/17/2024 0:00	\$2.04	103939	E	04	005	321	COMMUNITY ED
7	239281	8535	DAYTON AVENUE ORCHARD LLC	12/17/2024 0:00	\$320.00	104015	E	02	005	701	APPLES
7	239282	8583	EAGLE PATH MANUFACTURING	12/17/2024 0:00	\$40.00	104016	E	01	050	000	HOLIDAY BB TOURNAMENT PLAQUES-SMALL
7	239282	8583	EAGLE PATH MANUFACTURING	12/17/2024 0:00	\$30.00	104016	E	01	050	000	HOLIDAY BB TOURNAMENT PLAQUES-BIG
7	239283	00356	EAST SIDE JERSEY DAIRY INC	12/17/2024 0:00	\$3,604.91	104017	E	02	330	701	WINDOM ELEMENTARY
7	239283	00356	EAST SIDE JERSEY DAIRY INC	12/17/2024 0:00	\$2,401.35	104017	E	02	005	701	WINDOM AREA HIGH SCHOOL
7	239283	00356	EAST SIDE JERSEY DAIRY INC	12/17/2024 0:00	\$378.40	104017	E	02	330	701	WINDOM EARLY CHILDHOOD
7	239283	00356	EAST SIDE JERSEY DAIRY INC	12/17/2024 0:00	\$368.18	104017	E	02	005	701	WINDOM SWWC ELC & ALC
7	239284	03659	ELITE MECHANICAL SYSTEMS, LLC.	12/17/2024 0:00	\$975.00	104018	E	01	005	380	LABOR
7	239284	03659	ELITE MECHANICAL SYSTEMS, LLC.	12/17/2024 0:00	\$6,822.62	104018	E	01	005	380	MATERIALS DIAGNOSTIC
7	239284	03659	ELITE MECHANICAL SYSTEMS, LLC.	12/17/2024 0:00	\$5,526.25	104018	E	01	005	380	ESTIMATE OPTION FOR COMPRESSOR REPLACEMENT
7	239284	03659	ELITE MECHANICAL SYSTEMS, LLC.	12/17/2024 0:00	\$2,925.00	104018	E	01	005	380	NU-22B REFRIGERANT
7	239285	9377	HEINIS, SHANE	12/17/2024 0:00	\$75.00	104011	E	01	050	000	12.17.2024 OFFICIAL C-SQUAD BBB
7	239285	9377	HEINIS, SHANE	12/17/2024 0:00	\$150.00	104011	E	01	050	000	12.17.2024 OFFICIAL DH
7	239286	00341	HY-VEE FOOD STORE WINDOM	12/17/2024 0:00	\$14.68	104019	E	04	005	321	ADVENTURE CLUB
7	239286	00341	HY-VEE FOOD STORE WINDOM	12/17/2024 0:00	\$894.48	104019	E	02	005	701	FOOD SERVICE
7	239286	00341	HY-VEE FOOD STORE WINDOM	12/17/2024 0:00	\$523.31	104019	E	01	050	830	HS FACS
7	239286	00341	HY-VEE FOOD STORE WINDOM	12/17/2024 0:00	\$51.61	104019	E	01	050	830	EARLY CHILDHOOD
7	239287	02367	INSTITUTE FOR ENVIRMTL ASSMT	12/17/2024 0:00	\$158.85	104020	E	01	005	352	UFARS 352-EHS MANAGEMENT SERVICES
7	239288	03719	INTERSTATE ALL BATTERY CENTER	12/17/2024 0:00	\$703.90	104021	E	01	005	000	921 S GC IBL IB
7	239289	04475	PALMER BUS SERVICE	12/17/2024 0:00	\$1,431.18	104022	E	01	005	723	ELC TRANSPORT
7	239289	04475	PALMER BUS SERVICE	12/17/2024 0:00	\$286.20	104022	E	01	005	722	ALC TRANSPORT
7	239289	04475	PALMER BUS SERVICE	12/17/2024 0:00	\$1,717.38	104022	E	01	005	723	TRANSPORT TO AND FROM ELC
7	239289	04475	PALMER BUS SERVICE	12/17/2024 0:00	\$1,526.56	104022	E	01	005	723	TRANSPORT TO AND FROM HIGH SCHOOL
7	239289	04475	PALMER BUS SERVICE	12/17/2024 0:00	\$954.10	104022	E	01	005	725	TRANSPORT TO AND FROM HIGHLAND
7	239289	04475	PALMER BUS SERVICE	12/17/2024 0:00	\$378.00	104022	E	01	005	723	TRANSPORT TO AND FROM ELEM. LC(1)
7	239289	04475	PALMER BUS SERVICE	12/17/2024 0:00	\$378.00	104022	E	01	005	723	TRANSPORT TO AND FROM ELEM. LM(K)
7	239289	04475	PALMER BUS SERVICE	12/17/2024 0:00	\$336.00	104022	E	01	005	723	TRANSPORT TO AND FROM ELEM. MR (01)
7	239289	04475	PALMER BUS SERVICE	12/17/2024 0:00	\$189.00	104022	E	01	005	723	TRANSPORT TO FROM HIGHLAND JM(PK)

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description	
7	239289	04475	PALMER BUS SERVICE	12/17/2024 0:00	\$210.00	104022	E	01	005	723	TRANSPORT TO AND FROM ELEM. MH(K)
7	239289	04475	PALMER BUS SERVICE	12/17/2024 0:00	\$168.00	104022	E	01	005	723	TRANSPORT TO AND FROM ELEM. AC-R(K)
7	239289	04475	PALMER BUS SERVICE	12/17/2024 0:00	\$1,613.60	104022	E	01	005	733	NOVEMBER VAN MILES
7	239289	04475	PALMER BUS SERVICE	12/17/2024 0:00	\$65,323.08	104022	E	01	005	733	NOVEMBER REG ROUTE
7	239289	04475	PALMER BUS SERVICE	12/17/2024 0:00	\$6,532.38	104022	E	01	005	723	NOVEMBER SPED ROUTE BUS #14
7	239289	04475	PALMER BUS SERVICE	12/17/2024 0:00	\$5,928.30	104022	E	01	005	723	NOVEMBER AM ECSE ROUTE BUS #15
7	239289	04475	PALMER BUS SERVICE	12/17/2024 0:00	\$5,598.95	104022	E	01	005	723	NOVEMBER PM ECSE HOURS BUS #15
7	239289	04475	PALMER BUS SERVICE	12/17/2024 0:00	\$2,471.77	104022	E	01	005	733	NOVEMBER X-CURRICULAR BUS HOURS
7	239289	04475	PALMER BUS SERVICE	12/17/2024 0:00	\$4,002.27	104022	E	01	005	733	NOVEMBER X-CURRICULAR BUS MILES
7	239289	04475	PALMER BUS SERVICE	12/17/2024 0:00	\$196.58	104022	E	01	005	720	NOVEMBER DIESEL SHARE REGULAR
7	239289	04475	PALMER BUS SERVICE	12/17/2024 0:00	\$7.67	104022	E	01	005	723	NOVEMBER DIESEL REGULAR SPED
7	239289	04475	PALMER BUS SERVICE	12/17/2024 0:00	\$1.50	104022	E	01	005	723	NOVEMBER GAS SHARE SPED
7	239289	04475	PALMER BUS SERVICE	12/17/2024 0:00	\$4.45	104022	E	01	005	302	NOVEMBER GAS SHARE REGULAR
7	239289	04475	PALMER BUS SERVICE	12/17/2024 0:00	-\$1,300.00	104022	E	01	005	302	NOVEMBER TERMINAL RENT
7	239290	04216	PEPSICO BEVERAGE SALES LLC	12/17/2024 0:00	\$910.28	104023	R	01	050	000	BEVERAGES
7	239291	03504	PERFORMANCE FOODSERVICE- MARS	12/17/2024 0:00	\$37.56	104025	E	02	005	706	FFVP
7	239291	03504	PERFORMANCE FOODSERVICE- MARS	12/17/2024 0:00	\$116.44	104025	E	02	330	705	ELEM. BREAKFAST
7	239291	03504	PERFORMANCE FOODSERVICE- MARS	12/17/2024 0:00	\$171.77	104025	E	02	330	701	ELEM. LUNCH
7	239291	03504	PERFORMANCE FOODSERVICE- MARS	12/17/2024 0:00	\$39.68	104025	E	02	330	701	ELEM. SUPPLY
7	239291	03504	PERFORMANCE FOODSERVICE- MARS	12/17/2024 0:00	\$506.70	104025	E	02	005	701	HS LUNCH
7	239291	03504	PERFORMANCE FOODSERVICE- MARS	12/17/2024 0:00	\$39.06	104025	E	01	005	000	NURSE
7	239291	03504	PERFORMANCE FOODSERVICE- MARS	12/17/2024 0:00	\$55.20	104027	E	02	005	707	ALACARTE
7	239291	03504	PERFORMANCE FOODSERVICE- MARS	12/17/2024 0:00	\$1,008.85	104027	E	02	005	705	BREAKFAST
7	239291	03504	PERFORMANCE FOODSERVICE- MARS	12/17/2024 0:00	\$145.60	104027	E	02	005	705	BREAKFAST SUPPLY
7	239291	03504	PERFORMANCE FOODSERVICE- MARS	12/17/2024 0:00	\$51.60	104027	R	01	050	000	CONCESSIONS
7	239291	03504	PERFORMANCE FOODSERVICE- MARS	12/17/2024 0:00	\$6,413.93	104027	E	02	005	701	LUNCH
7	239291	03504	PERFORMANCE FOODSERVICE- MARS	12/17/2024 0:00	\$332.36	104027	E	02	005	701	SUPPLY
7	239291	03504	PERFORMANCE FOODSERVICE- MARS	12/17/2024 0:00	\$1,386.52	104028	E	02	330	705	BREAKFAST
7	239291	03504	PERFORMANCE FOODSERVICE- MARS	12/17/2024 0:00	\$13.75	104028	E	02	330	705	BREAKFAST SUPPLY
7	239291	03504	PERFORMANCE FOODSERVICE- MARS	12/17/2024 0:00	\$55.82	104028	E	02	005	706	FFVP
7	239291	03504	PERFORMANCE FOODSERVICE- MARS	12/17/2024 0:00	\$3,578.08	104028	E	02	330	701	LUNCH
7	239291	03504	PERFORMANCE FOODSERVICE- MARS	12/17/2024 0:00	\$230.98	104028	E	02	330	701	SUPPLY
7	239291	03504	PERFORMANCE FOODSERVICE- MARS	12/17/2024 0:00	\$110.24	104024	E	02	005	701	LUNCH
7	239291	03504	PERFORMANCE FOODSERVICE- MARS	12/17/2024 0:00	\$150.41	104026	E	02	030	705	ALC BREAKFAST
7	239291	03504	PERFORMANCE FOODSERVICE- MARS	12/17/2024 0:00	\$39.68	104026	E	02	030	701	ALC SUPPLY
7	239291	03504	PERFORMANCE FOODSERVICE- MARS	12/17/2024 0:00	\$321.19	104026	E	02	030	701	ALC LUNCH
7	239291	03504	PERFORMANCE FOODSERVICE- MARS	12/17/2024 0:00	\$46.00	104026	E	02	005	706	FFVP
7	239291	03504	PERFORMANCE FOODSERVICE- MARS	12/17/2024 0:00	\$123.45	104026	E	02	005	701	HS LUNCH
7	239291	03504	PERFORMANCE FOODSERVICE- MARS	12/17/2024 0:00	\$73.74	104026	E	02	330	701	ELEM. SUPPLY
7	239291	03504	PERFORMANCE FOODSERVICE- MARS	12/17/2024 0:00	\$374.61	104026	E	02	330	705	ELEM. BREAKFAST
7	239291	03504	PERFORMANCE FOODSERVICE- MARS	12/17/2024 0:00	\$647.48	104026	E	02	330	701	LUNCH
7	239292	04287	SCHEEVEL, BEN	12/17/2024 0:00	\$190.00	104009	E	01	050	000	12.17.2024 OFFICIAL DH
7	239293	04854	SCHOOL PERCEPTIONS LLC	12/17/2024 0:00	\$2,700.00	104029	E	01	005	000	COMMUNITY SURVEY PHASE 3
7	239293	04854	SCHOOL PERCEPTIONS LLC	12/17/2024 0:00	\$195.00	104029	E	01	005	000	REPLY ENVELOPES
7	239294	8588	SCHOOL SPECIALTY LLC.	12/17/2024 0:00	\$14.86	104030	E	01	330	000	454664 Pepperell Braiding Acrylic Double Weight Yarn Box, 4-Ply, Assorted Colors, Set of 16

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description	
7	239294	8588	SCHOOL SPECIALTY LLC.	12/17/2024 0:00	\$39.19	104030	E	01	330	000	427507 Twisteez Craft Sculpture Wire, 30 Inches, Assorted Color, Pack of 200
7	239294	8588	SCHOOL SPECIALTY LLC.	12/17/2024 0:00	\$38.08	104030	E	01	330	000	447617 Arcor Dark Annealed Stovepipe Wire, 18 ga, 940 Feet, 5 Pound Spool
7	239294	8588	SCHOOL SPECIALTY LLC.	12/17/2024 0:00	\$12.08	104030	E	01	330	000	217368 Hero Arts Rubber Non-Toxic Stamp Pad, 3-3/4 x 2-1/4 Inches, Just for Kids, Purple
7	239294	8588	SCHOOL SPECIALTY LLC.	12/17/2024 0:00	\$12.08	104030	E	01	330	000	364482 Hero Arts Rubber Non-Toxic Stamp Pad, 3-3/4 x 2-1/4 Inches, Just for Kids, Green
7	239294	8588	SCHOOL SPECIALTY LLC.	12/17/2024 0:00	\$12.08	104030	E	01	330	000	364479 Hero Arts Rubber Non-Toxic Stamp Pad, 3-3/4 x 2-1/4 Inches, Just for Kids, Red
7	239294	8588	SCHOOL SPECIALTY LLC.	12/17/2024 0:00	\$12.08	104030	E	01	330	000	1565100 Hero Arts Just for Kids Rubber Stamp Pad, 3-3/4 x 2-1/4 Inches, Orange
7	239294	8588	SCHOOL SPECIALTY LLC.	12/17/2024 0:00	\$12.08	104030	E	01	330	000	1565102 Hero Arts Just for Kids Rubber Stamp Pad, 3-3/4 x 2-1/4 Inches, Brown
7	239294	8588	SCHOOL SPECIALTY LLC.	12/17/2024 0:00	\$12.08	104030	E	01	330	000	1565099 Hero Arts Just for Kids Rubber Stamp Pad, 3-3/4 x 2-1/4 Inches, Hot Pink
7	239294	8588	SCHOOL SPECIALTY LLC.	12/17/2024 0:00	\$12.08	104030	E	01	330	000	2003449 Hero Arts Just for Kids Inypad, Yellow, , Non-Toxic, 3-3/4 x 2-1/4 Inches
7	239294	8588	SCHOOL SPECIALTY LLC.	12/17/2024 0:00	\$42.63	104030	E	01	330	000	205936 Marvel Education Alphabet and Number Clay & Dough Stampers, 4-3/4 x 3/4 Inches, Set of 36
7	239294	8588	SCHOOL SPECIALTY LLC.	12/17/2024 0:00	\$23.39	104030	E	01	330	000	1592691 Sax Versatemp Washable Heavy-Bodied Tempera Paint, 1 Gallon, Primary Yellow
7	239294	8588	SCHOOL SPECIALTY LLC.	12/17/2024 0:00	\$23.39	104030	E	01	330	000	1592685 Sax Versatemp Washable Heavy-Bodied Tempera Paint, 1 Gallon, Green
7	239294	8588	SCHOOL SPECIALTY LLC.	12/17/2024 0:00	\$25.99	104030	E	01	330	000	361469 Chromacryl Students' Acrylics, Cool Blue, Half Gallon
7	239294	8588	SCHOOL SPECIALTY LLC.	12/17/2024 0:00	\$25.99	104030	E	01	330	000	361463 Chromacryl Students' Acrylics, White, Half Gallon
7	239294	8588	SCHOOL SPECIALTY LLC.	12/17/2024 0:00	\$17.54	104030	E	01	330	000	1572437 Sax Heavy Body Acrylic Paint, 1/2 Gallon, Bright Red
7	239294	8588	SCHOOL SPECIALTY LLC.	12/17/2024 0:00	\$10.00	104030	E	01	330	000	1572489 Sax Heavy Body Acrylic Paint, 1 Quart, Magenta
7	239294	8588	SCHOOL SPECIALTY LLC.	12/17/2024 0:00	\$10.00	104030	E	01	330	000	1572481 Sax Heavy Body Acrylic Paint, 1 Quart, Violet
7	239294	8588	SCHOOL SPECIALTY LLC.	12/17/2024 0:00	\$10.00	104030	E	01	330	000	1572491 Sax Heavy Body Acrylic Paint, 1 Quart, Cobalt Blue
7	239294	8588	SCHOOL SPECIALTY LLC.	12/17/2024 0:00	\$10.00	104030	E	01	330	000	1572490 Sax Heavy Body Acrylic Paint, 1 Quart, Chrome Oxide Green
7	239294	8588	SCHOOL SPECIALTY LLC.	12/17/2024 0:00	\$10.00	104030	E	01	330	000	1572479 Sax Heavy Body Acrylic Paint, 1 Quart, Chrome Orange
7	239294	8588	SCHOOL SPECIALTY LLC.	12/17/2024 0:00	\$32.49	104030	E	01	330	000	1567858 Sax Liquid Washable Watercolor Paint, 8 Ounces, Assorted Colors, Set of 8
7	239294	8588	SCHOOL SPECIALTY LLC.	12/17/2024 0:00	\$14.28	104030	E	01	330	000	001242 Prang Semi-Moist Watercolor Paint Refill, Oval Pan, Yellow, 12 Pans
7	239294	8588	SCHOOL SPECIALTY LLC.	12/17/2024 0:00	\$14.28	104030	E	01	330	000	001248 Prang Semi-Moist Watercolor Paint Refill, Oval Pan, Blue, 12 Pans
7	239294	8588	SCHOOL SPECIALTY LLC.	12/17/2024 0:00	\$31.18	104030	E	01	330	000	216495 Speedball Soft Rubber Brayer with Plastic Handle, 4 Inches
7	239294	8588	SCHOOL SPECIALTY LLC.	12/17/2024 0:00	\$44.25	104030	E	01	330	000	206309 Sax Sulphite Drawing Paper, 70 lb, 9 x 12 Inches, Extra-White, Pack of 500
7	239294	8588	SCHOOL SPECIALTY LLC.	12/17/2024 0:00	\$28.14	104030	E	01	330	000	206300 Sax Sulphite Drawing Paper, 70 lb, 12 x 18 Inches, Extra-White, Pack of 500
7	239294	8588	SCHOOL SPECIALTY LLC.	12/17/2024 0:00	\$31.17	104030	E	01	330	000	053925 Sax Sulphite Drawing Paper, 50 lb, 9 x 12 Inches, Extra-White, Pack of 500
7	239294	8588	SCHOOL SPECIALTY LLC.	12/17/2024 0:00	\$58.04	104030	E	01	330	000	200591 Spectra Deluxe Bleeding Tissue Paper, 20 x 30 Inches, Rainbow Colors, Pack of 480
7	239294	8588	SCHOOL SPECIALTY LLC.	12/17/2024 0:00	\$9.86	104030	E	01	330	000	054129 Tru-Ray Sulphite Construction Paper, 12 x 18 Inches, Blue, 50 Sheets
7	239294	8588	SCHOOL SPECIALTY LLC.	12/17/2024 0:00	\$4.93	104030	E	01	330	000	054108 Tru-Ray Sulphite Construction Paper, 12 x 18 Inches, Sky Blue, 50 Sheets
7	239294	8588	SCHOOL SPECIALTY LLC.	12/17/2024 0:00	\$4.93	104030	E	01	330	000	054084 Tru-Ray Sulphite Construction Paper, 12 x 18 Inches, Brilliant Lime, 50 Sheets
7	239294	8588	SCHOOL SPECIALTY LLC.	12/17/2024 0:00	\$4.93	104030	E	01	330	000	054063 Tru-Ray Sulphite Construction Paper, 12 x 18 Inches, Orange, 50 Sheets
7	239294	8588	SCHOOL SPECIALTY LLC.	12/17/2024 0:00	\$9.86	104030	E	01	330	000	054078 Tru-Ray Sulphite Construction Paper, 12 x 18 Inches, Turquoise, 50 Sheets
7	239294	8588	SCHOOL SPECIALTY LLC.	12/17/2024 0:00	\$20.79	104030	E	01	330	000	1495103 Exact Index Cardstock, 8-1/2 x 11 Inches, 90 lb, White, Pack of 250
7	239294	8588	SCHOOL SPECIALTY LLC.	12/17/2024 0:00	\$14.36	104030	E	01	330	000	1055728 Stanley Bostitch Heavy Duty Quick Change Utility Knife, 6 in L, Metal Handle, Black
7	239294	8588	SCHOOL SPECIALTY LLC.	12/17/2024 0:00	\$13.38	104030	E	01	330	000	1597451 School Smart All Temperature Glue Stick Refills, 0.43 x 4 Inches, Clear, Pack of 50
7	239294	8588	SCHOOL SPECIALTY LLC.	12/17/2024 0:00	\$55.44	104030	E	01	330	000	087084 Elmer's CrayonPro Electric Crayon Sharpener with Cleaning Brush
7	239295	00412	SW/WC SERVICE COOPERATIVE	12/17/2024 0:00	\$11,499.71	104031	E	01	998	000	ALC TUITION
7	239296	9250	TWO DUDES POPCORN	12/17/2024 0:00	\$45.00	104032	R	01	050	000	#50 BAG OF POPCORN
7	239297	9018	VAN BEEK, ALLEN	12/17/2024 0:00	\$150.00	104012	E	01	050	000	12.17.2024 OFFICIAL DH
7	239297	9018	VAN BEEK, ALLEN	12/17/2024 0:00	\$75.00	104012	E	01	050	000	12.17.2024 OFFICIAL C-SQUAD
7	239298	8089	WIECHMAN, JEFF	12/17/2024 0:00	\$190.00	104010	E	01	050	000	12.17.2024 OFFICIAL DH
7	239303	8088	BENDIX, DAVE	12/20/2024 0:00	\$190.00	104058	E	01	050	000	12.20.24 BB OFFICIAL
7	239304	9377	HEINIS, SHANE	12/20/2024 0:00	\$75.00	104057	E	01	050	000	12.20.24 BB OFFICIAL-C-SQUAD
7	239304	9377	HEINIS, SHANE	12/20/2024 0:00	\$150.00	104057	E	01	050	000	12.20.24 BB OFFICIAL

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description	
7	239305	02858	HELGET, TERRY	12/20/2024 0:00	\$190.00	104059	E	01	050	000	12.20.24 BB OFFICIAL
7	239306	9378	NAGEL, ARIC	12/20/2024 0:00	\$75.00	104056	E	01	050	000	12.20.24 BB OFFICIAL-C-SQUAD
7	239306	9378	NAGEL, ARIC	12/20/2024 0:00	\$150.00	104056	E	01	050	000	12.20.24 BB OFFICIAL-BSQUAD
7	239307	8089	WIECHMAN, JEFF	12/20/2024 0:00	\$190.00	104060	E	01	050	000	12.20.24 BB OFFICIAL
7	239308	02020	CDW-G COMPUTING SOLUTIONS	12/23/2024 0:00	\$3,975.00	104082	E	01	005	302	DELL CHROMEBOOKS
7	239308	02020	CDW-G COMPUTING SOLUTIONS	12/23/2024 0:00	\$465.00	104082	E	01	005	302	GOOGLE CHROME EDUCATION UPGRADE
7	239309	01514	CONTINENTAL RESEARCH CORP	12/23/2024 0:00	\$229.19	104083	E	01	005	000	TRIPLE PLAY
7	239309	01514	CONTINENTAL RESEARCH CORP	12/23/2024 0:00	\$66.00	104083	E	01	005	000	SHIPPING
7	239310	8535	DAYTON AVENUE ORCHARD LLC	12/23/2024 0:00	\$256.00	104084	E	02	330	701	APPLES
7	239311	8015	EXPRESS COOPERTIVE PURCHASING	12/23/2024 0:00	\$799.00	104094	E	01	005	000	30802-1 Combo Lateral File Cabinet (Cherry Finish)
7	239311	8015	EXPRESS COOPERTIVE PURCHASING	12/23/2024 0:00	\$423.41	104094	E	01	005	000	SHIPPING AND HANDLING
7	239312	7211	GDF ENTERPRISES	12/23/2024 0:00	\$42.22	104085	E	01	005	000	BRUSH POLY FLAT 32"
7	239312	7211	GDF ENTERPRISES	12/23/2024 0:00	\$841.50	104085	E	01	005	000	BRISTLE
7	239313	03019	GODFATHERS PIZZA	12/23/2024 0:00	\$240.00	104086	R	01	050	000	PIZZA
7	239313	03019	GODFATHERS PIZZA	12/23/2024 0:00	\$112.00	104087	R	01	050	000	PIZZA
7	239313	03019	GODFATHERS PIZZA	12/23/2024 0:00	\$176.00	104088	R	01	050	000	PIZZA
7	239313	03019	GODFATHERS PIZZA	12/23/2024 0:00	\$288.00	104089	R	01	050	000	PIZZA
7	239314	02781	INGRAM BOOK CO	12/23/2024 0:00	\$42.42	104091	E	01	050	000	BOOKS
7	239314	02781	INGRAM BOOK CO	12/23/2024 0:00	\$9.00	104091	E	01	050	000	SHIPPING
7	239314	02781	INGRAM BOOK CO	12/23/2024 0:00	\$91.87	104090	E	01	050	000	BOOKS
7	239314	02781	INGRAM BOOK CO	12/23/2024 0:00	\$9.00	104090	E	01	050	000	SHIPPING
7	239315	00595	MASTER TEACHER	12/23/2024 0:00	\$74.95	104092	E	01	005	000	ETERNAL FLAME AWARD DS
7	239315	00595	MASTER TEACHER	12/23/2024 0:00	\$74.95	104092	E	01	005	000	ETERNAL FLAME JL
7	239315	00595	MASTER TEACHER	12/23/2024 0:00	\$15.00	104092	E	01	005	000	SHIPPING
7	239316	8774	NAC MECHANICAL AND ELECTRICAL SI	12/23/2024 0:00	\$925.00	104093	E	01	005	380	LABOR
7	239316	8774	NAC MECHANICAL AND ELECTRICAL SI	12/23/2024 0:00	\$3,970.30	104093	E	01	005	380	PARTS AND MATERIALS
7	239316	8774	NAC MECHANICAL AND ELECTRICAL SI	12/23/2024 0:00	\$128.00	104093	E	01	005	380	OTHER COSTS
7	239317	03504	PERFORMANCE FOODSERVICE- MARS	12/23/2024 0:00	\$39.30	104097	E	02	005	701	ALACARTE
7	239317	03504	PERFORMANCE FOODSERVICE- MARS	12/23/2024 0:00	\$574.00	104097	E	02	005	705	BREAKFAST
7	239317	03504	PERFORMANCE FOODSERVICE- MARS	12/23/2024 0:00	\$469.87	104097	R	01	050	000	CONCESSIONS
7	239317	03504	PERFORMANCE FOODSERVICE- MARS	12/23/2024 0:00	\$748.32	104097	E	02	005	701	LUNCH
7	239317	03504	PERFORMANCE FOODSERVICE- MARS	12/23/2024 0:00	\$152.05	104097	E	02	005	701	SUPPLY
7	239317	03504	PERFORMANCE FOODSERVICE- MARS	12/23/2024 0:00	\$783.75	104095	E	02	330	705	BREAKFAST
7	239317	03504	PERFORMANCE FOODSERVICE- MARS	12/23/2024 0:00	\$383.40	104095	E	02	005	706	FFVP
7	239317	03504	PERFORMANCE FOODSERVICE- MARS	12/23/2024 0:00	\$884.22	104095	E	02	330	701	LUNCH
7	239317	03504	PERFORMANCE FOODSERVICE- MARS	12/23/2024 0:00	\$159.92	104095	E	02	005	701	HS LUNCH
7	239317	03504	PERFORMANCE FOODSERVICE- MARS	12/23/2024 0:00	\$299.41	104095	E	02	330	701	SUPPLY
7	239317	03504	PERFORMANCE FOODSERVICE- MARS	12/23/2024 0:00	\$124.02	104096	E	02	005	701	LUNCH
7	239318	03428	SQUIRES, WALDSPURGER & MACE PA	12/23/2024 0:00	\$55.00	104098	E	01	005	000	TELEPHONE CONFERENCE
7	239319	04680	ANDERSON, LARRY	12/26/2024 0:00	\$165.00	104104	E	01	050	000	12.27.24 GBB TOURNEY
7	239320	8997	ATHERTON, GREG	12/26/2024 0:00	\$150.00	104113	E	01	050	000	12.27.24 BBB BSQUAD
7	239320	8997	ATHERTON, GREG	12/26/2024 0:00	\$150.00	104113	E	01	050	000	12.27.24 GBB BSQUAD
7	239321	9384	BADAR, TRACEY	12/26/2024 0:00	\$150.00	104115	E	01	050	000	12.28.24 GBB TOURNEY
7	239321	9384	BADAR, TRACEY	12/26/2024 0:00	\$150.00	104115	E	01	050	000	12.28.24 BBB TOURNEY
7	239322	03420	BROMELAND, TOM	12/26/2024 0:00	\$190.00	104109	E	01	050	000	12.28.24 BBB TOURNEY

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description	
7	239324	8962	HANSON, BENJAMIN	12/26/2024 0:00	\$190.00	104110	E	01	050	000	12.28.24 BBB TOURNEY
7	239325	8962	HANSON, BENJAMIN	12/26/2024 0:00	\$190.00	104102	E	01	050	000	12.27.24 BBB TOURNEY
7	239326	9200	HAUGE, STEVE	12/26/2024 0:00	\$150.00	104114	E	01	050	000	12.28.24 GBB TOURNEY
7	239326	9200	HAUGE, STEVE	12/26/2024 0:00	\$150.00	104114	E	01	050	000	12.28.24 BBB TOURNEY
7	239327	04649	KUEBLER, GREG	12/26/2024 0:00	\$190.00	104100	E	01	050	000	12.27.24 BBB TOURNEY
7	239328	03171	PRAHL, TIM	12/26/2024 0:00	\$190.00	104111	E	01	050	000	12.28.24 BBB TOURNEY
7	239329	04785	SANOW, BRETT	12/26/2024 0:00	\$165.00	104103	E	01	050	000	12.27.24 GBB TOURNEY
7	239330	04785	SANOW, BRETT	12/26/2024 0:00	\$165.00	104107	E	01	050	000	12.28.24 GBB TOURNEY
7	239332	9004	STOWERS, RONALD J	12/26/2024 0:00	\$165.00	104108	E	01	050	000	12.28.24 GBB TOURNEY
7	239333	8608	TEN NEPAL, JEFF	12/26/2024 0:00	\$150.00	104112	E	01	050	000	12.27.24 BBB BSQUAD
7	239333	8608	TEN NEPAL, JEFF	12/26/2024 0:00	\$150.00	104112	E	01	050	000	12.27.24 GBB BSQUAD
7	239334	8571	ZALME, MARK	12/26/2024 0:00	\$165.00	104106	E	01	050	000	12.28.24 GBB TOURNEY
7	239335	00221	IND SCHOOL DISTRICT #840	12/26/2024 0:00	\$250.00	104116	E	01	050	000	12.7.24 WRESTLING
7	239336	8088	BENDIX, DAVE	12/27/2024 0:00	\$190.00	104124	E	01	050	000	12.27.24 BBB TOURNEY
7	239337	8714	BECKER, DENNIS	12/27/2024 0:00	\$165.00	104125	E	01	050	000	12.27.24 GBB OFFICIAL
7	239338	04022	DUFFEY, BOB	1/2/2025 0:00	\$130.00	104185	E	01	050	000	1.2.25 GYMNASTICS JUDGE
7	239339	03763	HANDEVIDT, TAMMY	1/2/2025 0:00	\$140.00	104182	E	01	050	000	1.2.25 GYMNASTICS JUDGE
7	239340	03139	VANDEVERE, LISA	1/2/2025 0:00	\$130.00	104183	E	01	050	000	1.2.25 GYMNASTICS JUDGE
7	239341	01521	WACHAL, HEATHER	1/2/2025 0:00	\$130.00	104181	E	01	050	000	1.2.25 GYMNASTICS JUDGE
7	239342	9209	AM Transmission Repair of Windom LLC	1/3/2025 0:00	\$1,633.20	104190	E	01	005	000	REMOVE AND REPLACE ENGINE. REPLACE GASKET SET AND SPARK PLUGS
7	239342	9209	AM Transmission Repair of Windom LLC	1/3/2025 0:00	\$1,278.00	104190	E	01	005	000	USED ENGINE ASSEMBLY
7	239342	9209	AM Transmission Repair of Windom LLC	1/3/2025 0:00	\$35.88	104190	E	01	005	000	5W20 OIL
7	239342	9209	AM Transmission Repair of Windom LLC	1/3/2025 0:00	\$8.62	104190	E	01	005	000	OIL FILTERS
7	239342	9209	AM Transmission Repair of Windom LLC	1/3/2025 0:00	\$42.76	104190	E	01	005	000	EXHAUST MANIFOLD GASKET SET
7	239342	9209	AM Transmission Repair of Windom LLC	1/3/2025 0:00	\$72.58	104190	E	01	005	000	ENGINE INTAKE MANIFOLD GASKET SET
7	239342	9209	AM Transmission Repair of Windom LLC	1/3/2025 0:00	\$51.92	104190	E	01	005	000	COPPER SPARK PLUG
7	239342	9209	AM Transmission Repair of Windom LLC	1/3/2025 0:00	\$384.86	104190	E	01	005	000	SHOP SUPPLIES
7	239342	9209	AM Transmission Repair of Windom LLC	1/3/2025 0:00	\$0.00	104190	E	01	005	000	RO#2176
7	239342	9209	AM Transmission Repair of Windom LLC	1/3/2025 0:00	\$78.50	104190	E	01	005	000	MISC FEES
7	239343	8727	AUDIOWORKS	1/3/2025 0:00	\$500.00	104191	E	01	005	000	DANCE ON APRIL 25, 2025
7	239344	8727	AUDIOWORKS	1/3/2025 0:00	\$500.00	104192	E	01	005	000	DANCE ON FEBRUARY 1, 2025
7	239345	9359	BEACON ATHLETICS	1/3/2025 0:00	\$699.00	104193	E	01	050	000	ITEM #270-107-399 TARP
7	239345	9359	BEACON ATHLETICS	1/3/2025 0:00	\$1,199.00	104193	E	01	050	000	ITEM #270-107-419 TARP
7	239345	9359	BEACON ATHLETICS	1/3/2025 0:00	\$469.00	104193	E	01	050	000	ITEM #110-618-049 TARP
7	239346	04273	BIMBO FOODS INC/EARTHGRAINS BAK	1/3/2025 0:00	\$121.90	104194	E	02	330	701	HIGHLAND
7	239346	04273	BIMBO FOODS INC/EARTHGRAINS BAK	1/3/2025 0:00	\$68.20	104194	E	02	330	701	WINDOM AREA ELEMENTARY
7	239347	03813	BSN SPORTS	1/3/2025 0:00	\$99.96	104195	E	01	050	000	GYM CHALK
7	239347	03813	BSN SPORTS	1/3/2025 0:00	\$0.00	104195	E	01	050	000	CART #12420747
7	239347	03813	BSN SPORTS	1/3/2025 0:00	\$38.23	104195	E	01	050	000	FREIGHT
7	239348	01564	DICKS WELDING MACH & MFG	1/3/2025 0:00	\$300.00	104200	R	01	050	000	STEEL FOR SCHOOL BENCHES
7	239349	03659	ELITE MECHANICAL SYSTEMS, LLC.	1/3/2025 0:00	\$375.00	104214	E	02	005	701	LABOR
7	239349	03659	ELITE MECHANICAL SYSTEMS, LLC.	1/3/2025 0:00	\$1,500.00	104214	E	02	005	701	MATERIALS
7	239349	03659	ELITE MECHANICAL SYSTEMS, LLC.	1/3/2025 0:00	\$250.00	104215	E	01	005	381	LABOR
7	239349	03659	ELITE MECHANICAL SYSTEMS, LLC.	1/3/2025 0:00	\$100.00	104215	E	01	005	381	DRAIN CLEANING MACHINE CHARGE
7	239349	03659	ELITE MECHANICAL SYSTEMS, LLC.	1/3/2025 0:00	\$11.23	104215	E	01	005	381	MATERIALS

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description	
7	239350	03019	GODFATHERS PIZZA	1/3/2025 0:00	\$288.00	104218	R	01	050	000	PIZZA
7	239350	03019	GODFATHERS PIZZA	1/3/2025 0:00	\$480.00	104216	R	01	050	000	PIZZA
7	239350	03019	GODFATHERS PIZZA	1/3/2025 0:00	\$480.00	104217	R	01	050	000	PIZZA
7	239351	02781	INGRAM BOOK CO	1/3/2025 0:00	\$8.95	104219	E	01	050	000	MY LIFE AS A BILLIONAIRE
7	239351	02781	INGRAM BOOK CO	1/3/2025 0:00	\$9.00	104219	E	01	050	000	SHIPPING
7	239352	7782	INTEGRATED SYSTEMS CORPORATION	1/3/2025 0:00	\$243.00	104220	E	01	005	000	HOSTING FOR FEBRUARY 2025
7	239353	03382	IXL LEARNING	1/3/2025 0:00	\$0.00	104221	E	01	060	000	QUOTE #1344543-1
7	239353	03382	IXL LEARNING	1/3/2025 0:00	\$870.00	104221	E	01	060	000	IXL SITE LICENSE GRADE 8 100 STUDENTS ADD SCIENCE
7	239353	03382	IXL LEARNING	1/3/2025 0:00	\$0.00	104221	E	01	060	000	GOOD THROUGH 7-1-2026
7	239354	05105	J.H. LARSON ELECTRICAL CO.	1/3/2025 0:00	\$202.67	104223	E	01	005	370	ADV LEDINTA 100 W INTELLIVOLT
7	239355	04040	JACKSON COUNTY AUDITOR/TREAS	1/3/2025 0:00	\$268.61	104224	E	01	005	000	2024 ELECTION COSTS
7	239356	9387	JBAD SOLUTIONS LLC	1/3/2025 0:00	\$13,750.00	104222	E	01	050	000	RETAINER FEE
7	239357	00812	JOSTENS INC	1/3/2025 0:00	\$712.50	104225	E	01	050	000	DIPLOMA COVERS CLASS OF 2025
7	239357	00812	JOSTENS INC	1/3/2025 0:00	\$0.00	104225	E	01	050	000	PLEASE SHIP AND BILL THESE IN APRIL 2025
7	239357	00812	JOSTENS INC	1/3/2025 0:00	\$38.95	104225	E	01	050	000	SHIPPING
7	239358	02350	KINECT ENERGY INC	1/3/2025 0:00	\$547.00	104226	E	01	005	000	ENERGY MGMT FEE-MONTHLY-JANUARY 2025
7	239359	02350	KINECT ENERGY INC	1/3/2025 0:00	\$1,206.56	104227	E	01	020	000	HIGHLAND NATURAL GAS
7	239359	02350	KINECT ENERGY INC	1/3/2025 0:00	\$4,189.41	104227	E	01	330	000	ELEMENTARY NATURAL GAS
7	239359	02350	KINECT ENERGY INC	1/3/2025 0:00	\$5,455.92	104227	E	01	030	000	WINFAIR NATURAL GAS
7	239359	02350	KINECT ENERGY INC	1/3/2025 0:00	\$5,656.19	104227	E	01	050	000	MSHS NATURAL GAS
7	239360	00455	LAMPERT LUMBER	1/3/2025 0:00	\$100.82	104228	R	01	050	000	PINE/OAK WOOD PLY WOOD
7	239361	7661	LIGHTSPEED TECHNOLOGIES, INC.	1/3/2025 0:00	\$160.00	104229	E	01	005	000	NH2.4V RECHARGEABLE BATTERY PACK FOR FLEXMIKE
7	239362	8931	MINNESOTA STATE COMMUNITY AND T	1/3/2025 0:00	\$60.00	104230	E	01	005	308	MEDICATION ADMINISTRATION TRAINING FOR SCHOOL PERSONEL-ONLINE
7	239363	00496	MTI DISTRIBUTING, INC.	1/3/2025 0:00	\$25.32	104231	E	01	005	000	570Z-4P
7	239363	00496	MTI DISTRIBUTING, INC.	1/3/2025 0:00	\$18.28	104231	E	01	005	000	FREIGHT
7	239364	00884	MUSIC MART, THE	1/3/2025 0:00	\$5.00	104237	E	01	050	000	SUPPLIES
7	239364	00884	MUSIC MART, THE	1/3/2025 0:00	\$3.50	104238	E	01	050	000	SUPPLIES
7	239364	00884	MUSIC MART, THE	1/3/2025 0:00	\$7.27	104238	E	01	050	000	FINANACE CHARGE
7	239364	00884	MUSIC MART, THE	1/3/2025 0:00	\$9.56	104232	E	01	050	000	MEASURES OF SUCCESS Bb CLARINET BOOK 1
7	239364	00884	MUSIC MART, THE	1/3/2025 0:00	\$93.99	104233	E	01	050	000	SUPPLIES
7	239364	00884	MUSIC MART, THE	1/3/2025 0:00	\$24.00	104235	E	01	050	000	SUPPLIES
7	239364	00884	MUSIC MART, THE	1/3/2025 0:00	\$287.92	104234	E	01	050	000	SUPPLIES
7	239364	00884	MUSIC MART, THE	1/3/2025 0:00	\$67.09	104236	E	01	050	000	SUPPLIES
7	239365	04216	PEPSICO BEVERAGE SALES LLC	1/3/2025 0:00	\$4,128.56	104247	R	01	050	000	BEVERAGES
7	239366	03504	PERFORMANCE FOODSERVICE- MARS	1/3/2025 0:00	\$116.55	104243	E	02	005	707	ALACARTE
7	239366	03504	PERFORMANCE FOODSERVICE- MARS	1/3/2025 0:00	\$43.95	104243	R	01	050	000	CONCESSIONS
7	239366	03504	PERFORMANCE FOODSERVICE- MARS	1/3/2025 0:00	\$307.94	104246	E	02	005	705	BREAKFAST
7	239366	03504	PERFORMANCE FOODSERVICE- MARS	1/3/2025 0:00	\$39.30	104246	E	02	005	707	ALACARTE
7	239366	03504	PERFORMANCE FOODSERVICE- MARS	1/3/2025 0:00	\$6,118.53	104246	E	02	005	707	LUNCH
7	239366	03504	PERFORMANCE FOODSERVICE- MARS	1/3/2025 0:00	\$679.34	104246	E	02	005	701	LUNCH SUPPLY
7	239366	03504	PERFORMANCE FOODSERVICE- MARS	1/3/2025 0:00	\$54.92	104246	E	02	005	701	CONCESSIONS
7	239366	03504	PERFORMANCE FOODSERVICE- MARS	1/3/2025 0:00	\$97.78	104239	E	02	005	705	BREAKFAST
7	239366	03504	PERFORMANCE FOODSERVICE- MARS	1/3/2025 0:00	\$97.78	104239	E	02	005	705	LUNCH
7	239366	03504	PERFORMANCE FOODSERVICE- MARS	1/3/2025 0:00	\$16.36	104240	E	02	005	701	LUNCH
7	239366	03504	PERFORMANCE FOODSERVICE- MARS	1/3/2025 0:00	\$268.38	104242	E	02	005	701	LUNCH

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description	
7	239366	03504	PERFORMANCE FOODSERVICE- MARS	1/3/2025 0:00	\$13.63	104241	E	02	005	701	CREDIT ON INV. 654853
7	239366	03504	PERFORMANCE FOODSERVICE- MARS	1/3/2025 0:00	\$367.81	104245	E	02	030	705	BREAKFAST
7	239366	03504	PERFORMANCE FOODSERVICE- MARS	1/3/2025 0:00	\$599.17	104245	E	02	030	701	LUNCH
7	239366	03504	PERFORMANCE FOODSERVICE- MARS	1/3/2025 0:00	\$186.72	104244	R	01	050	000	CONCESSIONS
7	239367	9360	PYT SPORTS INC	1/3/2025 0:00	\$1,324.00	104249	E	01	050	000	PRO STYLE RAIL PAD HOME DUGOUT
7	239367	9360	PYT SPORTS INC	1/3/2025 0:00	\$1,590.00	104249	E	01	050	000	PRO STYLE RAIL PAD VISITOR DUGOUT
7	239367	9360	PYT SPORTS INC	1/3/2025 0:00	\$1,900.00	104249	E	01	050	000	CUSTOM WALL PAD 2" Z-CLIP MOUNT
7	239367	9360	PYT SPORTS INC	1/3/2025 0:00	\$500.00	104249	E	01	050	000	FREIGHT
7	239368	7317	RON'S ELECTRIC	1/3/2025 0:00	\$76.00	104250	E	01	005	370	LABOR
7	239369	04854	SCHOOL PERCEPTIONS LLC	1/3/2025 0:00	\$2,600.00	104251	E	01	005	000	SP COMMUNITY SURVEY
7	239369	04854	SCHOOL PERCEPTIONS LLC	1/3/2025 0:00	\$252.23	104251	E	01	005	000	POSTAGE EXPENSE
7	239369	04854	SCHOOL PERCEPTIONS LLC	1/3/2025 0:00	\$622.80	104251	E	01	005	000	DATA ENTRY
7	239370	8588	SCHOOL SPECIALTY LLC.	1/3/2025 0:00	\$97.10	104252	E	01	330	000	1277261 School Smart Laminating Film Roll, 25 Inches x 500 Feet, 1.5 Mil Thick, 1 Inch Core, High Gloss Item Number 1277261
7	239370	8588	SCHOOL SPECIALTY LLC.	1/3/2025 0:00	\$51.44	104252	E	01	330	000	1301559 Neenah Bright White Cardstock, 8-1/2 x 11 Inches, 65 lb, Pack of 250 Item Number 1301559
7	239370	8588	SCHOOL SPECIALTY LLC.	1/3/2025 0:00	\$50.30	104252	E	01	330	000	077432 Astrobrights Colored Cardstock, 8-1/2 x 11 Inches, Assorted Happy Colors, Pack of 250 Item Number 077432
7	239370	8588	SCHOOL SPECIALTY LLC.	1/3/2025 0:00	\$31.52	104252	E	01	330	000	1080539 Fellowes Plastic Binding Combs, 1/2 Inch, Black, Pack of 100 Item Number 1080539
7	239370	8588	SCHOOL SPECIALTY LLC.	1/3/2025 0:00	\$20.28	104252	E	01	330	000	077399 Sharpie Permanent Markers, Fine Point, Black, Set of 12 Item Number 077399
7	239370	8588	SCHOOL SPECIALTY LLC.	1/3/2025 0:00	\$1.80	104252	E	01	330	000	2133007 School Smart Binder Clip, Small, 3/4 Inches, Pack of 12 Item Number 2133007
7	239370	8588	SCHOOL SPECIALTY LLC.	1/3/2025 0:00	\$4.70	104252	E	01	330	000	032403 School Smart Binder Clip, Large, 2 Inches, Pack of 12 Item Number 032403
7	239370	8588	SCHOOL SPECIALTY LLC.	1/3/2025 0:00	\$63.15	104252	E	01	330	000	2013913 School Smart Grip Seal Envelopes, 9 x 12 Inches, Kraft, Pack of 100 Item Number 2013913
7	239370	8588	SCHOOL SPECIALTY LLC.	1/3/2025 0:00	\$36.38	104252	E	01	330	000	2013922 School Smart Report Card Envelope, 28 lb, 6 x 9 Inches, Kraft, Pack of 100 Item Number 2013922
7	239370	8588	SCHOOL SPECIALTY LLC.	1/3/2025 0:00	\$12.82	104252	E	01	330	000	075635 Avery Easy Peel Address Labels, Laser, 1 x 2-5/8 Inches, Pack of 750 Item Number 075635
7	239370	8588	SCHOOL SPECIALTY LLC.	1/3/2025 0:00	\$13.50	104252	E	01	330	000	053985 Tru-Ray Sulphite Construction Paper, 9 x 12 Inches, Brilliant Lime, 50 Sheets Item Number 053985
7	239370	8588	SCHOOL SPECIALTY LLC.	1/3/2025 0:00	\$27.00	104252	E	01	330	000	054012 Tru-Ray Sulphite Construction Paper, 9 x 12 Inches, Royal Blue, 50 Sheets Item Number 054012
7	239370	8588	SCHOOL SPECIALTY LLC.	1/3/2025 0:00	\$27.90	104252	E	01	330	000	1006763 Tru-Ray Sulphite Construction Paper, 9 x 12 Inches, Black, 50 Sheets Item Number 1006763
7	239370	8588	SCHOOL SPECIALTY LLC.	1/3/2025 0:00	\$41.85	104252	E	01	330	000	1006764 Tru-Ray Sulphite Construction Paper, 9 x 12 Inches, White, 50 Sheets Item Number 1006764
7	239370	8588	SCHOOL SPECIALTY LLC.	1/3/2025 0:00	\$13.95	104252	E	01	330	000	053976 Tru-Ray Sulphite Construction Paper, 9 x 12 Inches, Festive Green, 50 Sheets Item Number 053976
7	239370	8588	SCHOOL SPECIALTY LLC.	1/3/2025 0:00	\$13.50	104252	E	01	330	000	054009 Tru-Ray Sulphite Construction Paper, 9 x 12 Inches, Sky Blue, 50 Sheets Item Number 054009
7	239370	8588	SCHOOL SPECIALTY LLC.	1/3/2025 0:00	\$27.00	104252	E	01	330	000	1537841 Tru-Ray Sulphite Construction Paper, 9 x 12 Inches, Atomic Blue, 50 Sheets Item Number 1537841
7	239370	8588	SCHOOL SPECIALTY LLC.	1/3/2025 0:00	\$24.65	104252	E	01	330	000	1537845 Tru-Ray Sulphite Construction Paper, 12 x 18 Inches, Electric Orange, 50 Sheets Item Number 1537845
7	239370	8588	SCHOOL SPECIALTY LLC.	1/3/2025 0:00	\$24.65	104252	E	01	330	000	1537842 Tru-Ray Sulphite Construction Paper, 12 x 18 Inches, Atomic Blue, 50 Sheets Item Number 1537842
7	239370	8588	SCHOOL SPECIALTY LLC.	1/3/2025 0:00	\$24.65	104252	E	01	330	000	054099 Tru-Ray Sulphite Construction Paper, 12 x 18 Inches, Shocking Pink, 50 Sheets Item Number 054099
7	239370	8588	SCHOOL SPECIALTY LLC.	1/3/2025 0:00	\$27.90	104252	E	01	330	000	053970 Tru-Ray Sulphite Construction Paper, 9 x 12 Inches, Yellow, 50 Sheets Item Number 053970
7	239371	05152	SMITH AUTO SUPPLY	1/3/2025 0:00	\$2.51	104197	E	01	005	000	SLS 224 PKG
7	239371	05152	SMITH AUTO SUPPLY	1/3/2025 0:00	\$2.51	104197	E	01	005	000	SLS 225 PKG
7	239371	05152	SMITH AUTO SUPPLY	1/3/2025 0:00	\$70.68	104198	E	01	005	000	FRO F630 CONV OIL
7	239371	05152	SMITH AUTO SUPPLY	1/3/2025 0:00	\$14.17	104196	E	01	005	000	SLB H11.BP2
7	239372	01568	PHONAK LLC	1/3/2025 0:00	\$169.00	104248	E	01	330	740	REPAIR ROGER PEN
7	239372	01568	PHONAK LLC	1/3/2025 0:00	\$19.99	104248	E	01	330	740	shipping
7	239373	01521	WACHAL, HEATHER	1/3/2025 0:00	\$8.04	104253	E	01	330	740	12.2025 MILEAGE
7	239374	01441	WINDOM AREA CHAMBER OF COMMER	1/3/2025 0:00	\$20.00	104199	E	01	005	000	WINDOM MARCHING BAND
7	239374	01441	WINDOM AREA CHAMBER OF COMMER	1/3/2025 0:00	\$20.00	104199	E	01	005	000	WINDOM SCHOOL FLOAT
7	239375	8088	BENDIX, DAVE	1/7/2025 0:00	\$190.00	104261	E	01	050	000	1.7.25 G/BBB OFFICIAL
7	239376	05022	BUBOLTZ, JIM	1/7/2025 0:00	\$190.00	104263	E	01	050	000	1.7.25 G/BBB OFFICIAL
7	239377	8971	KEIZER, ERWIN DEAN	1/7/2025 0:00	\$175.00	104260	E	01	050	000	1.7.25 G/BBB OFFICIAL

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description	
7	239378	9378	NAGEL, ARIC	1/7/2025 0:00	\$175.00	104259	E	01	050	000	1.7.25 G/BBB OFFICIAL
7	239379	8089	WIECHMAN, JEFF	1/7/2025 0:00	\$190.00	104262	E	01	050	000	1.7.25 G/BBB OFFICIAL
7	239380	00915	A & B BUSINESS EQUIPMENT	1/7/2025 0:00	\$2,108.42	104264	E	01	005	302	CONTRACT USAGE CHARGE FOR 1/05/2025-2/04/2025
7	239380	00915	A & B BUSINESS EQUIPMENT	1/7/2025 0:00	\$2,174.66	104264	E	01	005	302	CONTRACT USAGE CHARGE FOR 12/05/2024-01/04/2025
7	239381	8537	Alpha Wireless	1/7/2025 0:00	\$500.00	104265	E	01	005	000	AGREEMENT YEARLY ANTENNA SYSTEM FEE
7	239382	05164	AT & T MOBILITY	1/7/2025 0:00	\$141.03	104266	E	01	005	000	DECEMBER 2024 SERVICES
7	239383	03555	BOND TRUST SERVICES	1/7/2025 0:00	\$200,000.00	104272	E	07	005	000	PRINCIPAL
7	239383	03555	BOND TRUST SERVICES	1/7/2025 0:00	\$30,150.00	104272	E	07	005	000	INTEREST
7	239384	00140	CITIZEN PUBLISHING CO INC	1/7/2025 0:00	\$315.65	104268	E	01	005	000	11.12.24 BOARD MINUTES
7	239384	00140	CITIZEN PUBLISHING CO INC	1/7/2025 0:00	\$101.65	104268	E	01	005	000	11.25.24 BOARD MINUTES
7	239384	00140	CITIZEN PUBLISHING CO INC	1/7/2025 0:00	\$353.10	104267	E	01	005	000	10.14.24 BOARD MINUTES
7	239384	00140	CITIZEN PUBLISHING CO INC	1/7/2025 0:00	\$80.25	104267	E	01	005	000	10.28.24 BOARD MINUTES
7	239385	8341	Cottonwood County Agricultural Society %	1/7/2025 0:00	\$1,300.00	104270	E	01	005	302	BUS BARN RENT-FEBRUARY
7	239386	00356	EAST SIDE JERSEY DAIRY INC	1/7/2025 0:00	\$2,940.76	104271	E	02	330	701	WINDOM ELEMENTARY
7	239386	00356	EAST SIDE JERSEY DAIRY INC	1/7/2025 0:00	\$2,390.76	104271	E	02	005	701	WINDOM AREA HIGH SCHOOL
7	239386	00356	EAST SIDE JERSEY DAIRY INC	1/7/2025 0:00	\$347.84	104271	E	02	330	701	WINDOM EARLY CHILDHOOD
7	239386	00356	EAST SIDE JERSEY DAIRY INC	1/7/2025 0:00	\$315.81	104271	E	02	005	701	WINDOM SWWC ELC & ALC
7	239387	00711	WINDOM QUICK PRINT	1/7/2025 0:00	\$72.50	104289	E	01	050	000	NOTE CARDS
7	239387	00711	WINDOM QUICK PRINT	1/7/2025 0:00	\$7.50	104289	E	01	050	000	FILE PREP FEE
7	239387	00711	WINDOM QUICK PRINT	1/7/2025 0:00	\$305.00	104288	E	01	005	000	5000 WINDOWLESS ENVELOPES
7	239387	00711	WINDOM QUICK PRINT	1/7/2025 0:00	\$12.50	104288	E	01	005	000	FILE PREP
7	239387	00711	WINDOM QUICK PRINT	1/7/2025 0:00	\$205.00	104287	E	01	050	000	4.5 X 10 BANNER FOR HOME FIELD ADVANTAGE VOLUNTEERS/THANK YOU
7	239388	03023	HOLT'S CLEANING SERVICE, INC.	1/7/2025 0:00	\$7,000.00	104273	E	01	050	000	CLEAN AND DISENFECT CONCESSION STAND, BLEACHERS, STORAGE BUILDINGS, DUG OUTS
7	239389	8916	LUDOLPH BUS INC	1/7/2025 0:00	\$1,446.32	104274	E	01	005	723	DECEMBER 2024 SERVICES FOR HMP
7	239390	8713	MARSHALL HIGH SCHOOL	1/7/2025 0:00	\$150.00	104275	E	01	050	000	1.4.24 GYMNASTICS
7	239391	01562	MCGRAW HILL LLC	1/7/2025 0:00	\$182.25	104280	E	01	330	740	NUMBER WORLDS LEVELS A-G STUDENT DIGITAL 1 YEAR SUBSCRIPTION
7	239391	01562	MCGRAW HILL LLC	1/7/2025 0:00	\$65.70	104280	E	01	330	740	NUMBER WORLDS LEVELS A-G STUDENT DIGITAL 1 YEAR SUBSCRIPTION
7	239391	01562	MCGRAW HILL LLC	1/7/2025 0:00	\$160.10	104280	E	01	330	740	NUMBER WORLDS LEVLES A-G TEACHER 1 YEAR SUBSCRIPTION
7	239391	01562	MCGRAW HILL LLC	1/7/2025 0:00	\$8.50	104280	E	01	330	740	NUMBER WORLDS LEVLES A-G TEACHER 1 YEAR SUBSCRIPTION
7	239391	01562	MCGRAW HILL LLC	1/7/2025 0:00	\$9.60	104280	E	01	330	740	NUMBER WORLDS LEVLES A-G TEACHER 1 YEAR SUBSCRIPTION
7	239391	01562	MCGRAW HILL LLC	1/7/2025 0:00	\$250.00	104280	E	01	060	740	NUMBER WORLDS LEVLES A-G TEACHER 1 YEAR SUBSCRIPTION
7	239391	01562	MCGRAW HILL LLC	1/7/2025 0:00	\$31.04	104280	E	01	050	740	NUMBER WORLDS LEVLES A-G TEACHER 1 YEAR SUBSCRIPTION
7	239392	04475	PALMER BUS SERVICE	1/7/2025 0:00	\$1,211.10	104276	E	01	005	723	ELC TRANSPORT
7	239392	04475	PALMER BUS SERVICE	1/7/2025 0:00	\$220.05	104276	E	01	005	722	ALC TRANSPORT
7	239392	04475	PALMER BUS SERVICE	1/7/2025 0:00	\$1,335.74	104276	E	01	005	723	TRANSPORT TO AND FROM ELC
7	239392	04475	PALMER BUS SERVICE	1/7/2025 0:00	\$1,335.74	104276	E	01	005	723	TRANSPORT TO AND FROM HIGH SCHOOL
7	239392	04475	PALMER BUS SERVICE	1/7/2025 0:00	\$1,335.74	104276	E	01	005	725	TRANSPORT TO AND FROM HIGHLAND
7	239392	04475	PALMER BUS SERVICE	1/7/2025 0:00	\$315.00	104276	E	01	005	723	TRANSPORT TO AND FROM ELEM. LC(1)
7	239392	04475	PALMER BUS SERVICE	1/7/2025 0:00	\$294.00	104276	E	01	005	723	TRANSPORT TO AND FROM ELEM. MR (01)
7	239392	04475	PALMER BUS SERVICE	1/7/2025 0:00	\$168.00	104276	E	01	005	723	TRANSPORT TO FROM HIGHLAND JM(PK)
7	239392	04475	PALMER BUS SERVICE	1/7/2025 0:00	\$210.00	104276	E	01	005	723	TRANSPORT TO AND FROM ELEM. AC-R (K)
7	239392	04475	PALMER BUS SERVICE	1/7/2025 0:00	\$315.00	104276	E	01	005	723	TRANSPORT TO AND FROM ELEM.LM (01)
7	239392	04475	PALMER BUS SERVICE	1/7/2025 0:00	\$42.00	104276	E	01	005	723	TRANSPORT HOME MR (01)
7	239392	04475	PALMER BUS SERVICE	1/7/2025 0:00	\$1,456.00	104276	E	01	005	733	DECEMBER VAN MILES
7	239392	04475	PALMER BUS SERVICE	1/7/2025 0:00	\$54,435.90	104276	E	01	005	733	DECEMBER REG ROUTE

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description	
7	239392	04475	PALMER BUS SERVICE	1/7/2025 0:00	\$5,443.65	104276	E	01	005	723	DECEMBER SPED ROUTE BUS #14
7	239392	04475	PALMER BUS SERVICE	1/7/2025 0:00	\$4,940.25	104276	E	01	005	723	DECEMBER AM ECSE ROUTE BUS #15
7	239392	04475	PALMER BUS SERVICE	1/7/2025 0:00	\$4,610.90	104276	E	01	005	723	DECEMBER PM ECSE HOURS BUS #15
7	239392	04475	PALMER BUS SERVICE	1/7/2025 0:00	\$7,018.16	104276	E	01	005	733	DECEMBER X-CURRICULAR BUS HOURS
7	239392	04475	PALMER BUS SERVICE	1/7/2025 0:00	\$8,338.95	104276	E	01	005	733	DECEMBER X-CURRICULAR BUS MILES
7	239392	04475	PALMER BUS SERVICE	1/7/2025 0:00	\$514.36	104276	E	01	005	733	DECEMBER X-CURRICULAR BUS MILES-MINIMUM
7	239392	04475	PALMER BUS SERVICE	1/7/2025 0:00	\$146.96	104276	E	01	005	733	BOYS HOCKEY TRAILER USE
7	239392	04475	PALMER BUS SERVICE	1/7/2025 0:00	\$373.20	104276	E	01	005	720	DECEMBER DIESEL SHARE REGULAR
7	239392	04475	PALMER BUS SERVICE	1/7/2025 0:00	\$10.11	104276	E	01	005	723	DECEMBER X-CURRICULAR BUS MILES DIESEL REGULAR SPED
7	239392	04475	PALMER BUS SERVICE	1/7/2025 0:00	-\$1,300.00	104276	E	01	005	302	DECEMBER X-CURRICULAR BUS MILE TERMINAL RENT
7	239393	03504	PERFORMANCE FOODSERVICE- MARS	1/7/2025 0:00	\$8.97	104277	E	02	330	701	ELEMENTARY SUPPLY
7	239393	03504	PERFORMANCE FOODSERVICE- MARS	1/7/2025 0:00	\$970.60	104278	E	02	330	705	BREAKFAST
7	239393	03504	PERFORMANCE FOODSERVICE- MARS	1/7/2025 0:00	\$644.40	104278	E	02	005	706	FFVP
7	239393	03504	PERFORMANCE FOODSERVICE- MARS	1/7/2025 0:00	\$268.85	104278	E	02	330	701	LUNCH SUPPLY
7	239393	03504	PERFORMANCE FOODSERVICE- MARS	1/7/2025 0:00	\$3,139.23	104278	E	02	330	701	LUNCH
7	239394	03011	PITNEY BOWES PURCHASE POWER	1/7/2025 0:00	\$1,517.25	104279	E	01	005	000	POSTAGE REFILL
7	239395	00716	RUNNINGS	1/7/2025 0:00	\$53.98	104282	E	01	005	000	SUPPLIES
7	239395	00716	RUNNINGS	1/7/2025 0:00	\$15.93	104281	R	01	050	000	PINS
7	239395	00716	RUNNINGS	1/7/2025 0:00	\$5.54	104283	E	01	005	000	SUPPLIES NUTS/BOLTS
7	239396	00780	SCHWALBACH HDWE	1/7/2025 0:00	\$26.36	104285	R	01	050	000	STAIN/HARDWARE
7	239397	00780	SCHWALBACH HDWE	1/7/2025 0:00	\$332.42	104284	E	01	005	000	MISC
7	239398	00780	SCHWALBACH HDWE	1/7/2025 0:00	\$25.58	104286	R	01	050	000	HARDWARD
7	239399	04220	UNITED COMMUNITY ACTION PARTNER	1/7/2025 0:00	\$30.00	104269	E	01	005	723	ELC TRANSITION
7	239399	04220	UNITED COMMUNITY ACTION PARTNER	1/7/2025 0:00	\$35.00	104269	E	04	005	344	BRIDGES NOVEMBER 2024
7	239399	04220	UNITED COMMUNITY ACTION PARTNER	1/7/2025 0:00	\$42.50	104269	E	04	005	344	BRIDGES NOVEMBER 2024
7	239400	8894	UNIVERSITY LANGUAGE CENTER	1/7/2025 0:00	\$90.00	104290	E	01	060	740	SPECAIL ED SERVICES FOR STUDENT
7	239401	00551	WINDOM PUBLIC SCHOOL	1/7/2025 0:00	\$63.00	104292	E	01	050	000	12.7.24 YOUTH GBB-LANCE
7	239401	00551	WINDOM PUBLIC SCHOOL	1/7/2025 0:00	\$175.00	104292	E	01	050	000	12.7.24 YOUTH GBB-LANCE
7	239401	00551	WINDOM PUBLIC SCHOOL	1/7/2025 0:00	\$370.00	104291	E	01	050	000	DECEMBER OFFICIALS AND WORKERS
7	239401	00551	WINDOM PUBLIC SCHOOL	1/7/2025 0:00	\$100.00	104291	E	01	050	000	DECEMBER OFFICIALS AND WORKERS
7	12092024	7740	REVTRAK, INC	12/9/2024 0:00	\$323.80	103824	E	04	005	321	NOVEMBER 2024 CE/FALL MUSICAL ONLINE FEES
7	106202502	8187	BMO Credit Card	1/6/2025 0:00	\$29.98	104202	E	01	060	000	MENARDS - EBERHARD - AUGER BIT SET
7	106202502	8187	BMO Credit Card	1/6/2025 0:00	\$9.00	104203	E	01	330	000	TEACHERS PAY TEACHERS - L FAST SUMMARIZING FICTION TEXT BUNDLE
7	106202502	8187	BMO Credit Card	1/6/2025 0:00	\$77.47	104204	E	01	060	000	WALMART - LOWE - FABRIC, THREAD COTTON, NEEDLES
7	106202502	8187	BMO Credit Card	1/6/2025 0:00	\$25.93	104205	E	01	330	000	TEACHERS PAY TEACHERS - WALEN PAIRED TEXT PASSAGES, MEASURING ANGLES, CIVICS AND GOVT ACTIVITIES
7	106202502	8187	BMO Credit Card	1/6/2025 0:00	\$600.00	104206	E	01	005	417	TEACHERS PAY TEACHERS - DARDIS - INSTRUCTIONAL MATERIALS TITLE III
7	106202502	8187	BMO Credit Card	1/6/2025 0:00	\$23.34	104207	E	01	060	000	TEACHERS PAY TEACHERS - SMITH - WATER CYCLE PUZZLE, ECOSYSTEM RESOURCES, MATH LOGIC PUZZLE, SYMBIOSIS READING
7	106202502	8187	BMO Credit Card	1/6/2025 0:00	\$102.98	104208	E	01	050	830	SCHWALBACH - J HARWOOD - BIT, PAINT, WRECKER
7	106202502	8187	BMO Credit Card	1/6/2025 0:00	\$341.94	104209	E	01	050	830	SMITH AUTO - J HARWOOD OIL FILTERS, OIL, BATTERY,
7	106202502	8187	BMO Credit Card	1/6/2025 0:00	\$21.38	104210	E	01	050	000	AMAZON - NIBBE- ART SUPPLIES FOR CLASSROOM
7	106202502	8187	BMO Credit Card	1/6/2025 0:00	\$830.92	104211	E	01	005	417	AMAZON - DARDIS - GAMES, BOOKS, PAINT BRUSHES, PAINT, CRAFT KITS, CLIPBOARDS, MARKERS, FOLDERS, RULERS, PUZZLE
7	106202502	8187	BMO Credit Card	1/6/2025 0:00	\$915.26	104212	E	01	050	830	ARNOLD MOTOR SUPPLY - J HARWOOD - LOCKOUT TOOL, REPAIR CRANKSHAFT, RECONDITION RODS
7	106202502	8187	BMO Credit Card	1/6/2025 0:00	\$113.93	104213	E	01	005	417	AMAZON - DARDIS - HOLE PUNCH, FILE FOLDERS, CARDSTOCK, LAMINATOR SHEETS
7	106202502	8187	BMO Credit Card	1/6/2025 0:00	\$0.85	104201	E	01	050	000	SCHWALBACH - JOHNSON - NUTS, BOLTS, NAILS
7	1204202403	7740	REVTRAK, INC	12/5/2024 0:00	\$75.00	103807	R	04	005	321	REVTRAK CE REFUND

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description
				TOTAL:	\$703,124.04					
				TOTAL BY FUND						
				FUND 1	\$399,094.28					
				FUND 2	\$72,880.44					
				FUND 4	\$999.32					
				FUND 7	\$230,150.00					
				TOTAL :	\$703,124.04					

WINDOM AREA SCHOOLS			DETAIL REGISTER-P CARD REGISTER							DECEMBER 2024-JANUARY 2025		
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Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description	
BMOC		00016	INSTITUTE FOR EDUCATIONAL DEV.	1/6/2025 0:00	\$695.00	104134	E	01	005	417	DARDIS
BMOC		00016	INSTITUTE FOR EDUCATIONAL DEV.	1/6/2025 0:00	\$695.00	104134	E	01	005	417	QUADE
BMOC		00112	HILLYARD/SIOUX FALLS	1/6/2025 0:00	\$282.00	104157	E	01	005	000	BRUSH STRIP
BMOC		00112	HILLYARD/SIOUX FALLS	1/6/2025 0:00	\$196.32	104157	E	01	005	000	BRUSH STRIP
BMOC		00112	HILLYARD/SIOUX FALLS	1/6/2025 0:00	\$2,158.72	104157	E	01	005	000	RECON WOOD RESTORER-INV # 605682252
BMOC		00186	READ NATURALLY	1/6/2025 0:00	\$249.00	104156	E	01	330	740	READ LIVE LICENSES
BMOC		00186	READ NATURALLY	1/6/2025 0:00	\$135.00	104156	E	01	330	740	READ LIVE LICENSES
BMOC		00373	LINDE GAS AND EQUIPMENT INC.	1/6/2025 0:00	\$39.12	104135	E	01	050	000	GAS
BMOC		00373	LINDE GAS AND EQUIPMENT INC.	1/6/2025 0:00	\$117.36	104135	E	01	050	830	GAS
BMOC		00595	MASTER TEACHER	1/6/2025 0:00	\$149.90	104158	E	01	005	000	CUSTOM ETERNAL FLAME
BMOC		00595	MASTER TEACHER	1/6/2025 0:00	\$16.00	104158	E	01	005	000	PERSONALIZATION
BMOC		00595	MASTER TEACHER	1/6/2025 0:00	\$18.00	104158	E	01	005	000	SHIPPING
BMOC		00729	WM OF WI-MN	1/6/2025 0:00	\$1,054.33	104141	E	01	005	000	ELEMENTARY
BMOC		00729	WM OF WI-MN	1/6/2025 0:00	\$381.81	104141	E	01	005	000	HIGHLAND
BMOC		00729	WM OF WI-MN	1/6/2025 0:00	\$1,476.30	104141	E	01	005	000	MSHS
BMOC		01799	CULLIGAN	1/6/2025 0:00	\$1,417.50	104142	E	01	005	000	SOLAR SALT
BMOC		01799	CULLIGAN	1/6/2025 0:00	\$3.00	104142	E	01	005	000	FUEL SURCHARGE
BMOC		01933	WAL-MART	1/6/2025 0:00	\$352.00	104168	E	01	005	000	SERTA OFFICE CHAIRS
BMOC		02162	MCDOWELL AGENCY	1/6/2025 0:00	\$75.90	104137	E	01	005	000	BACKGROUND CHECKS
BMOC		02210	COLE PAPERS INC	1/6/2025 0:00	\$330.56	104165	E	01	005	000	CLOROX DISINFECTING WIPES
BMOC		02306	GRAINGER	1/6/2025 0:00	\$247.49	104144	E	01	005	380	BALL CONE SPRING CHECK VALVE
BMOC		02306	GRAINGER	1/6/2025 0:00	\$486.64	104169	E	01	005	369	DOOR LEVER LOCKSET BACKSET
BMOC		02306	GRAINGER	1/6/2025 0:00	\$548.04	104138	E	01	005	000	MID ARC CHROME AMERICAN STANDARD
BMOC		02306	GRAINGER	1/6/2025 0:00	\$421.52	104138	E	01	005	000	LOW ARC CHROME
BMOC		02306	GRAINGER	1/6/2025 0:00	\$920.98	104138	E	01	005	000	DOUBLE JOINT CHROME
BMOC		02452	CENTRAL RESTAURANT PRODUCTS	1/6/2025 0:00	\$139.99	104172	E	01	050	000	#91699 KRATOS FULL SIZE COOKER/WARMER
BMOC		02452	CENTRAL RESTAURANT PRODUCTS	1/6/2025 0:00	\$26.52	104172	E	01	050	000	SHIPPING
BMOC		02452	CENTRAL RESTAURANT PRODUCTS	1/6/2025 0:00	\$0.00	104172	E	01	050	000	QUOTE #Q628385
BMOC		03019	GODFATHERS PIZZA	1/6/2025 0:00	\$53.44	104170	E	01	005	000	PIZZA
BMOC		04666	INNOVATIVE OFFICE SOLUTIONS	1/6/2025 0:00	\$20.19	104131	E	01	005	740	UNV10501 FOLDER,FILE,1/3C,LTR,BE
BMOC		04666	INNOVATIVE OFFICE SOLUTIONS	1/6/2025 0:00	\$3.00	104131	E	01	005	740	SHIPPING
BMOC		04832	SMORE	1/6/2025 0:00	\$1,050.00	104133	E	01	005	000	SMORE TEAM ACCOUNT
BMOC		04891	SCHOOL NURSE SUPPLY	1/6/2025 0:00	\$21.94	104151	E	01	050	000	SUPPLIES
BMOC		1491	AMAZON.COM	1/6/2025 0:00	\$20.00	104148	E	01	005	000	BAD CHARGE OPEN AI CHATGPT SUBSCRIPTION

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description	
BMOC		1491	AMAZON.COM	1/6/2025 0:00	\$0.00	104148	E	01	005	000	CREDIT TO APPEAR ON JANUARY CC STATEMENT
BMOC		1491	AMAZON.COM	1/6/2025 0:00	\$16.99	104149	E	01	330	000	POST IT SUPER STICKY NOTES
BMOC		1491	AMAZON.COM	1/6/2025 0:00	\$14.39	104149	E	01	330	000	LABEL TAPE REPLACEMENT BLACK
BMOC		1491	AMAZON.COM	1/6/2025 0:00	\$12.99	104149	E	01	330	000	DYMO LETRA TAG LABEL MAKER REFILL WHITE PLASTIC TAPE
BMOC		1491	AMAZON.COM	1/6/2025 0:00	\$25.58	104149	E	01	330	000	NEENAH PREMIUM CARDSTOCK
BMOC		1491	AMAZON.COM	1/6/2025 0:00	\$10.99	104149	E	01	330	000	AMAZON BASICS FINE TIP POINT PERMANENT MARKERS
BMOC		1491	AMAZON.COM	1/6/2025 0:00	\$17.98	104149	E	01	330	000	MASKING TAPE
BMOC		1491	AMAZON.COM	1/6/2025 0:00	\$10.03	104149	E	01	330	000	AMAZON BASICS SELF ADHESIVE CATALOG MAILING ENVELOPES
BMOC		1491	AMAZON.COM	1/6/2025 0:00	\$19.98	104155	E	01	050	000	STERILE 2X2 GAUZE PADS 12P;Y
BMOC		1491	AMAZON.COM	1/6/2025 0:00	\$68.86	104155	E	01	050	000	ELASTIKON TAPE
BMOC		1491	AMAZON.COM	1/6/2025 0:00	\$15.10	104153	E	01	050	000	THE MARROW THIEVES
BMOC		1491	AMAZON.COM	1/6/2025 0:00	\$16.99	104152	E	01	330	740	ROTATING CASE FOR IPAD PRO
BMOC		1491	AMAZON.COM	1/6/2025 0:00	\$16.59	104152	E	01	330	740	BLUETOOTH KEYBOARD
BMOC		1491	AMAZON.COM	1/6/2025 0:00	\$5.33	104152	E	01	330	740	USB C TYPE C ADAPTER 2 PACK
BMOC		1491	AMAZON.COM	1/6/2025 0:00	\$42.96	104132	E	01	060	000	RETURNED LOCKS
BMOC		1491	AMAZON.COM	1/6/2025 0:00	\$16.70	104150	E	01	330	000	AERY BINDER TABS
BMOC		1491	AMAZON.COM	1/6/2025 0:00	\$23.65	104150	E	01	330	000	3 RING BINDER 2 INCH-4 PACK
BMOC		1491	AMAZON.COM	1/6/2025 0:00	\$58.99	104129	E	01	050	000	WHITE POSTER BOARD
BMOC		1491	AMAZON.COM	1/6/2025 0:00	\$41.04	104178	E	01	050	000	SWEATSHIRTS
BMOC		1491	AMAZON.COM	1/6/2025 0:00	\$19.98	104139	E	01	005	000	HOOKS FOR OUTDOOR STRING LIGHTS CLIPS
BMOC		1491	AMAZON.COM	1/6/2025 0:00	\$29.99	104139	E	01	005	000	BLUE CHRISTMAS LIGHTS
BMOC		1491	AMAZON.COM	1/6/2025 0:00	\$29.99	104139	E	01	005	000	YELLOW CHRISTMAS LIGHTS
BMOC		1491	AMAZON.COM	1/6/2025 0:00	\$16.99	104139	E	01	005	000	MAGNETIC HEAVY DUTY HOOKS
BMOC		1491	AMAZON.COM	1/6/2025 0:00	\$14.69	104160	E	01	330	000	TIC TAC TOE
BMOC		1491	AMAZON.COM	1/6/2025 0:00	\$7.82	104160	E	01	330	000	PLAYING CARDS
BMOC		1491	AMAZON.COM	1/6/2025 0:00	\$29.97	104160	E	01	330	000	PLAYING CARD CASE
BMOC		1491	AMAZON.COM	1/6/2025 0:00	\$13.29	104160	E	01	330	000	TETRA TOWER GAME
BMOC		1491	AMAZON.COM	1/6/2025 0:00	\$15.98	104160	E	01	330	000	TACO CAT GOAT CHEESE PIZZA
BMOC		1491	AMAZON.COM	1/6/2025 0:00	\$38.94	104160	E	01	330	000	CARD GAMES
BMOC		1491	AMAZON.COM	1/6/2025 0:00	\$3.26	104147	E	01	330	000	PLAYING CARDS, STANDARD
BMOC		1491	AMAZON.COM	1/6/2025 0:00	\$8.77	104147	E	01	330	000	TETRA TOWER GAME
BMOC		1491	AMAZON.COM	1/6/2025 0:00	\$6.66	104147	E	01	330	000	TACO CAT GOAT CHEESE PIZZA
BMOC		1491	AMAZON.COM	1/6/2025 0:00	\$7.99	104147	E	01	330	000	BARD GAMES GO FISH OLD MAID SLAP JACK AND MEMORY MATCH
BMOC		1491	AMAZON.COM	1/6/2025 0:00	\$11.89	104147	E	01	330	000	GAMIE 5 INCHES FOAM TIC TAC TOE
BMOC		1491	AMAZON.COM	1/6/2025 0:00	\$6.21	104167	E	01	060	000	LINED INDEX CARDS
BMOC		1491	AMAZON.COM	1/6/2025 0:00	\$20.08	104167	E	01	060	000	ALUMINUM FOIL
BMOC		1491	AMAZON.COM	1/6/2025 0:00	\$5.98	104167	E	01	060	000	MARBLES
BMOC		1491	AMAZON.COM	1/6/2025 0:00	\$25.73	104167	E	01	060	000	PLASTIC DINNER PLATES
BMOC		1491	AMAZON.COM	1/6/2025 0:00	\$29.62	104167	E	01	060	000	SAFETY GLASSES FOR KIDS
BMOC		1491	AMAZON.COM	1/6/2025 0:00	\$15.83	104167	E	01	060	000	MEASURING CUPS/SPOONS
BMOC		1491	AMAZON.COM	1/6/2025 0:00	\$5.72	104167	E	01	060	000	BLACK BEANS
BMOC		1491	AMAZON.COM	1/6/2025 0:00	\$26.99	104167	E	01	060	000	STACKABLE PLASTIC STORAGE BINS
BMOC		1491	AMAZON.COM	1/6/2025 0:00	\$10.59	104167	E	01	060	000	VINEGAR
BMOC		1491	AMAZON.COM	1/6/2025 0:00	\$8.99	104167	E	01	060	000	NAILS
BMOC		1491	AMAZON.COM	1/6/2025 0:00	\$25.98	104167	E	01	060	000	DISPOSABLE BATHROOM CUPS

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description	
BMOC		1491	AMAZON.COM	1/6/2025 0:00	\$17.98	104167	E	01	060	000	MAGNETIC HOOKS HEAVY DUTY
BMOC		1491	AMAZON.COM	1/6/2025 0:00	\$8.58	104167	E	01	060	000	ROUND HEAD BRASS FASTENERS
BMOC		1491	AMAZON.COM	1/6/2025 0:00	\$6.78	104167	E	01	060	000	TRAPPED IN A VIDEO GAME BOOK
BMOC		1491	AMAZON.COM	1/6/2025 0:00	\$22.49	104167	E	01	060	000	MEAL PREP CONTAINERS
BMOC		1491	AMAZON.COM	1/6/2025 0:00	\$9.99	104167	E	01	060	000	NAILS
BMOC		1491	AMAZON.COM	1/6/2025 0:00	\$9.76	104140	E	01	005	000	LEADING THE REBOUND BOOK
BMOC		1491	AMAZON.COM	1/6/2025 0:00	\$15.95	104140	E	01	005	000	THE GROWTH MINDSET PLAYBOOK
BMOC		1491	AMAZON.COM	1/6/2025 0:00	\$12.45	104140	E	01	005	000	POSITIVE MINDSET HABITS FOR TEACHERS
BMOC		1491	AMAZON.COM	1/6/2025 0:00	\$3.99	104140	E	01	005	000	SHIPPING
BMOC		1491	AMAZON.COM	1/6/2025 0:00	\$49.95	104154	E	01	050	000	ELASTIKON TAPE
BMOC		1491	AMAZON.COM	1/6/2025 0:00	\$239.90	104163	E	01	330	740	DREAMEGG WHITE NOISE MACHINE
BMOC		1491	AMAZON.COM	1/6/2025 0:00	-\$9.60	104163	E	01	330	740	DISCOUNT
BMOC		1491	AMAZON.COM	1/6/2025 0:00	\$117.18	104145	E	01	050	000	CRAMER ATHLETIC TAPE
BMOC		1491	AMAZON.COM	1/6/2025 0:00	\$9.99	104164	E	01	005	740	HEADPHONE SPLITTER
BMOC		1491	AMAZON.COM	1/6/2025 0:00	\$56.96	104162	E	01	330	000	REFUND CARD STOCK NEVER RECEIVED
BMOC		1491	AMAZON.COM	1/6/2025 0:00	\$9.99	104161	E	01	330	000	RAND MCNALLY EAST TO FOLD MINNEOSTA STATE LAMINATED MAP
BMOC		1491	AMAZON.COM	1/6/2025 0:00	\$49.95	104136	E	01	060	000	4 DIGIT COMBINATION LOCKER LOCK
BMOC		1491	AMAZON.COM	1/6/2025 0:00	\$25.11	104146	E	01	005	000	SCHOOL CULTURE REWIRED
BMOC		1491	AMAZON.COM	1/6/2025 0:00	\$33.90	104159	E	01	330	740	BRADYS HOUSE EXTENDABLE PLASTIC PLAYING CARD HOLDER
BMOC		1491	AMAZON.COM	1/6/2025 0:00	\$8.11	104130	E	01	330	000	AMAZON BASICS AP INVITATION ENVELOPES
BMOC		1491	AMAZON.COM	1/6/2025 0:00	\$25.58	104166	E	01	330	000	CARDSTOCK
BMOC		1491	AMAZON.COM	1/6/2025 0:00	\$14.39	104166	E	01	330	000	LETRA TAG LABEL MAKER REFILLS
BMOC		1491	AMAZON.COM	1/6/2025 0:00	\$15.99	104166	E	01	330	000	STICKY NOTES
BMOC		7823	CHAMPIONSHIP PRODUCTIONS, INC.	1/6/2025 0:00	\$39.99	104173	E	01	050	000	DAMION HAHN: BOTTOM POSITION AND STANDUPS
BMOC		7823	CHAMPIONSHIP PRODUCTIONS, INC.	1/6/2025 0:00	\$39.99	104173	E	01	050	000	SHORT OFFENSE SCORIMG FROM THE FRONT HEADLOCK
BMOC		7823	CHAMPIONSHIP PRODUCTIONS, INC.	1/6/2025 0:00	\$39.99	104173	E	01	050	000	THE CLAW SERIES TILTS & BREAKDOWNS
BMOC		7823	CHAMPIONSHIP PRODUCTIONS, INC.	1/6/2025 0:00	\$39.99	104173	E	01	050	000	JOHN SMITHS CHAIN WRESTLING FORMULA
BMOC		7823	CHAMPIONSHIP PRODUCTIONS, INC.	1/6/2025 0:00	\$39.99	104173	E	01	050	000	JOHN SMITHS SET UPS AND AMP
BMOC		7823	CHAMPIONSHIP PRODUCTIONS, INC.	1/6/2025 0:00	\$13.75	104173	E	01	050	000	SHIPPING
BMOC		8025	TEACHERS PAY TEACHERS/TEACHERS	1/6/2025 0:00	\$60.24	104143	E	01	330	740	MULTIPLE RESOURCES
BMOC		8611	SMARTCARE	1/6/2025 0:00	\$83.33	104176	E	04	005	321	MONTHLY SMARTCARE FEE
BMOC		8907	HEGGERTY	1/6/2025 0:00	\$169.00	104128	E	01	330	000	EARLY PRE-KINDERGARTEN CURRICULUM 2021
BMOC		9161	ADOBE INC.	1/6/2025 0:00	\$14.89	104177	E	01	005	000	CREATIVE CLOUD APP
BMOC		9365	KATOM RESTAURANT SUPPLY INC	1/6/2025 0:00	\$0.00	104175	E	01	050	000	QUOTE #685477
BMOC		9365	KATOM RESTAURANT SUPPLY INC	1/6/2025 0:00	\$1,929.00	104175	E	01	050	000	842-CGD2DR48 REFRIGERATOR 2 DOOR
BMOC		9365	KATOM RESTAURANT SUPPLY INC	1/6/2025 0:00	\$2,098.00	104175	E	01	050	000	842-CGD1DR16 REFRIGERATOR 1 DOOR
BMOC		9365	KATOM RESTAURANT SUPPLY INC	1/6/2025 0:00	\$2,909.10	104175	E	01	050	000	231-2102EST120208 CITATION POPCORN MACHINE
BMOC		9365	KATOM RESTAURANT SUPPLY INC	1/6/2025 0:00	\$45.00	104175	E	01	050	000	SHIPPING
BMOC		9382	INTERNATIONAL RETT SYNDROME FOU	1/6/2025 0:00	\$15.00	104171	E	01	010	740	COMMUNICATIONS GUIDELINES PACKAGE
BMOC		9382	INTERNATIONAL RETT SYNDROME FOU	1/6/2025 0:00	\$2.50	104171	E	01	010	740	SHIPPING
BMOC		9385	COONEY BROTHERS LLC	1/6/2025 0:00	\$566.22	104127	E	01	005	380	RELIEF VALVE
BMOC		9385	COONEY BROTHERS LLC	1/6/2025 0:00	\$40.48	104127	E	01	005	380	SHIPPING
BMOC		9386	C RICHARDS LEATHER	1/6/2025 0:00	\$432.00	104174	E	01	050	000	LEATHER PATCH HAT
BMOC		9386	C RICHARDS LEATHER	1/6/2025 0:00	\$17.50	104174	E	01	050	000	SHIPPING
				TOTAL:	\$24,026.97						

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

Date of report January 2, 2025

For the Month Ending December 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)	7,228,615.70	1,978,612.90	37,324.21	999,542.01	406,390.58	7,838,620.22		7,838,620.22
Food Service Fund (02)	76,238.74	138,393.25		44,951.86	51,218.06	118,462.07		118,462.07
Community Service Fund (04)	261,089.77	64,162.55		27,189.16	1,289.02	296,774.14		296,774.14
Sub-Total Funds 01/02/04	7,565,944.21	2,181,168.70	37,324.21	1,071,683.03	458,897.66	8,253,856.43	0.00	8,253,856.43
Debt Service Fund (07)	1,706,728.92	487,867.08				2,194,596.00		2,194,596.00
Scholarship Fund (18)	21,465.78					21,465.78		21,465.78
Activity Account (21)	305,558.56	8,833.85	768.21		23,578.67	291,581.95		291,581.95
Sub-Total Funds 07/08/21	2,033,753.26	496,700.93	0.00	0.00	23,578.67	2,507,643.73	0.00	2,507,643.73
TOTALS	\$ 9,599,697.47	\$ 2,677,869.63	\$ 37,324.21	\$ 1,071,683.03	\$ 482,476.33	\$ 10,761,500.16	\$ -	\$ 10,761,500.16

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	1.83%	486,039.92			30,615.44	-	-11,495.09	443,929.39
CASH ON HAND, games & concessions		75.00						75.00
CASH ON HAND, food service		250.00						250.00
MSDLAF+ LIQUID	4.34%	784.48						784.48
MSDLAF+ MAX	4.41%	5,524,879.34						5,524,879.34
MSDLAF+ TERM	4.51% - 4.6%	4,500,000.00						4,500,000.00
BANK MIDWEST-ACTIVITY ACCOUNT	3.05%	294,211.63			2,629.68			291,581.95
Treasurer's Bal. Per Books		\$ 10,806,240.37			\$ 33,245.12	\$ -	\$ (11,495.09)	\$ 10,761,500.16

Other Reconciling Items - ICS Sweep Adjustment, Dec Payroll Adjustments

DEC 10 2024

12-10-24

ECFE Parent Educator Position

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

To Whom it May Concern,
I am interested in continuing on as the ECFE Parent Educator for the Winter Session.

Thank you for your consideration.
Gina Freiwald

Windom School District 177 Online Application

Caspers, Rachael - AppNo: 1103

Date Submitted: 12/16/2024

Personal Data

Name: Rachael S Caspers
(First) (Middle Initial) (Last)

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

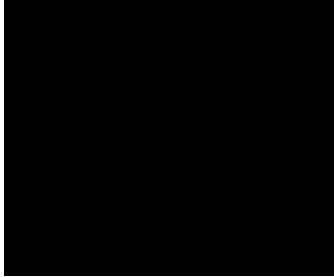
Other: Rachael S Cornellier
(First) (Middle Initial) (Last)

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

Position Desired:	Experience in Similar Positions
Secretarial/Clerical	
1. Secretary - 10 months	7 years
Substitute	
1. Substitute Paraprofessional	1 years
2. Substitute Teacher	-
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	
RC MOBILE NOTARY CLOSING AGENT		3014 Norway Ave Storden, MN 56174 6128654273		Rachael Caspers rach@notarytogomn.com	
Date From - Date To:	10/2020 -	Full or Part Time:	Part		
Reason for Leaving:	STILL WORKING				
May we contact this employer?	Yes				
Responsibilities/Accomplishments at this Position	Assist clients with closing out their loans to purchase, sell or refinance properties. Customer service, fax, email, schedule closings, scan, any and all office duties.				

Windom School District 177 Online Application

Harder, Derek - AppNo: 1142

Date Submitted: 12/10/2023

Personal Data

Name: Derek J Harder
(First) (Middle Initial) (Last)

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

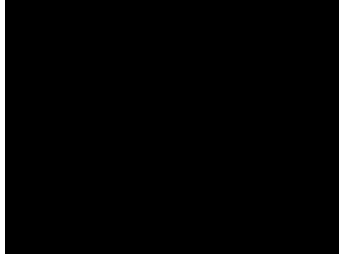
Other: (First) (Middle Initial) (Last)

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

Position Desired: **Experience in Similar Positions**
Substitute
1. Substitute Teacher 2 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	
Mountain Lake Public School Substitute Teacher HS		450 12th st n mountain lake, Mn 56159 5074272325		Michelle Larson 5074272325 mlarson@mountainlake.k12.mn.us	
Date From - Date To:	01/2022 -	Full or Part Time:	Sub		
Reason for Leaving:	N/A				
May we contact this employer?	Yes				
Responsibilities/Accomplishments at this Position					



DEC 14 2024

From the desk of Mr. Hanson

Room: 373

Phone: 507.831.6910

Email: ehanson@isd177.com

December 12, 2024

Jamie Frank, Superintendent Windom Area Schools:

It seems like it was just yesterday that I walked into the high school for my first day as a teacher here in Windom. Kari and I planned to stay here for 5 years and then move closer to the cities...it has been a long 5 years.

It is hard to believe that I have suddenly become the "old" guy on staff. I tell the kids I'm 35 (They don't believe me, and I don't know why...), but working with kids has always brought out the kid in me. I do feel like I'm 35...most of the time. It has been 32 years and in that time my family and I have so many positive memories. I have been challenged through the years teaching English in all grades 6-12 grades, 6th grade social, Mass Media, 5th grade, and was principal. Every day has been a new day with new experiences.

With all that said, the time has come to focus on things away from school...I now have 5 grandchildren. I have worked with so many wonderful people and have been given opportunities that I would not have had elsewhere. I am proud of the work that I have done, happy with what the district has done for my kids, and I am proud to say I taught in the Windom School District. My plan is to retire from teaching at the end of this school year.

Thanks to you and all the incredible people I have worked with throughout my career. I wish you and the district the best in the future. To me, Eagles will always soar higher.

Respectfully,

Eric D. Hanson





WINDOM AREA SCHOOLS

DISTRICT OFFICE
PO BOX 177
WINDOM, MN 56101

PHONE: 507-831-6901
FAX: 507-831-6919

WINDOM AREA
MIDDLE/HIGH SCHOOL

PHONE: 507-831-6910
FAX: 507-831-6919

WINDOM AREA
ELEMENTARY

PHONE: 507-831-6925
FAX: 507-831-6932

WWW.WINDOM.K12.MN.US

Early Resignation Agreement

WHEREAS, [TEACHER] *Eric Hanson* is employed as a continuing contract teacher with a minimum of five years of teaching experience employed by Independent School District No. 177, Windom (“School District”).

NOW, THEREFORE, IT IS AGREED by and between the School District and *Eric Hanson* as follows:

1. That *Eric Hanson* hereby resigns from employment with the School District effective at the end of the 2024-2025 school year.
2. That in consideration for *Eric Hanson’s* early resignation notice, the School District will pay the gross amount of \$ 2,000.00 to *Eric Hanson*. This payment will be made to *Eric Hanson* on or before June 30, 2025.
3. *Eric Hanson* shall be entitled to severance or other retirement benefits under the 2024-25 collective bargaining agreement between the School District and Education Minnesota – Windom to the extent that *Eric Hanson* is eligible for such benefits under the provisions of that collective bargaining agreement.
4. This Agreement constitutes the full and complete agreement between *Eric Hanson* and the School District regarding this payment. No agreements, promises, or representations exist outside the express terms of this Agreement.
5. If *Eric Hanson* returns to work in a full or part-time teacher’s capacity to the School District within 12 months of separation, *Eric Hanson* will repay the district \$2,000.00 including any payroll taxes.
 - a. Employee may return as a short or long term substitute or seasonal employee.

6. Attachment to this agreement shall be used for clarification of intent, purpose and execution of the contract.

7. This Agreement shall not become effective until it is approved by the School Board at a lawfully called and conducted meeting.

By signing below, each party represents that it has read, understands, and agrees to be bound by the terms of this Agreement.

Date: _____

Teacher

INDEPENDENT SCHOOL DISTRICT NO. 177, WINDOM

Date: _____

by _____
Board Chair

Date: _____

by _____
Board Clerk

Equal Opportunity Employer

JAN 06 2025

Dear Mr. B + Windom School Board,

I am writing to let you know that I will be resigning my preschool para position, effective Jan 20, 2025.

I appreciate the opportunity the past few months have afforded me to learn and grow as an educator. Sunshine Preschool is reopening its doors and that is where my heart lies. I will, therefore be leaving to return to my teaching position there.

I want you to know that I will still be available to sub as needed in the afternoons or all day Tuesdays or Fridays.

Respectfully Yours,

Marla J. Friesen
Jan 6, 2025

**2025 Board Meeting Dates –Meeting time 6:30
p.m. Windom City Council Chambers**

REGULAR MEETING DATES: (2 ND MONDAY OF THE MONTH)	BOARD WORK SESSION DATES (4 TH MONDAY OF THE MONTH)
JANUARY 13, 2025	JANUARY 27, 2025
FEBRUARY 10, 2025	FEBRUARY 24, 2025
MARCH 10, 2025	MARCH 24, 2025
APRIL 14, 2025	APRIL 28, 2025
MAY 12, 2025	Memorial Day-No Work Session
JUNE 9, 2025	JUNE 23, 2025
JULY 14, 2025	JULY 28, 2025
AUGUST 11, 2025	AUGUST 25, 2025
SEPTEMBER 8, 2025	SEPTEMBER 22, 2025
OCTOBER 13, 2025	OCTOBER 27, 2025
NOVEMBER 10, 2025	NOVEMBER 24, 2025(5pm-Due to Fall Band Showcase)
DECEMBER 8, 2025	



WINDOM AREA SCHOOLS

DISTRICT OFFICE
PO BOX 177
WINDOM, MN 56101

PHONE: 507-831-6901
FAX: 507-831-6919

WINDOM AREA
MIDDLE/HIGH SCHOOL

PHONE: 507-831-6910
FAX: 507-831-6919

WINDOM AREA
ELEMENTARY

PHONE: 507-831-6925
FAX: 507-831-6932

WWW.WINDOM.K12.MN.US

Resolution 011325C

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local education agency that uses the Education Identity Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local education agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOwA will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties and will revoke that user's access when it is no longer needed to perform their job duties.

Your school board or equivalent governing board must designate an IOwA to authorize user access to State of Minnesota Education secure websites for your organization. This EDIAM board resolution must be completed and submitted to the Minnesota Department of Education annually, as well as any time there is a change in the assignment of the Identified Official with Authority.

It is strongly recommended that only one person at the local education agency or organization (the Superintendent or Director) is designated as the IOwA. The IOwA will grant the IOwA Proxy role(s).

Designation of the Identified Official with Authority for Education Identity Access Management

Organization Name: Windom Public School District 0177-01

6-Digit or 9-Digit Organization Number (e.g. 1234-01 or 1234-01-000): 0177-01

The Director recommends the Board authorize the below named individual(s) to act as the Identified Official with Authority (IOwA) for this organization:

Print Name: Jamie Frank

Title: Superintendent

Board Member Signature:

Name: _____

Date: _____



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MIDDLE/HIGH SCHOOL

PHONE: 507-831-6910
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WINDOM AREA
ELEMENTARY

PHONE: 507-831-6925
FAX: 507-831-6932

WWW.WINDOM.K12.MN.US

Resolution 011325D

Member _____ introduced the following resolution and moved its adoption:

Resolution Directing the Administration to Make Recommendations for Reductions and Revenue Enhancements and the Reasons Therefore.

WHEREAS, the financial condition of the school district dictates that the school board must reduce expenditures immediately, and

WHEREAS, the reduction of expenditures must include discontinuance of positions and discontinuance or curtailment of programs, and

WHEREAS a determination must be made as to which employees' contracts must be terminated and not renewed and which employees may be placed on unrequested leave of absence without pay or fringe benefits in effecting discontinuance of positions,

BE IT RESOLVED, by the Independent School District No. 177 as follows:

That the School Board hereby directs the Superintendent of Schools and administration to consider the discontinuance of programs or position to effectuate economics in the school district and make recommendations to the school board for the discontinuance of programs, curtailment of programs, discontinuance of positions or curtailment of positions.

The motion for the adoption of the foregoing resolution was duly seconded by _____
Voting in favor: _____ Voting Against: _____ Absent: _____ upon vote being taken motion was declared duly passed and adopted.

Resolution 011325B

Member _____ introduced a resolution to grant signatory authority for district bank accounts to:

- Chairman of the Board of Education
- Clerk of the Board of Education
- Treasurer of the Board of Education
- Peggy Pfeffer, District Finance Director/Business Manager
- Jamie Frank, Superintendent of Schools

The above named persons will be able to invest surplus funds in accordance with MN laws and District Policy, make wire transfers and sign checks written on district accounts. The following accounts will require the signature of all three board members listed above:

- General Fund Account
- Petty Cash Account
- Investment Account

Member _____ seconded the motion. The following members voted in favor of the motion: _____ . Those opposed: _____ whereupon the motion was declared duly passed and adopted.

BOARD COMMITTEES REQUIRED BY POLICY 213					
AUDIT(FINANCE)		BUILDING & GROUNDS		POLICY	
1	Chair	1	Klassen	1	Miller
2	Vice Chair	2	Mews	2	Steffen
3	Treasurer	3	Bordewyk	Alt	Liepold
		Alt	Jones		
SALARY NEGOTIATIONS COMMITTEES					
SUPER/BUS MANAGER		PRINCIPALS ADMIN		LICENSED STAFF	
1	Chair	1	Mews	1	Jones
2	Vice-Chair	2	Miller	2	Mews
3	Clerk	3	Liepold	3	Klassen
Cust, Sec/Para, Food Service		TRANSPORTATION		SPRVRS/OFFICE STAFF	
1	Jones	1	Mews	1	Miller
2	Steffen	2	Miller	2	Jones
Alt	Liepold	Alt	Bordewyk	Alt	Mews
BOARD REPRESENTATIVES					
ADVISORY COMMITTEE REP		VOCATIONAL REP		COMMUNITY ED REP	
1	Middle-Bordewyk	1	Mews	1	Liepold
Alt	Liepold				
1	Elem - Miller	Alt	Jones	Alt	Bordewyk
Alt	Steffen				
HEALTH & SAFETY REP		FOUNDATION REP		INTEGRATION REP	
1	Klassen	1	Miller	1	Steffen
2	Miller	2	Jones	2	Liepold
Alt	Mews	Alt	Klassen	Alt	Bordewyk
MNSHSL REP/ CURRICULAR		STAFF DEVELOPMENT REP		CITY/COUNTY/SCHOOL REP	
1	Steffen	1	Miller	1	Miller
2	Klassen	2	Steffen	2	Steffen
				Alt	Mews
OUTREACH GROUPS					
A.	MT. LAKE	1	Jones		
		2	Klassen		
B.	HERON LAKE-OKABENA	1	Miller		
		2	Liepold		
C.	RED ROCK CENTRAL	1	Mews		
		2	Liepold		
D.	JACKSON COUNTY CENTRAL	1	Miller		
		2	Jones		
E.	SWWC SERVICE COOP	1	Mews		
		2	Jones		
		3	Steffen		

Officers	
Chair	Joel
Vice Chair	Angie
Treasurer	Barb
Clerk	Bruce

Resolution 01142025A

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.

\$100.00 from Karen & Charles Dewanz for the Weekend Backpack Program
\$2000.00 from Ag Builders for the Weekend Backpack Program
\$150.00 from Midwest AG Advisors, Inc. for the Weekend Backpack Program
\$400.00 from American Lutheran Church for the Weekend Backpack Program
\$20.00 from Anonymous/Toro for the Weekend Backpack Program
\$750 from the Windom Lions Club for the Weekend Backpack Program
\$50.00 from Laura Piotter for the Weekend Backpack Program
\$500.00 from Don Brugman for the Weekend Backpack Program
\$55.00 from Bethany Lutheran Church for the Weekend Backpack Program
\$500.00 from Dana and Leland Krumrey for the Weekend Backpack Program
\$500.00 from Donovan and Gail Olson for the Weekend Backpack Program
\$350.00 from KBQ Inc. for Brooklyn Roll's Eagle Achievement Project.
\$2,000.00 from Midway Farm Equipment, Inc. for the Football program.
\$25 from Steven Elness/Class of 1966 State Basketball Team for the AD/Athletic Hall of Fame
\$200 from James Nelson/Class of 1966 State Basketball Team for the AD/Athletic Hall of Fame
\$100 from Robert Bullard/Class of 1966 State Basketball Team for the AD/Athletic Hall of Fame
\$250.00 from Thomas Forsberg/Class of 1966 State Basketball Team for the AD/Athletic Hall of Fame
\$200.00 from Patricia Bretzman for the Weekend Backpack Program
\$629.08 from the Windom Bantam Hockey Team for the Weekend Backpack Program
\$400.00 from Bank Midwest for the Weekend Backpack Program



January 13, 2025

What has happened:

- PBIS Expectation Rotations-Review of expectations for the cafeteria, playground, ipad, restrooms, halls, and classrooms.
- Starting Winter Benchmark testing. We use the FastBridge suite of assessments 3 times a year.
 - Determine current levels of each student
 - Identify needs
 - Group students based on needs
 - Work to close gaps and/or accelerate

What is coming:

- Family Engagement Night January 14-Seat Belt and Car Seat Safety
- LETRS Live Training January 20
- Kiwanis Terrific Kid in January
- PTO movie event Jan 31

Other News:

- READ Act ELA curriculum adoption. We have chosen a k-4 curriculum to present for your approval. A team of teachers will plan to present in February.
- Bridges has also been looking at a new curriculum to meet the needs of the READ Act. We have narrowed this down to two options.
 - *New preschool curriculum includes concepts of reading, mathematics, science, social and emotional learning, life skills, and fine and gross motor skills. There is a LOT packed into 3 hours at Bridges!
- Still looking for paraprofessionals especially at our preschool, so if you know of anyone, let them know!

Questions?

Windom Area Middle School Board Report

2024-2025



January 13, 2024

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

1. **STAR Testing Window** - The STAR Math and Reading Testing window is open from January 6 - 24. Students will be taking the assessment to help us guide instruction and determine support for our Windom Eagles. We take this assessment very seriously, occurring in the fall, winter, and spring.
2. **Last Day of 2nd Quarter** - The final day of the 1st semester/2nd quarter is January 17. This day will be an early out for students with dismissal at 12:35. Teachers will work on grading and preparing for the 2nd semester in the afternoon.
3. **Staff Development** - On January 20, there will be no school for students and staff development for our teachers. We are looking forward to a day of growth for all of us.
4. **MS Discipline Data for December** -
 - a. 15 Office Referrals in 2024, 53 in 2023
 - b. December 20 - Eagle Pride Holiday Celebration
 - i. Students with outstanding detentions made up their time before joining the Holiday Celebration.
5. **Growth Area for myself - Communication Between Special Education Teachers and General Education Teachers**
 - a. I'm working with Leadership Committee Members, PLC Leaders, and others to improve our communication so our students can meet their fullest potential.
6. **HAPPY NEW YEAR!**



1/13/2025 - 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

- Here are the links to the December Eagle Eye MS & HS Updates
 - English Eagle Eye: <https://secure.smore.com/n/ndzeg6>
 - Spanish Eagle Eye: <https://secure.smore.com/n/ruy5a>
- Senior mural proposal



- - Location would be next to 2024 mural in Junior Hall
- We had an excellent close to the 2024 calendar year, huge thanks to BARC & the Windom State Theater for hosting our 9-12 graders for a movie reward on December 20
- At our monthly staff meeting in December we celebrated staff with some midyear rewards, this week we are doing some mid year reflection on student engagement and growth as educators
- We are excited to welcome our new Student Services office Secretary Rachael Caspers
- I want to extend a note of thanks to all of our board members as we are into School Board Appreciation Month!
- CEO is having an investor Thank You breakfast on Thursday, Jan. 23 - our 23-24 year end report will be delivered
- Captain's Council continues to do excellent work with our athletes - in January &

February the topics are fear of failure and overcoming it as well as perseverance and we have a great local speaker planned for February!

- We welcomed MN House Representative Marj Fogelman to be Principal for a Day on Thursday, Jan. 9
- I will be attending a LYFT conference in Redwood with Mrs. Squires Jan 16
- End of Qtr 2 & Semester 1 is Jan 17 - I plan to bring end of semester data on grading and attendance for our Feb 10 meeting
- I will be out of the office Jan. 29-31 attending the MASSP winter conference

Windom Area School Board Handbook



Last Updated: 12/6/24

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Introduction

Navigating This Handbook

The purpose of this handbook is to outline the board’s operating procedures and norms. It also includes important information on policies, meetings, committees, partnerships, and communication. Its ongoing guidance is meant to enable each board member to fulfill essential governance duties and to exercise their responsibilities as a board member, while also providing expectations and standards of behavior for the conduct of the board.

Handbook Maintenance and Review Procedure

- Annually, the handbook will undergo a review by the board. As part of this review, the board will:
 - Review mutual expectations of board norms;
 - Seek input and feedback regarding best practices, as needed;
 - Check the MSBA website for suggested handbook updates;
 - Adopt the updated handbook by a majority vote of the board.
- Board members may propose additions/revisions to the handbook by sending an email to the chair and superintendent requesting to add “handbook discussion” as a topic for an upcoming working session.
- The handbook may be updated to reflect adopted policy changes without further board action;
- Hyperlinks within the handbook may be updated without further board action;
- The date this handbook was last reviewed, updated, and/or revised, is included on the cover page of this handbook.

District Information

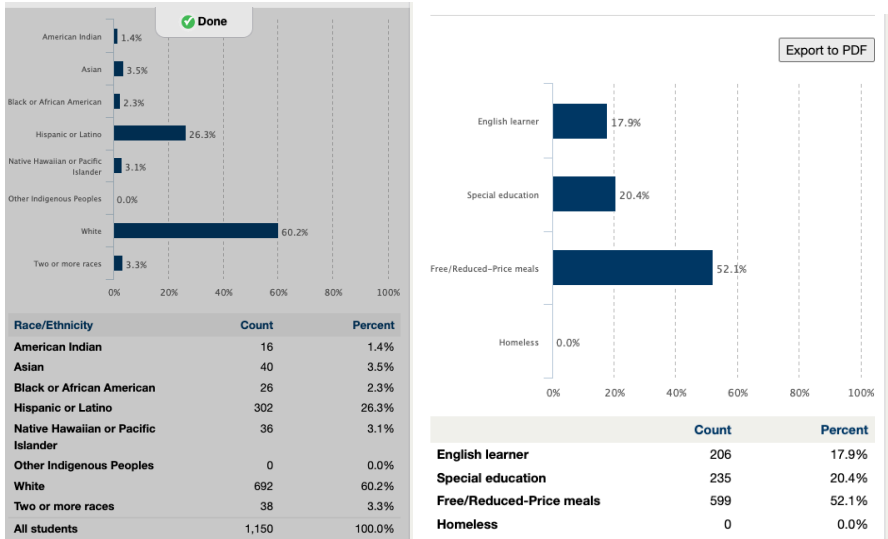
The effectiveness of your decisions as a board member hinges on your knowledge of the district’s schools, staff, students, and the communities they inhabit. Recognizing the specific needs and aspirations of Windom Area Schools will empower you to advocate for policies and initiatives that truly enhance our educational outcomes. By engaging with this information, you will not only enhance your ability to make informed decisions but also build trust and credibility with fellow board members, the community, staff, and students alike. Let this knowledge serve as the foundation of your tenure, guiding your decisions and initiatives to foster an environment where every student can succeed.

District Identity

Windom Area Schools is located in Windom Minnesota serving approximately 1150 students in Kindergarten through 12th grade.

- History of the District – Windom Schools was established in 1893. The current high school was built in 1973 and the Middle School Addition and Gym Area was constructed in 2000. Windom Elementary was built in 2020. WAS owns four buildings: Highland Early Learning Center, Winfair (leased to SWWC), the Elementary School and the Middle High School.

- Demographics –



Points of Pride –The elementary school was named a MN School of Excellence in 2019-2020. We take pride in our CTE (Career Tech Ed) Center, College in the Schools courses, and the vast array of extracurricular activities available to students.

- Programming – Bridges Preschool, Windom Elementary, Middle High School
- Community Partnerships – Booster Club, Elementary PTO, Middle School Advisory, SWWC, Law Enforcement Center, Chamber, DVHHS, Greater MN, MN West, SMSU, MSU, Windom Area Health, Sanford, Avera, Kiwanis, local churches, and others.

Leadership Directory

Board Members

Name	Board Position	Phone Number	Email Address
Joel Bordewyk		605-496-2656	jbordewyk@isd177.com
Angie Klassen		507-822-2405	aklassen@isd177.com
Bruce Mews		507-822-5664	bmews@isd177.com
Brianne Miller		507-832-9209	bmiller@isd177.com
Barbara Jones		507-822-3229	bjones@isd177.com
Matt Steffen		507-822-1900	msteffen@isd177.com
Lynn Liepold			lliepold@isd177.com

Superintendent's Office

Name	Position	Phone Number	Email Address
Teresa Haken	Administrative Assistant	507-832-8732	thaken@isd177.com
Jamie Frank	Superintendent	507-822-0707	jfrank@isd177.com

Leadership Cabinet

Name	Position	Phone Number	Email Address
Peggy Pfeffer	Business Manager	507-832-8734	ppfeffer@ids177.com
Doug Holtz	Director of Buildings and Grounds	507-832-8740	dholtz@isd177.com
Jacob Johnson	Activities Director	507-832-8744	jjohnson@isd177.com
Ryan Christoffer	Director of Technology	507-832-8730	rchristoffer@isd177.com
Corey Barfknecht	Preschool & Elementary Principal	507-832-8742	cbarfknecht@isd177.com
Dane Nielsen	Middle School Principal	507-832-8736	dnielsen@isd177.com
Bryan Joyce	High School Principal	507-832-8738	bjoyce@isd177.com
Kathryn Ralston	Director of Special Education	N/A	Kathryn.Ralston@swsc.org

District Facilities

Building	Address	Phone Number
Highland Early Learning Center	68 10th Street, Windom, MN 56101	507-832-8746
Windom Elementary	1200 17th Street, Windom, MN 56101	507-831-6925
Middle High School	1400 17th Street, Windom, MN 56101	507-831-6910
Winfair - leased to SWWC	1454 6th Avenue, Windom, MN 56101	507-831-6935

[Schedule a Facility Visit or Tour](#)

You have the same right as a parent or community member to visit the schools in your district as long as you adhere to the procedures the district has for visitors. You may also visit the schools in an official capacity with the board's authority or to fulfill a specific duty required of you as a board member. In any event, be sure to communicate with the superintendent and building administrator to schedule your visit.

You should use school visits to build good working relations with building principals and staff, to celebrate the positive accomplishments of the schools, and to show your pride as a member of the board. Look for opportunities to visit when a school is hosting a special event or recognition program for students and staff.

The superintendent does walk-throughs periodically of the buildings and will be invited to attend as it works in your schedule. If there is an area of interest, please let the superintendent know of your wishes and she will schedule a walk-through.

Strategic Framework

Mission Statement

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

Vision

Learning. Leading. Excelling. Together.

Core Values

- Safe, Respectful Learning Environment
- High-Quality Education
- Opportunities for All (Academic, Athletics, Arts)
- Collaboration amongst all stakeholders

Belief Statements

We believe:

- Respect, integrity, self-worth, and honesty are the Windom Way.
- Every student has the right to a high-quality education that meets their individual needs.
- Learning is a collaborative effort among students, staff, family, and the community.
- All students deserve a safe learning environment.
- The District is very proud of the Strategic Plan which was written in 2022-2023. [Please click here to view the plan in its entirety.](#)

References for Further Information

Handbooks:

[Elementary Handbook](#)

[Middle High School Handbook](#)

[Policy Manual](#)

Contracts:

[Teacher's Contract](#)

[Para Contract](#)

[Secretary, Custodian, Food Service Contract](#)

[Admin Contract](#)

[Superintendent Contract](#)

Reports for MDE:

[World's Best Workforce/Comprehensive Achievement and Civic Readiness Report
Achievement and Integration](#)

[Literacy Plan](#)

[QComp Goals](#)

Board Membership

When considering your governance role, embracing the procedural steps that underpin the integrity of the democratic process is paramount. From post-election procedures to the establishment of board offices, each action reflects your commitment to transparency and accountability. By being diligent in these duties, you acknowledge the trust placed in you by constituents. Prioritizing effective governance ensures you serve the community and prioritize the needs of students.

[Committee Assignments](#)



Post-Election Procedures

Canvass and Declaration of Results

Between the third and tenth days after a district election, the board must canvass the returns and declare the results of the election. [Minn. Stat. 205A.10, Subd. 3.](#)

Certification of Results

The district clerk shall certify the results of the district election to the county auditor. [Minn. Stat. 205A.10, Subd. 3.](#)

Issuance of Certificate of Election

After canvassing the election and the time for contesting an election has passed (seven days after the canvassing board has declared the result of the election), the board shall issue a certificate of election to the candidate for each office who received the largest number of votes cast for the office. If there is a contest, the certificate of election to that office must not be issued until the outcome of the contest has been determined by the proper court. [Minn. Stat. 205A.10, Subd. 3;](#) [Minn. Stat. 204C.40, Subd. 2.](#)

Campaign Financial Report Certification of Filing

The Certification of Filing is due no later than seven days after the general election. [Minn. Stat. 211A.05.](#)

Taking Office

Board members take office the first Monday in January. [Minn. Stat. 123B.14, Subd. 1.](#)

Official Oath of Office

The official oath of office is administered once elections have been canvassed, the candidates have turned in their certificate of campaign filing report, and the seven-day contest period has ended. When the contest period ends, the school election officer should give each winning candidate the certificate of election. Each winning candidate then has thirty days to sign the official oath and acceptance of office form in front of a notary. By signing this document, the individual officially becomes a board member on the first Monday in January. [Minn. Stat. 358.05](#).

Ceremonial Oath of Office

The ceremonial oath of office is usually administered at the organizational meeting on the first Monday in January (or as soon thereafter as practicable). While the official oath of office is required, the ceremonial oath of office is optional.

Organizational Meeting

On the first Monday in January (or as soon as practicable thereafter) each year, newly elected board members' terms of office begin, and boards must meet to organize for the year. [Minn. Stat. 123B.14, Subd. 1](#). During this meeting, ceremonial oaths of office may be administered, officers are elected, committee assignments are established, and meeting schedules are adopted. This process lays the groundwork for the board's operations, emphasizing collaboration and effective governance to serve the district and its stakeholders.

For more regarding organizational meetings see, [MSBA's First Monday in January Handbook](#).

District Intake Paperwork

District Customization –The district office will contact new board members after the election and what information the department representative will request or provide. Topics include:

- Providing a copy of the board handbook
- Providing a copy of school and board calendars
- Providing access to district electronic resources
- Completing onboarding paperwork
- Collecting contact information including home address and cell phone number and a photo
- Completing payroll paperwork
- Completing a background check
- Setting up a district email
- Scheduling a one-on-one meeting with the superintendent
- Scheduling a one-on-one meeting with your board mentor
- Providing MSBA login information
- Providing MSBA's contact information (Phone: 507-934-2450; [Online Inquiry Form](#))

Board Organization

Eligibility Requirements

To run for a board seat, you must be (1) at least 21 years old, (2) an eligible voter, (3) a district resident for at least 30 days prior to election/appointment, and (4) not convicted of a felony. [Minn. Stat. 123B.09](#); [Minn. Stat. 204B.06, Subd. 1](#).

Term of Office

Board members are elected to four-year terms and take office on the first Monday in January. The term of a member who has been appointed to fill a vacancy will be for the remainder of the predecessor's term until the date of the district's next general election. There is no limit on the number of consecutive terms a board member can serve. [Minn. Stat. 123B.09](#).

Filling Vacancies

A vacancy on the board can occur for a number of reasons including when a member dies, resigns, or ceases to be a resident of the district. All vacancies will be filled according to [Minn. Stat. 123B.09](#).

For more information, regarding filling vacancies see: [Steps to Fill a School Board Vacancy with Sample Application and Interview Questions](#).

Board Composition

School boards in Minnesota are made up of either six or seven members. Some exceptions have been created by special legislation, often for consolidated districts. The superintendent is an ex-officio (non-voting) member of the board. [Minn. Stat. 123B.09](#).

Board Offices

Officers of the board include chair, vice-chair (optional), clerk, and treasurer. These positions are determined annually at the organizational meeting. All board members, regardless of office, maintain equal rights and equal voices. See the Election of Board Officers section on page 27 for information regarding nominating and voting procedures.

Role of the Chair

- The chair, when present, shall preside at all meetings of the board, countersign all orders upon the treasurer for claims allowed by the board, represent the district in all actions, and perform all duties a chair usually performs.
- In case of absence, inability, or refusal of the clerk to draw orders for the payment of money authorized by a vote of the majority of the board to be paid, the chair may draw the orders, or the office of the clerk may be declared vacant by the chair and treasurer and filled by appointment.

Role of the Vice-Chair

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

Role of the Clerk

- The clerk shall keep a record of all meetings in the books provided.
- Within three days after an election, the clerk shall notify all persons elected of their election.
- On or before September 15 of each year, the clerk shall:
 - file with the board a report of the revenues, expenditures, and balances in each fund for the preceding fiscal year.
 - make and transmit to the Commissioner of the Minnesota Department of Education (Commissioner) certified reports, showing:
 - revenues and expenditures in detail, and such other financial information required by law, rule, or as may be called for by the Commissioner;
 - length of school term and enrollment and attendance by grades; and
 - other items of information as called for by the Commissioner.
- The clerk shall enter into the clerk's record book copies of all reports, the teachers' term reports, the proceedings of any meeting, and keep an itemized account of all expenses of the district.
- The clerk shall furnish to the county auditor, on or before September 30 of each year, an attested copy of the clerk's record, showing the amount of proposed property tax levy voted by the district or the board for school purposes.
- The clerk shall draw and sign all orders upon the treasurer for the payment of money for bills allowed by the board for salaries of officers and for teachers' wages and all claims, to be countersigned by the chair.
- The clerk shall perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.
- The clerk shall perform the duties of the chair in the event of the chair's and the vice-chair's temporary absences.
- By resolution, the board may combine the duties of clerk and treasure in a single person in the Office of Business Affairs. Typically, that single person almost always delegates at least some duties to others.

Role of the Treasurer

- The treasurer shall deposit the funds of the district in the official depository.
- The treasurer shall make all reports which may be called for by the board and perform all duties a treasurer usually performs.
- In the event there are insufficient funds on hand to pay valid orders presented to the treasurer, the treasurer shall receive, endorse, and process the orders in accordance with [Minn. Stat. 123B.12](#).
- By resolution, the board may combine the duties of clerk and treasure in a single person in the Office of Business Affairs. Typically, that single person almost always delegates at least some duties to others.

Associated Policy – [Policy 202 – School Board Officers](#).

Board Compensation

The clerk, treasurer, and superintendent of any district shall receive such compensation as may be fixed by the board. Unless otherwise provided by law, the other members of the board shall also receive such compensation as may be fixed by the board. All members of the board may receive reimbursement for transportation at the rate provided for in [Minn. Stat. 471.665](#). No board member or district employee shall receive any compensation or benefits based on incentives or other money provided to the district by or from a source of group insurance coverage referenced in [Minn. Stat. 471.6161, Subd. 1](#), except for a refund provided under [Minn. Stat. 123B.75, Subd. 10](#), or a wellness plan that is mutually agreed upon by the district and the exclusive representatives of employees.

Board Salaries are set at the Organizational Meeting In January of each year.

Set 2024 Board Salaries Current

- a. 2023 salary was set at \$3475.44 per board member per year. Note: last year the salary was not raised
- b. Board Chair – additional \$200/year
- c. Board Clerk – additional \$100/year
- d. Special meetings set at \$75/meeting.
- e. Out-of-town meetings at \$15.00 per hour maximum of 8hrs. Hours include travel time.
- f. Negotiations committee, Superintendent hiring committee, buildings/grounds, and project oversight committee (POC) rate of \$15.00 per hour.
- g. No deduction from stipend due to board member absence from meeting
- h. In odd years, board members receive \$700.00 technology stipend.

*Note: may be used for technology or internet services. The stipend is taxable.

Expense Reimbursement

Board members must submit an expense report to receive payment for special, out-of-town and committee/negotiations meetings and to be reimbursed for mileage or meals for overnight meetings, conventions or training. Original itemized receipts must be submitted along with the form, that form can be found by [clicking here](#). Payment for meetings and reimbursement of expenses happen through the payroll system, expense reports must be submitted to the business office by the 6th of the month to be included in that month's payroll.

Associated Policy –

[Policies 212](#) – *School Board Member Development*

[Policy 214](#) – *Out-of-State Travel by School Board Members*

[Policy 412](#) – *Expense Reimbursement.*

Learning the Job

Learning from Board Colleagues

One of the most valuable resources at your disposal, outside of this handbook, is the wealth of experience and knowledge possessed by your fellow board members and district staff. Engaging with them can significantly enhance your understanding of board operations, policies, and educational best practices. Your colleagues on the board bring diverse backgrounds and perspectives that can provide invaluable insights. Here are a few ways to leverage their experience:

Worksessions and Retreats – Participate actively in board workshops and retreats. These sessions are designed not only to address key issues but also to foster team building and collective learning. School board workshops are held the fourth Monday of each month. Retreats are held as needed.

Committee Participation – Join board committees that align with your interests and expertise. Working closely with other members on specific topics will deepen your understanding and contribute to your professional growth.

Mentorship

The district recognizes the importance of supporting new board members as they transition into their roles. To facilitate this, the district has implemented a mentorship program designed to provide guidance, support, and valuable insights. Each new board member will be paired with an experienced mentor who will help them navigate their responsibilities and become effective contributors to the board. This mentor will be a seasoned board member with a deep understanding of the district's operations, policies, and culture. The assignment will be made by the board chair in consultation with the superintendent to ensure a good match based on experience and areas of expertise.

To support you in this transition, you and your mentor will use the [MSBA New Board Member Orientation Year At-a-Glance](#) to guide you through your first year. This program aims to provide you with the knowledge, tools, and support necessary to become an effective and confident board member. Mentor and mentee should schedule a time before each school board meeting to check-in regarding the upcoming agenda, policies, and procedures.

Our orientation program is structured to ensure you receive a balanced combination of printed materials, hands-on training, and personal mentorship. Throughout the year, you will engage in various learning sessions, attend MSBA training events, and participate in board meetings and district activities. These experiences are designed to deepen your understanding of board operations, district policies, and educational goals. By the end of your first year, you will have a solid foundation to effectively contribute to the board's mission of providing quality education for all students. Mentors are encouraged to attend the workshops and trainings with the mentees to make the information more relevant and specific to the district.

Ongoing Professional Development

Continuous learning is crucial for effective governance. Board members are encouraged to participate in school board and related workshops and activities sponsored by local, state, and national school boards associations, as well as in the activities of other educational groups. Each board member shall receive training in school finance and management developed in consultation with the Minnesota School Boards Association. [Minn. Stat 123B.09, Subd. 2.](#) Below is a full list of MSBA's Learning to Lead Phase Workshops.

- [Learning to Lead – School Board Basics: Phase I Workshop](#)
- [Leadership Foundations – School Finance and Management: Phase II Workshop](#)
- [Building a High-Performance School Board Team: Phase III Workshop](#)
- [Representing Your Community Through Policy and Engagement: Phase IV Workshop](#)

Other MSBA Professional Development Opportunities – To learn more about these opportunities, see the [Workshops and Events](#) section of the MSBA website.

In District Workshops	Events
Mutual Expectations Workshop	Leadership Conference
School Board Self-Evaluation Workshop	Summer Seminar
Superintendent Search Workshop	Delegate Assembly
Superintendent Evaluation Workshop	Day at the Capitol
Regional Workshops	Advocacy Tour
Officers' Workshop	Coffee and Conversation Series
Negotiations Seminars	Board Chair Chat
	Monthly Webinars

District Customization – Contact Teresa Haken to register. Phase I and II are required for all board members as soon as possible. Phase III and IV are recommended to be completed within the first term.

Associated Policy – [Policy 212 – School Board Member Development.](#)

MSBA Series of Publications – New board members automatically receive the following publications to stay current on education related news.

- **eClippings** – Receive daily links to K-12 news from around the state.
- **Leader Newsletter** – Monthly updates regarding MSBA news and events, topical news items, administrative topics, and much more.
- **Journal Magazine** – Bimonthly magazine includes school features, exploration of leadership issues, in-depth stories on education trends, and a directory of vendors.

Other Professional Development Options:

MREA Conference- in Brainerd each year in November

National School Board Conference - location varies. Windom Schools will offer this on a 3-5 year rotational basis.

MSBA Conference - in Minneapolis each year in January.

It is strongly recommended that board members attend a conference of choice at a minimum one time per term.

Individual Board Membership

Duties as an Individual Board Member

The position of board member carries with it a profound responsibility to uphold the highest ethical standards. A commitment to integrity, transparency, and accountability will not only enhance the effectiveness of educational policies but also strengthen the community's confidence in the board's decision-making. Remember that your actions and decisions will help shape the future of our students, schools, and community. Let the Code of Ethics in District Policy 209 guide you in navigating the complexities of governance with unwavering moral clarity and purposeful dedication.

Associated Policy – [*Policy 209 – Code of Ethics.*](#)

Board Time Commitment

The time required to complete your board responsibilities will most vary by time of year. It will depend on how many meetings are scheduled, which committees you serve on, what issues are going on in the district at the time, and how much time you need to prepare for upcoming meetings. For example, if the district is going through a building project, hiring a superintendent, or developing the district budget, the time needed for board meetings may be more extensive. On average, however, you can anticipate spending about nine to twelve hours a month on board service.

Conflict of Interest

As a board member, you are expected to uphold the highest standards of integrity by actively avoiding any conflicts of interest in your official capacity. This means refraining from any personal financial involvement in district transactions such as sales, leases, or contracts you oversee or participate in. If a potential conflict arises, you must fully disclose your interests and abstain from decision-making processes related to those interests. You will operate under stringent guidelines to ensure that any exceptions to this rule are handled transparently, with unanimous consent and clear documentation. This approach maintains the community's trust and ensures all decisions are made solely in the best interest of the district and its stakeholders.

Associated Policy [*Policy 210 – Conflict of Interest*](#)

Working as a Board Team

At the heart of educational excellence lies the steadfast commitment of the board, entrusted with duties that shape the very fabric of our district's future. Defined by statute, yet driven by a passion for progress, the board's responsibilities encompass a profound dedication to nurturing thriving learning environments and supporting the endeavors of our administration. Crucial to fulfilling these responsibilities is the collaborative spirit of board teamwork, where collective wisdom and shared vision pave the path toward transformative change. By fostering an environment of mutual respect and collaboration, the board can harness its collective strength to address challenges, capitalize on opportunities, and ultimately, advance the educational journey of every student in our district.

Duties of the Board

- The board has powers and duties specified by statute. The board's authority includes implied powers in addition to specific powers granted by the legislature.
- The board exercises administrative functions. It also has certain powers of a legislative character and other powers of a quasi-judicial character.
- The board shall hire a superintendent to manage the schools of the district; adopt rules for their organization, government, and instruction; prescribe textbooks and courses of study; and make and authorize contracts.
- The board shall have the general charge of the business of the district, its facilities and property, and of the interest of the schools.
- The board, among other duties, shall perform the following in accordance with applicable law:
 - provide by levy of tax, necessary funds for the conduct of schools, the payment of indebtedness, and all proper expenses of the district;
 - conduct the business of the schools and pay indebtedness and proper expenses;
 - employ and contract with necessary qualified teachers and discharge the same for cause;
 - provide services to promote the health of its pupils;
 - provide school buildings and erect needed buildings;
 - purchase, sell, and exchange district property and equipment as deemed necessary by the board for school purposes;
 - provide for payment of claims against the district, and prosecute and defend actions by or against the district, in all proper cases;
 - employ and discharge necessary employees and contract for other services;
 - provide for transportation of pupils to and from school, as governed by statute; and
 - procure insurance against liability of the district, its officers, and employees.
- The board, at its discretion, may perform the following:

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

Associated Policy [-Policy 201 – Legal Status of the School Board](#)

Board Governance Model

The [MSBA Board Governance Model](#) delineates the distinct roles and responsibilities of the board and the superintendent, ensuring both governance and management functions are clearly articulated and understood. It outlines the board's role in setting expectations and parameters through policy adoption, budgeting, contracting, and focusing on student achievement for all. It also highlights the superintendent's responsibilities in providing leadership and supervision, thus ensuring policies and strategies set by the board are effectively implemented.

Standards for Board Leadership

The board is responsible to the community to govern efficiently and lead effectively to provide students an equitable education that results in high achievement. To assist in this journey, see the [Standards for School Board Leadership](#) developed by the MSBA. This document outlines best practices for board members and provides the standards we should strive to meet as part of a high-performing board team.

Attributes of High-Performing Board Teams

1. Everyone clearly understands the mission, goals, and role of the board; everyone knows who is, and who should be, doing what.
2. Board members are skilled in group leadership and/or membership functions.
3. Board members have a high degree of trust in one another.
4. Interaction occurs in a supportive atmosphere. Suggestions, comments, ideas, information, and criticism are all offered in a manner that is helpful. Respect is shown for varying team viewpoints.
5. Expectations for the group and its members are high. Goals are stretched.
6. The board is not dominated by an individual or sub-group; everyone participates and has the opportunity to influence the discussion.

7. The board has established procedures for operation including decision-making, conflict resolution, and meeting management.
8. The board is future focused. Decisions are made with long-term consequences and benefits in mind.
9. The board evaluates its performance periodically.

School Board Self-Evaluation

School Board self-evaluations can be an invaluable tool for assessing and enhancing the effectiveness of our governing body. This process allows us to reflect on our collective performance, identifying strengths, challenges, and opportunities for improvement. Engaging in a self-evaluation enables us to gain insights into individual contributions and understand the dynamics and overall functioning of the board. It also fosters open communication, promotes accountability, and strengthens teamwork among board members. By participating in the process, we can gain insights that will empower us to make informed decisions, enhance our effectiveness in serving the community, and contribute to the continuous improvement of the board's performance and impact.

· Learn about [MSBA's School Board Self-Evaluation in-district workshop](#).

Role of the Superintendent

The board employs a superintendent to lead and manage the district. The superintendent is an ex-officio, non-voting member of the board and the chief executive officer of the school system. The superintendent's duties and responsibilities are derived largely from three sources: statute, the employment contract, and the job description. Superintendents are responsible for the management of the schools, the administration of all board policies, and are directly accountable to the board. The superintendent must annually evaluate each principal assigned responsibility for supervising a school building in the district. Also, the superintendent may delegate responsibilities to other district personnel but shall continue to be accountable for actions taken under such delegation. [Minn. Stat. 123B.143](#).

Hiring a Superintendent

One of the most critical responsibilities of the board is the hiring of a superintendent. The selection of the superintendent is a decision that shapes the future of the district, influencing the quality of education, the effectiveness of school management, and the overall success of students. The importance of this decision cannot be overstated. The superintendent's vision and leadership directly impact educational outcomes and the district's ability to achieve its strategic goals. Therefore, it is imperative that the board conducts a thorough and meticulous search process, considering candidates' experience, leadership style, and alignment with the district's values and objectives. This decision requires careful deliberation and a commitment to finding a leader who will foster a positive educational environment, promote innovation, and address the diverse needs of the school community. In essence, the hiring of a superintendent is not just a routine administrative task but a defining moment that sets the course for the district's future.

Duties of the Superintendent (copied from contract):

The Superintendent shall have charge of the administration of the schools under the direction of the School Board. The Superintendent shall be the chief executive officer of the School District; shall direct and assign teachers and other School District employees under the Superintendent's supervision; shall organize, reorganize, and arrange the administrative and supervisory staff, including instruction and business affairs, as best serves the School District subject to the approval of the School Board; shall select all personnel subject to the approval of the School Board; shall, from time to time, suggest policies, regulations, rules, and procedures deemed necessary for the School District, and, in general, perform all duties incident to the office of the Superintendent and such other duties as may be prescribed by the School Board from time to time. The Superintendent shall abide by the policies, regulations, rules, and procedures established by the School Board and the State of Minnesota. The Superintendent shall have the right to attend all School Board meetings and all School Board and citizen committee meetings, serve as an ex-officio member of the School Board and all School Board committees, and provide administrative recommendations on each item of business considered by each of these groups.

Tenets of an Effective Board-Superintendent Relationship

Understanding and fostering a productive relationship between the board and the superintendent is critical for the success of our educational institution. The [17 Tenets of an Effective Board-Superintendent Relationship](#) provides a comprehensive guide outlining key principles and best practices for maintaining a collaborative and effective partnership. This document highlights essential responsibilities and expectations for both the board members and the superintendent, promoting a clear understanding of each party's role in governance and administration. By adhering to these tenets, our board can ensure decisions are made efficiently, communication remains open and transparent, and the strategic goals of our district are met.

Evaluating the Superintendent

Evaluation of a superintendent's performance is one of the board's most important responsibilities. The evaluation of the superintendent is an inherent managerial right of the board. Each board member should review the superintendent's employment contract to determine the evaluation-related provisions, if any, that may be included. Done correctly, an evaluation is a useful governance tool that helps drive school improvement. In fact, a high-quality evaluation process enhances positive school-superintendent relationships, improves communication, clarifies leadership roles, creates common understandings, and provides a mechanism for accountability and communication.

Windom Schools evaluates the Superintendent in July of each year. Each board member completes an individual evaluation. The chair compiles the results. These are delivered to the superintendent during a closed session in July. A summary is read by the chair at the following meeting.

Board Communication Guide

Communication Between Board Members

Adhering to guidelines for effective and lawful communication with your fellow board members is crucial. While open and collaborative communication is vital for the board's success, remember that discussions outside of official board meetings must be handled carefully to avoid violating the Minnesota Open Meeting Law (OML). This law requires any gathering of a quorum of board members, where official business is discussed, must be conducted in public and notice must be provided to ensure transparency. (See exceptions in the Closed Meeting Chart on pages 25.) Therefore, while informal discussions can be valuable for building relationships and exchanging ideas, avoid veering into areas of official board business unless they are part of a scheduled public meeting.

Building Collaborative Relationships – School governance is founded on the belief that a group of very different people representing various constituencies in their district can make better decisions than any one person alone. That diversity is the board's strength. It's best to be open-minded about the opinions of your fellow board members. Your goal should not be to change them to your point of view, but rather to determine the best solution to an issue by working together to try and accommodate all views. You want the students to be the “winners” — not one board member or another.

Addressing Team Dysfunction – Open communication is critical to the proper functioning of the board. If you feel the board is not functioning well, it may be appropriate to suggest a workshop where the board reviews its ground rules, board policies on board operations, and board/administrative relations that establish how the leadership team will function. If these ground rules and policies are not effective, then consider modifications to them. The board may want to hire a facilitator to assist with discussions to improve the board's working relations. MSBA can help with a custom board in-service tailored to the board's specific situation.

Guidelines for interacting outside a board meeting

- **Do Not Discuss Board Business.** Focus on topics such as general education trends, personal updates, or board training and development without steering into specifics of pending decisions or board business.
- **Be Cautious with Written Communication.** Exercise caution with emails, texts, and social media interactions among board members. Avoid group messages or email chains discussing board business that could be construed as a meeting.
- **Be Transparent with Your Intentions.** Always make the purpose of any gathering clear, ensuring it is social or educational in nature and not meant for making decisions or deliberations that should be reserved for official meetings.
- **Consider Public Perception.** When planning to meet outside of formal board meetings, consider how such gatherings might be perceived by the public. It's crucial to remember any appearance of conducting board business or decision-making outside of the designated public meetings could undermine community trust and confidence.

Associated Policy – [Policy 205 – Open Meetings and Closed Meetings.](#)

Situation	District Protocol
I have general questions about board governance and/or operation.	<i>Set a meeting with your mentor or the Superintendent.</i>
I have a concern or questions regarding board governance.	<i>-Set a meeting with the Superintendent and School Board Chair.</i>
I have a concern or questions regarding district operations.	<i>-Set a meeting with the Superintendent and School Board Chair.</i>

Communication with the Superintendent

A productive working relationship with the superintendent is vital to the success of the district. To do this, transparent communication is required. If you have questions or concerns, please call or email the superintendent to talk about it. If the questions are concerns or relate to negative feelings from the community, superintendents appreciate knowing about them in advance of the board meeting so they can come prepared to address them. It is appropriate to call the superintendent, set up a meeting to discuss questions, or send an email for simple questions or requests. When contacting the superintendent, it is important for you to keep the scope of such contacts within reason, to permit adequate time to receive a response, and to generally remain cognizant of the superintendent’s other responsibilities and demands on their time.

Situation	District Protocol
I have general questions about the district.	<i>Contact the Superintendent</i>
What if I disagree with a report or presentation to the board from the superintendent or other staff member?	<i>Contact the Superintendent and Board Chair.</i>

Communication with District Administrators and Staff

You will likely come in contact with district employees, including administrators, teachers, and other staff members. While there’s nothing wrong with talking to district staff, keep in mind that complaints should follow the chain of communication. Additionally, understand individual board members do not have authority to direct the work of district staff members.

Discussing Your Child with Staff – This can be a tricky area. No matter what you say about “speaking as a parent, not a board member,” it may be difficult for some teachers to separate your role on the board from your role as a parent. Some board members have indicated their significant others frequently take the lead in speaking to their children’s teachers. Make sure you’re not using your position as a board member to secure special treatment for your child. If there are issues you wish to discuss with a teacher, you should follow the normal procedures for contacting your child’s teacher to discuss them. Keep in mind that you do not relinquish your parental rights now that you’re a board member.

Communication with Constituents Including Staff, Students, Parents, and Community

Identify the person contacting you and ensure you have their contact information. Seek to understand the situation or interest but, generally, do not agree or commit to resolve it personally as that is not the role of individual board members.

Here are some general expectations:

- Do not agree to confidentiality or commit to limit your options of notification.
- Do not get involved in staff employment or contractual issues.
- Do not attempt to work with a parent who is working on behalf of an organized group rather than on behalf of their own student.
- When applicable, redirect the person to the appropriate staff person or administrator to address the concern. First, ask the parent to talk to the person with whom the issue is concerning. This could be a teacher, counselor, or the like. If the issue is not resolved, refer the parent to the principal. If the issue is not resolved, refer the parent to the superintendent. The superintendent appreciates knowing about these conversations so that she can follow up.
- Be alert to patterns of like concerns and notify the superintendent's office of the possibility.
- If the concern raises governance or public relations questions, contact the board chair in addition to the superintendent.
- Avoid forming and communicating opinions about a board decision before the board has discussed it in a board meeting.

Situation	District Protocol
If I get a phone call, email, or stopped in public from a constituent with concerns regarding the district.	<ul style="list-style-type: none"> - <i>listen to the concern and do not promise to fix the item.</i> - <i>refer them to the appropriate administrator.</i> - <i>contact the superintendent to let them know about the conversation/concern.</i>
If I get a phone call, email, or stopped in public from a constituent regarding the board's decisions.	<ul style="list-style-type: none"> - <i>listen to the individual and share the information with the Superintendent.</i>
If I get an email that is addressed to the entire board with concerns from a constituent.	<ul style="list-style-type: none"> - <i>listen to the individual and share the information with the Superintendent.</i>
There is a situation that requires the district's legal counsel to be contacted.	<ul style="list-style-type: none"> - <i>provide information to the Superintendent so that they can contact legal counsel.</i>

Engaging with the Community

Be proactive. The board can engage key stakeholders by inviting and appointing them to participate in standing and ad hoc committees, advisory panels, focus groups, forums, and surveys to describe a vision for the district, set its goals, plan strategically, align resources with goals, and other actions offering them an opportunity to learn about public education and to influence governance decisions. Encourage all members of the community to visit their schools. Invite them to extracurricular activities, schedule a grandparents' day, and offer tours. In public education, familiarity often breeds support.

Use a variety of means to engage community members, inform them about the district, and learn about their interests, priorities, and concerns. Print and electronic media, social media (be mindful of emerging trends for younger parents), the district's website, and face-to-face conversations all play important roles in a year-round district campaign to inform and to be informed.

While accentuating the positive — student successes and district progress — don't neglect the negative. Be the first to let the community know about clouds looming on the horizon, and what the board is doing to dispel them. The board should be ambassadors for the district by scheduling dialogues with a cross section of the community — preferably in their neighborhoods as well as in online forums. And be prepared to address negative comments and feedback in a positive, proactive manner.

In addition, consider the varying expectations of the district's constituents. The parents of seniors may have far different expectations than the parents of kindergartners, and elderly community members with no students in the district may want completely different types of communication.

Associated Policy – [Policy 612.1](#) – *Development of Parent and Family Engagement Policies for Title I Programs.*

Communication with the Media

It's important to handle media interactions with care to maintain the veracity and unified voice of the board. Maintaining a unified voice is crucial as it ensures all board communications are consistent, clear, and reflect the collective decisions and strategic direction of the board. This unified approach helps to build trust and credibility with the community, stakeholders, and the media.

Situation	District Protocol
If I am approached by the media regarding a concern or board decision.	<i>Share that the district has a communication process for communication and that they should contact the Superintendent.</i>

Communication on Social Media

Social media plays a significant role in board members' responsibilities. To use social media effectively while avoiding potential pitfalls, remember your posts should reflect well on your role and set a good example for students and the community. Be careful not to share personal, confidential, or legally protected information about students, employees, or board members. Opt for face-to-face or telephone conversations for private matters instead of using social media. Control your emotions and avoid posting in anger or frustration, as negative statements can have lasting consequences and may lead to legal issues. Always use polite language and refrain from abusive, profane, or offensive comments. Additionally, avoid posting on behalf of the district or sharing commercial messages linked to the district. Use social media primarily for listening, making announcements, and gathering feedback rather than conducting board business. Finally, ensure you comply with all relevant laws and district policies, including those related to acceptable use, harassment, discrimination, and privacy. Your online actions should always reflect the values and responsibilities of your position within the district.

Situation	District Protocol
I know about an upcoming district event that should be featured on social media.	<i>Contact the District Communication Coordinator to share the information.</i>
I saw a post containing false or misleading information regarding the board or district.	<i>Contact the Superintendent.</i>

Using a District Email

You should use a district email account for your board communications. While this creates another account to monitor, the extra effort is well worth it. As an elected official, your communications related to your office are presumed to be public data unless a provision of law makes part or all of the email private. Your emails may contain private personnel data ([Minn. Stat. 13.43](#)), private educational data ([Minn. Stat. 13.32](#)), correspondence with a private individual ([Minn. Stat. 13.601](#)), or protected medical information.

Members of the public may request access to public government data for any reason. Government entities must respond to these requests, and any work required to separate private data from public data, known as redaction, cannot be charged to the requester. The government entity must keep public data readily accessible, and redacting private data is its responsibility. Often, decisions about redaction need to be made by legal counsel, which adds to the expense.

If you use a personal or work email account, access to the public data may require you to turn over the personal or work device on which the emails are stored. If you use a district email address, the district's computer system can be searched to respond to public data requests. As a result, you do not have to worry about your personal or work devices being unavailable or about your personal or work information being shared with others.

Using a separate email account also separates your board work from personal or business correspondence. This reduces the number of emails that need to be searched in preparation for responding to a public data request, saving the district time and money.

Another reason this separation is helpful is in how you think about your emails related to board work. Remembering the presumed public status of what you write in emails to other board members, the superintendent, and other district personnel about board work can save you from explanations and embarrassment. Public data may end up on the local news or social media, so it is wise to keep this in mind as you compose emails related to board work.

A final consideration is the potential to violate the OML. If a two-way communication about board business occurs among a quorum of the board (or a quorum of a board committee), it results in an OML violation, and the emails create a record of the violation.

Communicating with Board Members Via Email – To ensure OML compliance, you are strongly discouraged from using email to communicate with other board members about issues within the board’s realm of authority, except for procedural elements like establishing meeting dates and locations. Generally, you should use email only for one-way communications to and from the board chair or superintendent to distribute information.

Situation	District Protocol
I have questions regarding an email I received from the board chair or superintendent.	<i>Call the Superintendent regarding this information.</i>
Another board member emailed me regarding board business.	<i>Contact the individual directly.</i>
I have important information that everyone on the board needs to know before the next board meeting.	<i>- Contact the Board Chair/Superintendent regarding the information, so that they can address this with item.</i>

References for Further Information

- MSBA’s Board Development and Recognition Program
- [MSBA Legal Requirements for School Board Members](#)
- [MSBA Common Acronyms Used in Education](#)
- [MSBA Glossary of Educational Terms](#)
- MSBA School Finance Guide
- [MSBA Election Manual](#)
- [MDE – School Finance Reports](#)
- MN House Research – Minnesota School Finance: A Guide for Legislators

Board Meetings and Governance

Board meetings are pivotal gatherings that dictate the course of educational policies and decisions within a district. Governed by a structured framework, these meetings encompass various types, from regular sessions to emergency convenings, each serving distinct purposes and following legal mandates outlined in Minnesota statutes. Moreover, the operational norms, roles of board officers, and adherence to parliamentary procedures shape the conduct of these meetings, ensuring efficiency, transparency, and accountability. In this comprehensive overview, we delve into the intricacies of board meetings, covering everything from meeting types and legal obligations to procedural guidelines and public participation protocols.



Meetings of the Board

Types of Meetings

Regular Board Meeting – Regular meetings of the board are held according to an established schedule. The schedule must be kept on file at the district office. No additional notice required unless the date, time, or place of the regular meeting is changed. [Minn. Stat. 13D.04, Subd. 1.](#)

Regular Board Meetings are typically held on the second Monday of each month at 6:30 in the City Council Chambers.

Special Meeting – The board may hold a special meeting to conduct business as needed. A special meeting can provide extra time for presentations, such as review of building-level outcomes, or to deal with an issue that arises but is not likely to be ongoing. A special meeting requires three days' notice (posted on the district's main bulletin board and either published in the official newspaper or mailed/delivered to those persons requesting notice) of the date, time, place, and purpose of the meeting. Board discussion and action must fall within the posted purpose(s) of the meeting. [Minn. Stat. 13D.04, Subd. 2.](#)

Emergency Meeting – The board may hold an emergency meeting called to deal with a situation that requires immediate board consideration and possible action, such as a response to a school fire, a school safety issue, etc. The board determines when an emergency meeting is needed. Good faith effort must be made to notify the news media that have requested notice in the same manner as notice is given to board members. If the situation allows for a three-day notice, hold a special meeting. [Minn. Stat. 13D.04, Subd. 3.](#)

- **Business:** At business meetings, boards take action on policies, contracts, bid awards, personnel appointments, etc. This meeting may be a regular, a special, or an emergency meeting.
- **Work or Study Session:** A work or study session is a meeting of the board with selected staff or presenters to study and discuss in depth matters which potentially will come before the board. This meeting may be a regular or a special meeting.
- **Retreat/Workshop:** This is a leadership team meeting for board members and the superintendent, often led by a professional facilitator and dealing with evaluation and/or development issues. This is usually a special meeting.
- **Committee:** Board committee meetings are covered by the OML. Other committee meetings that include board members may also be covered by the OML. [Minn. Stat. 13D.01, Subd. 1.](#)

Organizational Meeting – The first meeting in January will be devoted to business required for the proper organization of the board. The agenda may include:

- Seating new members including administering the ceremonial oath of office
- Electing officers for chair, vice-chair (optional), clerk, and treasurer
- Setting the dates, time, and location(s) for regular board meetings
- Setting board member compensation
- Establishing standing committees and committee members
- Passing a [Resolution for Combined Polling Places](#)
- Determining time, place, and manner for public comments
- Designating district depositories
- Selecting the official newspaper and the district’s legal counsel

Open Meeting Law (OML)

The Open Meeting Law ([Minn. Stat. Ch. 13D.](#)) is intended to preserve the rights of the public to observe actions and decisions of its representatives. To satisfy this, all meetings of the board will be open to the public for attendance, and a schedule of the board’s regular meetings and working sessions will include times and locations and shall be kept on file at the district office. (See the Closed Meeting Law Chart link below for exceptions). Additionally, the board will ensure a schedule of meetings is posted on the district’s website. The OML applies to all meetings of the public body and, in general, meetings of its committees and subcommittees. For the law to apply, a quorum (a majority of the members of the board) must be present. Although the responsibility to ensure meetings are properly noticed lies with the board, this operational activity is typically carried out by the staff member who functions as the clerk to the board.

Closed Meetings

Minnesota’s OML requires all board meetings to be open to the public with few exceptions. A public body must begin in an open meeting and state on the record the specific grounds permitting the meeting to be closed and describe the subject to be discussed. A majority vote is needed to close the meeting, with the time and place announced at the public meeting before going into closed session. Please review [Minn. Stat. 13D.05](#) before proceeding to close a meeting. For specific questions, consult with legal counsel.

For more information regarding closed meetings, see [MSBA’s Closed Meeting Law Chart](#).

Meetings Conducted by Interactive Technology

In the ever-evolving landscape of governance, technology has become an indispensable tool for facilitating communication and collaboration. Section 13D.02 of the Minnesota Statutes acknowledges this reality by outlining the conditions under which meetings governed by section 13D.01 can be conducted using interactive technology.

For more information regarding remote meetings, see [Minn. Stat. 13D.02 Meetings Conducted by Interactive Technology](#).

Meeting Operations

Attendance of Meetings

All board members are expected to attend all meetings. However, it is recognized scheduling conflicts will occur. If you are unable to attend a regular, special or committee meeting, please contact the School Board Chair, Superintendent, or School Board Secretary to share that you will not be able to attend. We will attempt to find another board member to cover the absence. If you are unable to attend, it is required that you watch the recording of the meeting, found [on the district website](#). This is critical for staying informed with the discussion and actions of the board in a timely manner. This also impacts the collaborative working relationship amongst board members.

Acceptable Dress Code

The expectation for the school board meeting or other meetings is business casual attire. For important events such as graduation the expectation is more of formal attire. If you would have questions, please contact the School Board Chair or Superintendent.

Location of Meetings

Regular Board Meetings and monthly Worksessions are held at City Hall in the Council Chambers.

Addressing Others

It is important to keep a strong present of formality at the meetings and maintain continued respect of all members present at the meeting. Using sir names is not a requirement but does create a more formal approach to the meetings. Since this is a formal meeting of the board it is important to address conversation, understand and respect of all as a part of the process for each meeting.

Presentations

Presentations at a board meeting are a common occurrence that is to provide information, data or background into some of the decisions that will be made at a school board level. Presenters should be allowed to address the board in an organized and respectful. Questions should wait until the end of the presentation in most cases and a member may request that they return at a later date for follow up on the information provided.

Voting

Each elected member of the board will have one vote. A roll call vote will be taken when required by law or when requested by any board member. Board members should speak up clearly and loud enough so that each board member and those in attendance can hear the vote and/or comments. Board members must speak directly into the microphones when utilized at a meeting.

Quorum of the Board

In order for a board meeting to be official and before any action can be taken by the board, at least a quorum of board members must be present. In the absence of a quorum, the only official action that the board may take is to adjourn the meeting. The gathering of a quorum constitutes a meeting if “members discuss, decide, or receive information as a group on issues relating to the official business of the district.”

Parliamentary Procedure During Meetings

The school board will follow the use of Robert's Rules of Order when conducting a meeting. If an item is not clear as to process or procedure the members will attempt to clarify the proper procedure prior to moving forward in the meeting.

Associated Policies – 203 Operation of the School Board Governing Rules and 203.1 School Board Procedures; Rules of Order.

Presiding Officer

The chair will preside over all board meetings. If the chair is unable to preside, the vice-chair (if one has been appointed), will perform the duties of the chair. Should both the chair and vice-chair be unable to preside, the clerk will perform the duties of the chair. In the unlikely event that the chair, vice-chair, and clerk are unable to preside, the treasurer will perform the duties of the chair.

Superintendent's Role in Board Meetings

The superintendent is a key person at all board meetings. The superintendent and chair commonly plan the meeting agenda together. The superintendent makes certain the meeting room is set up as required and all tools needed are available, such as audio or visual recording equipment, internet access, microphones, etc. Each item on the agenda is introduced by the chair; however, for discussion or action items, the superintendent or a designee is often asked to explain the issue.

Board Committees

Committees may be established to address recurring needs of the board. Committees are in place to make the board's work more efficient and effective. They serve in advisory capacities and bring recommendations to the full board for decision making. Board committees should meet as often as necessary to accomplish their work and should meet only when there is substantive work to be done.

2024 BOARD OF EDUCATION COMMITTEE/REPRESENTATIVE ASSIGNMENT

Board Approved:

BOARD COMMITTEES REQUIRED BY POLICY 213*

***AUDIT (Finance)**

1. Chair
2. Vice-Chair
3. Treasurer

***BUILDING AND GROUNDS**

1. Mews
2. Klassen
3. Stevens
Bordewyk - Alternate

***POLICY**

1. LaCanne
2. Miller
Mews- Alternate

*SALARY NEGOTIATIONS COMMITTEES

A. Superintendent /Business Manager

1. -Chair
2. Vice-Chair
3. Clerk

D. Custodians, Secretaries/Paraprofessionals, Food Service

1. Jones
2. Bordewyk
LaCanne - Alternate

B. Principals/Administration

1. LaCanne
2. Miller
3. Mews

E. Transportation

1. Stevens
2. LaCanne
Mews – Alternate

C. Licensed Staff (Education MN-Windom)

1. Jones
2. Stevens
3. Klassen

F. Supervisors/Office Staff

1. Jones
2. Klassen
3. LaCanne

BOARD REPRESENTATIVES

A. Advisory Committee Representatives

1. Middle School - Bordewyk
Miller– Alternate
2. Winfair –Stevens
LaCanne - Alternate

F. Health & Safety Representatives

1. Klassen
2. LaCanne
Mews - Alternate

B. Vocational Representative

1. Mews
Jones – Alternate

G. Foundation Representatives

1. Jones
2. Miller
LaCanne – Alternate

C. Community Education Representative

1. LaCanne
Bordewyk – Alternate

H. Integration Committee Representatives

1. Klassen
2. Bordewyk
Jones- Alternate

**D. MN State High School League Representative/
Activities, Extra-Curricular Committee**

1. Bordewyk
Klassen – Alternate

I. City/County/School Representatives

1. Klassen
2. Stevens
Mews- Alternate

E. Staff Development Representative

1. Miller
Bordewyk - Alternate

OUTREACH GROUPS

A. **Mt. Lake** - Jones, Klassen

D. **JCC** -Jones, Bordewyk

B. **Star Concept/HLO** – Stevens, Miller

E. **SWWC Service Coop** -Bordewyk, Jones, Stevens

C. **RRC**- LaCanne, Mews

Election of Board Officers

Minnesota law is silent on the method of electing officers, except that the election must be by open vote and not by any form of secret ballot. [Minn. Stat. 13D.01, Subd. 4](#). The district will follow the general rule and practice established in the policy and Robert's Rule of Order for electing board officers.

For more information regarding officer elections, see [MSBA's First Monday in January Handbook](#).

Guide to Board Meeting Roles and Responsibilities

Effective management and clear understanding of roles are essential for the smooth operation of board meetings. The [Guide to Board Meeting Roles and Responsibilities](#) provides a detailed outline of the duties and expectations for board members, the chair, the superintendent, and administrative staff before, during, and after meetings. This comprehensive guide helps ensure all participants are well-prepared, meetings are conducted efficiently, and follow-up actions are clearly defined. It covers everything from agenda preparation and legal advice to maintaining a positive meeting atmosphere and accurate record-keeping.

Data Privacy

It's essential to understand how data privacy relates to board meetings. When discussing district matters in board meetings, we encourage open dialogue. However, we need reasonable restrictions to ensure orderly proceedings and protect individuals' privacy and due process rights. These rights extend to both employees and students of the district. For employees, this includes the privacy of their personnel data. Similarly, students have privacy rights concerning their educational data. To uphold these privacy rights, we have procedures in place for handling agenda items and complaints.

Associated Policy – – [406 Public and Private Personnel Data](#) and [515 Protection and Privacy of Pupil Records](#)

Public Comments to the Board

The board recognizes the value of participation by the public in deliberations and decisions on district matters. However, the board retains the right to determine whether and how public comment may occur. [View Policy 207 for protocol on Public Hearings.](#)

Associated Policy – [Policy 206 Public Participation](#)

Agendas and Minutes

Agenda Procedures

The board will conduct business during meetings through an adopted agenda that advances board work and district goals. The agenda serves as a roadmap for the meeting, outlining topics such as reports, presentations, discussions, and decisions. It is expected all board members will read the agenda and any supporting documents prior to the meeting. Each board member has the right to request additions, amendments, or revisions to the agenda prior to its adoption, and the board will determine if those changes are to be made.

Associated Policy – [Policy 203.5 – School Board Meeting Agenda](#).

Consent Agenda

The superintendent, in consultation with the board chair, may place items on the consent agenda. A consent agenda is a part of the agenda that includes items typically approved together in one motion. These items may include meeting minutes, routine reports, personnel appointments, and other administrative matters. By grouping these items together, the board can streamline the meeting process and focus on more substantive discussions. If any board member wishes to discuss or vote separately on an item listed in the consent agenda, they can request to have it removed for individual consideration.

Meeting Minutes

Minutes will be carefully recorded to include all actions of the board and all votes taken at a board meeting by the board's clerk or designee. Minutes do not include discussion or editorial comments.

References for Further Information

- Copies of Meeting Minutes from the past year
- [MSBA Sample Board Meeting Agenda](#)
- [MSBA School Board Ceremonial Oath of Office](#)
- [MSBA Guidelines with Meeting Minutes](#)
- [MSBA First Monday in January Booklet](#) (regarding the Organizational Meeting)
- [MSBA Parliamentary Procedure Overview](#)

District Literacy Lead Job Description

Position Summary and Objectives

A District Literacy Lead is a literacy specialist with expertise in working with educators as adult learners. A District Literacy Lead supports the implementation of the READ Act legislation at the local level.

Core responsibilities include:

- Collaborate with district administration and the Regional Literacy Lead
- Provide support to school-based coaches
- Support the implementation of Structured Literacy, interventions, curriculum delivery, and teacher training and professional development
- Assist with the development of the Local Literacy Plan
- Engage with the Regional Literacy Network Community of Practice for Literacy Leads

District/Charter School Responsibilities:

- Support implementation of evidence-based structured literacy practices in PK-12 to improve literacy outcomes for all students
- Support site-based Literacy Coaching and build the capacity of Local Literacy Coaches to provide on-site coaching for teachers and staff.
- Support district efforts to administer required universal and dyslexia screening tools and data submission to MDE
 - a. Ensure district staff are trained on and administer an approved universal screener;
 - b. Provide data literacy supports to ensure data analysis informs instruction and interventions
 - c. Support inclusion of summary data in Local Literacy Plan submissions due annually on June 15th
 - d. Support district implementation of dyslexia screening and identification of students with characteristics of dyslexia
- Provide access to professional development on Structured Literacy, evidence-based practices, intervention, dyslexia and screening.
- Support in data collection and analysis to ensure data is being used effectively to inform instruction to support student growth and achievement across all Tiers.
- Support the selection process and implementation of evidence-based curriculum and materials through horizontal and vertical alignment to the MN English/Language Art standards.
- Support the development, implementation, evaluation, and submission of the annual Local Literacy Plan.
- Support in providing parent/family notification for students not reading at or above grade level, including the student's reading proficiency level, reading-related services, and strategies for families to use at home to support the student.
- Work collectively with peers in reflecting on personal learning and how that learning supports student achievement and growth of students.
- Other duties as assigned.

Education and Experience

- Bachelor's degree in reading, education, special education, or related field
- Minimum four years of teaching experience

- Successful completion of at least one of the three approved training: LETRS K-3, OL&LA, and/or CAREIAL
- Successful completion or partial completion of LETRS or OL&LA Facilitator Training
- Data Collection/Analysis
- Current teaching, administrative, or related field license
- Valid Driver's License

Preferred Education and Experience

- Master's degree in reading, education, special education, or related field

Competencies

- Thorough understanding of pedagogy and best practices within education
- Understanding of adult learning principles and group facilitation
- Understanding of curriculum and MN English/Language Arts Standards
- Understanding of how the MnMTSS Framework serves as the overarching infrastructure within which evidence-based literacy practices are operationalized in order to maximize student outcomes
- Ability to function cooperatively and collaboratively with colleagues and educators
- Ability to reflect on and continuously improve practices in response to coaching
- Ability to adapt to and work with a variety of school contexts
- Excellent organizational skills and attention to detail
- Creative analytical and problem-solving skills
- Effective written and verbal communication skills
- Ability to work effectively and efficiently across agencies and partnerships; individually and as a team member
- Ability to show initiative in resolving problems
- Ability to assume responsibility, be well organized, execute initiatives from directives and approved self-initiatives
- Ability to build open, honest, and trustworthy relationships with people of various personality styles and behaviors – internally and externally
- Ability to conduct oneself in a professional and customer service-based manner at all times
- Proficient in the use of office applications and online learning platforms

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Environment & Physical Demands (will vary by district)

This job operates in a district office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets. This is largely a sedentary role; however, some office organization and event set-up/tear-down is required. This would require the ability to move and lift 30 lbs., stand for extended periods of time and carry items a short distance as necessary.

Position Type/Expected Hours of Work

This will require work outside of the regular school day, including some time in the summer.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

RESOLUTION OF THE WINDOM AREA SCHOOL DISTRICT

ADOPTION OF THE
COTTONWOOD COUNTY ALL-HAZARD MITIGATION PLAN

WHEREAS, the Disaster Mitigation Act of 2000 establishes a framework for the development of a multi-jurisdictional County Hazard Mitigation Plan; and

WHEREAS, the Act as part of the planning process requires public involvement and local coordination among neighboring local units of government and businesses; and

WHEREAS, the Cottonwood County Plan includes a risk assessment including past hazards, hazards that threaten the County, an estimate of structures at risk, a general description of land uses and development trends; and

WHEREAS, the Cottonwood County Plan includes a mitigation strategy including goals and objectives and an action plan identifying specific mitigation projects and costs; and

WHEREAS, the Cottonwood County Plan includes a maintenance or implementation process including plan updates, integration of the plan into other planning documents and how Cottonwood County will maintain public participation and coordination; and

WHEREAS, the Plan has been shared with the Minnesota Division of Homeland Security and Emergency Management and the Federal Emergency Management Agency for review and comment; and

WHEREAS, the Cottonwood County All-Hazard Mitigation Plan will make the county and participating jurisdictions eligible to receive FEMA hazard mitigation assistance grants; and

WHEREAS, this is a multi-jurisdictional Plan and cities that participated in the planning process may choose to also adopt the County Plan.

NOW THEREFORE BE IT RESOLVED that the Windom Area School District supports the hazard mitigation planning effort and wishes to adopt the Cottonwood County All-Hazard Mitigation Plan.

This Resolution was declared duly passed and adopted and was signed by the _____ and attested to by the _____ this _____ day of _____, 2025.

Clerk

Chair

Attest



Windom Area Schools

Naming Rights

Arts and Athletic Project 2025

Windom Schools has completed a facility study and identified significant facility improvements, specifically for arts and athletic programs. The study identified a need for an athletic complex that would include space for football, soccer, baseball, softball, track, a Fine Arts Center, a wrestling room, a gymnastics space, and a locker room remodel.

Creating spaces that student athletes can be proud to play on, on campus, creates a sense of community and eagle pride. Leave your legacy in Windom by purchasing Naming Rights to a part of the project! Proceeds from the Naming Rights Program will be used to provide enhancements to the facility.

DISTRIBUTION OF THE FUNDS

The funds will be controlled by the Windom Area Schools in an assigned account. Should the district establish a 501(c)(3) Educational Foundation, any proceeds not expended on the Naming Rights Project can be transferred to the Foundation.

WINDOM EDUCATIONAL FUND GOAL

It is the goal of the Windom Area Schools to raise funds in order to make facility and program enhancements for the betterment of the arts and athletic facilities for our students and community.

SCHEDULE OF PAYMENTS FOR DONATIONS

Donations or gifts may be collected over the next three years following the schedule below. Should the proposed bond referendum not be approved by the voters, the donations or gifts for the project would not be collected.

Semi-Annual Payments		One-Time Payment	
First Payment Due	July 1, 2025	Payment Due	July 1, 2025
Second Payment Due	January 1, 2026		
Third Payment Due	July 1, 2026		
Forth Payment Due	January, 2027		
Fifth Payment Due	July 1, 2027		

Sixth Payment Due	January, 2028		
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- **RECOGNITION OF GIFTS:**

Windom Area School District will recognize all gifts at the regular board meeting each month.

In addition, gifts listed in the naming rights plan below will entitle the donor to have an area named as the donor designates and approved by the board. The area will be “named” or “signed” with an official plaque, banner, or marquee designating the selected area. The naming rights will be in place for the lifetime of the facility and/or as long as the facility is in use by the Windom Area School District for educational purposes. The designation will occur upon completion of the project. The initial naming/plaque/banner or marquee shall be paid for by Windom Area School District #0177. Should the donor request at a future date that the plaque, banner, or marquee be changed or altered, the request will be evaluated, and if approved, the expense of that alteration will be the responsibility of the donor.

The Windom Area School District reserves the right to add and adjust levels of giving and facility areas.

Naming Rights may be purchased following the schedule below.

LEVEL I:

Qualifying Amount: \$3,000,000

- Fine Arts Center

Qualifying Amount: \$3,000,000

Area to be Named:

- Athletic Complex

LEVEL II:

Qualifying Amount: \$1,000,000 for each area listed below

Area to be Named:

- Turf Multi-Purpose Field
- Track
- Fine Arts Center Stage
- Fine Arts Center Sound

LEVEL : III

Qualifying Amount: \$500,000

Area to be Named:

- ~~Eagles Team Room 1 in the Outside Athletic Complex~~
- ~~Eagles Team Room 2 in the Outside Athletic Complex~~
- Wrestling Room
- Gymnastics Room
- ~~Varsity Softball Field~~
- ~~Varsity Baseball Field~~

- Multi-Purpose Field Grandstand

LEVEL IV:

Qualifying Amount: \$200,000

Area to be Named:

- Concession Stand
- Inside Girls Locker Room
- Inside Boys Locker Room
- Outdoor Batting Cages

LEVEL V:

Qualifying Amount: \$100,000

Area to be Named:

- Ticket Booth
- ~~Home Dugout~~
- ~~Visitor Dugout~~
- Press Box - Football
- ~~Press Box Baseball~~
- Fine Arts Center Costume Room
- Girls Dressing Room in Fine Arts Center
- Boys Dressing Room in Fine Arts Center
- Sports Medicine Room

LEVEL VI:

Qualifying Amount: \$50,000

Area to be Named:

- Baseball Bleachers
- Softball Bleachers
- Track Bleachers
- Lower Level Softball Field
- Lower Level Baseball Field

LEVEL VII:

Qualifying Amount: \$25,000

Area to be Named:

- Baseball Home Bullpen
- Visitors Bullpen
- Scoreboard on Multi-Purpose Field
- Scoreboard on Baseball Field
- Scoreboard on Softball Field
- Scoreboard on Track

LEVEL VIII:

Qualifying Amount: \$10,000

Area to be Named:

- ~~One Light on the Baseball Field (8 lights)~~

- ~~One Light on the Track (4 lights)~~
- One Light on the Multi-Purpose Field (4 lights)
- Benches in the Boy's Locker Room
- Benches in the Girl's Locker Room

**Windom Schools reserves the right to edit this Naming Rights Document as the donation campaign unfolds.*

**If a business, group, or individual prefers not to have an area named but would like to make a contribution to the project, a donation of any amount will be accepted. The donation will be deposited into a special fund designated for the improvement of the facilities for the Arts and Athletic Programs.*

[Donation Agreement/Commitment Form](#)

Windom Area School Board Handbook



Last Updated: 12/6/24

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Introduction

Navigating This Handbook

The purpose of this handbook is to outline the board’s operating procedures and norms. It also includes important information on policies, meetings, committees, partnerships, and communication. Its ongoing guidance is meant to enable each board member to fulfill essential governance duties and to exercise their responsibilities as a board member, while also providing expectations and standards of behavior for the conduct of the board.

Handbook Maintenance and Review Procedure

- Annually, the handbook will undergo a review by the board. As part of this review, the board will:
 - Review mutual expectations of board norms;
 - Seek input and feedback regarding best practices, as needed;
 - Check the MSBA website for suggested handbook updates;
 - Adopt the updated handbook by a majority vote of the board.
- Board members may propose additions/revisions to the handbook by sending an email to the chair and superintendent requesting to add “handbook discussion” as a topic for an upcoming working session.
- The handbook may be updated to reflect adopted policy changes without further board action;
- Hyperlinks within the handbook may be updated without further board action;
- The date this handbook was last reviewed, updated, and/or revised, is included on the cover page of this handbook.

District Information

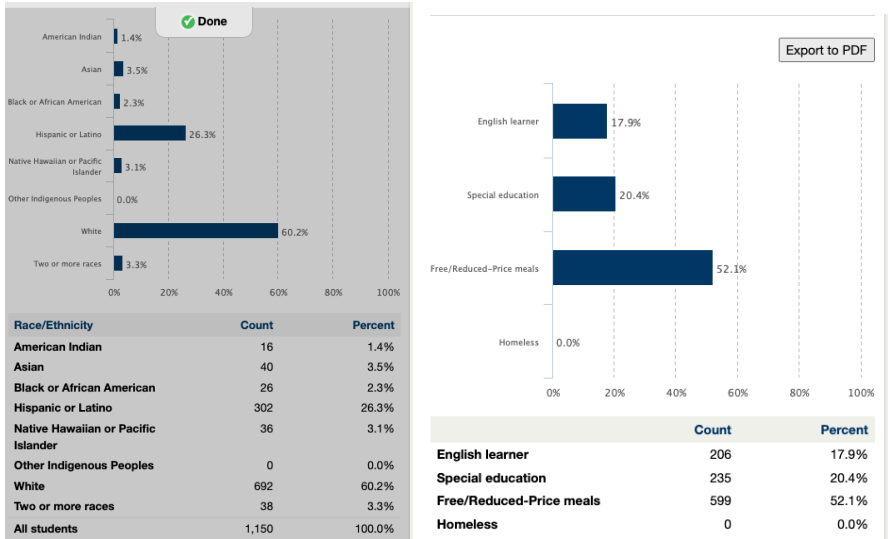
The effectiveness of your decisions as a board member hinges on your knowledge of the district’s schools, staff, students, and the communities they inhabit. Recognizing the specific needs and aspirations of Windom Area Schools will empower you to advocate for policies and initiatives that truly enhance our educational outcomes. By engaging with this information, you will not only enhance your ability to make informed decisions but also build trust and credibility with fellow board members, the community, staff, and students alike. Let this knowledge serve as the foundation of your tenure, guiding your decisions and initiatives to foster an environment where every student can succeed.

District Identity

Windom Area Schools is located in Windom Minnesota serving approximately 1150 students in Kindergarten through 12th grade.

- History of the District – Windom Schools was established in 1893. The current high school was built in 1973 and the Middle School Addition and Gym Area was constructed in 2000. Windom Elementary was built in 2020. WAS owns four buildings: Highland Early Learning Center, Winfair (leased to SWWC), the Elementary School and the Middle High School.

- Demographics –



Points of Pride –The elementary school was named a MN School of Excellence in 2019-2020. We take pride in our CTE (Career Tech Ed) Center, College in the Schools courses, and the vast array of extracurricular activities available to students.

- Programming – Bridges Preschool, Windom Elementary, Middle High School
- Community Partnerships – Booster Club, Elementary PTO, Middle School Advisory, SWWC, Law Enforcement Center, Chamber, DVHHS, Greater MN, MN West, SMSU, MSU, Windom Area Health, Sanford, Avera, Kiwanis, local churches, and others.

Leadership Directory

Board Members

Name	Board Position	Phone Number	Email Address
Joel Bordewyk		605-496-2656	jbordewyk@isd177.com
Angie Klassen		507-822-2405	aklassen@isd177.com
Bruce Mews		507-822-5664	bmews@isd177.com
Brianne Miller		507-832-9209	bmiller@isd177.com
Barbara Jones		507-822-3229	bjones@isd177.com
Matt Steffen		507-822-1900	msteffen@isd177.com
Lynn Liepold			lliepold@isd177.com

Superintendent's Office

Name	Position	Phone Number	Email Address
Teresa Haken	Administrative Assistant	507-832-8732	thaken@isd177.com
Jamie Frank	Superintendent	507-822-0707	jfrank@isd177.com

Leadership Cabinet

Name	Position	Phone Number	Email Address
Peggy Pfeffer	Business Manager	507-832-8734	ppfeffer@ids177.com
Doug Holtz	Director of Buildings and Grounds	507-832-8740	dholtz@isd177.com
Jacob Johnson	Activities Director	507-832-8744	jjohnson@isd177.com
Ryan Christoffer	Director of Technology	507-832-8730	rchristoffer@isd177.com
Corey Barfknecht	Preschool & Elementary Principal	507-832-8742	cbarfknecht@isd177.com
Dane Nielsen	Middle School Principal	507-832-8736	dnielsen@isd177.com
Bryan Joyce	High School Principal	507-832-8738	bjoyce@isd177.com
Kathryn Ralston	Director of Special Education	N/A	Kathryn.Ralston@swsc.org

District Facilities

Building	Address	Phone Number
Highland Early Learning Center	68 10th Street, Windom, MN 56101	507-832-8746
Windom Elementary	1200 17th Street, Windom, MN 56101	507-831-6925
Middle High School	1400 17th Street, Windom, MN 56101	507-831-6910
Winfair - leased to SWWC	1454 6th Avenue, Windom, MN 56101	507-831-6935

[Schedule a Facility Visit or Tour](#)

You have the same right as a parent or community member to visit the schools in your district as long as you adhere to the procedures the district has for visitors. You may also visit the schools in an official capacity with the board's authority or to fulfill a specific duty required of you as a board member. In any event, be sure to communicate with the superintendent and building administrator to schedule your visit.

You should use school visits to build good working relations with building principals and staff, to celebrate the positive accomplishments of the schools, and to show your pride as a member of the board. Look for opportunities to visit when a school is hosting a special event or recognition program for students and staff.

The superintendent does walk-throughs periodically of the buildings and will be invited to attend as it works in your schedule. If there is an area of interest, please let the superintendent know of your wishes and she will schedule a walk-through.

Strategic Framework

Mission Statement

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

Vision

Learning. Leading. Excelling. Together.

Core Values

- Safe, Respectful Learning Environment
- High-Quality Education
- Opportunities for All (Academic, Athletics, Arts)
- Collaboration amongst all stakeholders

Belief Statements

We believe:

- Respect, integrity, self-worth, and honesty are the Windom Way.
- Every student has the right to a high-quality education that meets their individual needs.
- Learning is a collaborative effort among students, staff, family, and the community.
- All students deserve a safe learning environment.
- The District is very proud of the Strategic Plan which was written in 2022-2023. [Please click here to view the plan in its entirety.](#)

References for Further Information

Handbooks:

[Elementary Handbook](#)

[Middle High School Handbook](#)

[Policy Manual](#)

Contracts:

[Teacher's Contract](#)

[Para Contract](#)

[Secretary, Custodian, Food Service Contract](#)

[Admin Contract](#)

[Superintendent Contract](#)

Reports for MDE:

[World's Best Workforce/Comprehensive Achievement and Civic Readiness Report
Achievement and Integration](#)

[Literacy Plan](#)

[QComp Goals](#)

Board Membership

When considering your governance role, embracing the procedural steps that underpin the integrity of the democratic process is paramount. From post-election procedures to the establishment of board offices, each action reflects your commitment to transparency and accountability. By being diligent in these duties, you acknowledge the trust placed in you by constituents. Prioritizing effective governance ensures you serve the community and prioritize the needs of students.

[Committee Assignments](#)



Post-Election Procedures

Canvass and Declaration of Results

Between the third and tenth days after a district election, the board must canvass the returns and declare the results of the election. [Minn. Stat. 205A.10, Subd. 3.](#)

Certification of Results

The district clerk shall certify the results of the district election to the county auditor. [Minn. Stat. 205A.10, Subd. 3.](#)

Issuance of Certificate of Election

After canvassing the election and the time for contesting an election has passed (seven days after the canvassing board has declared the result of the election), the board shall issue a certificate of election to the candidate for each office who received the largest number of votes cast for the office. If there is a contest, the certificate of election to that office must not be issued until the outcome of the contest has been determined by the proper court. [Minn. Stat. 205A.10, Subd. 3;](#) [Minn. Stat. 204C.40, Subd. 2.](#)

Campaign Financial Report Certification of Filing

The Certification of Filing is due no later than seven days after the general election. [Minn. Stat. 211A.05.](#)

Taking Office

Board members take office the first Monday in January. [Minn. Stat. 123B.14, Subd. 1.](#)

Official Oath of Office

The official oath of office is administered once elections have been canvassed, the candidates have turned in their certificate of campaign filing report, and the seven-day contest period has ended. When the contest period ends, the school election officer should give each winning candidate the certificate of election. Each winning candidate then has thirty days to sign the official oath and acceptance of office form in front of a notary. By signing this document, the individual officially becomes a board member on the first Monday in January. [Minn. Stat. 358.05](#).

Ceremonial Oath of Office

The ceremonial oath of office is usually administered at the organizational meeting on the first Monday in January (or as soon thereafter as practicable). While the official oath of office is required, the ceremonial oath of office is optional.

Organizational Meeting

On the first Monday in January (or as soon as practicable thereafter) each year, newly elected board members' terms of office begin, and boards must meet to organize for the year. [Minn. Stat. 123B.14, Subd. 1](#). During this meeting, ceremonial oaths of office may be administered, officers are elected, committee assignments are established, and meeting schedules are adopted. This process lays the groundwork for the board's operations, emphasizing collaboration and effective governance to serve the district and its stakeholders.

For more regarding organizational meetings see, [MSBA's First Monday in January Handbook](#).

District Intake Paperwork

District Customization –The district office will contact new board members after the election and what information the department representative will request or provide. Topics include:

- Providing a copy of the board handbook
- Providing a copy of school and board calendars
- Providing access to district electronic resources
- Completing onboarding paperwork
- Collecting contact information including home address and cell phone number and a photo
- Completing payroll paperwork
- Completing a background check
- Setting up a district email
- Scheduling a one-on-one meeting with the superintendent
- Scheduling a one-on-one meeting with your board mentor
- Providing MSBA login information
- Providing MSBA's contact information (Phone: 507-934-2450; [Online Inquiry Form](#))

Board Organization

Eligibility Requirements

To run for a board seat, you must be (1) at least 21 years old, (2) an eligible voter, (3) a district resident for at least 30 days prior to election/appointment, and (4) not convicted of a felony. [Minn. Stat. 123B.09](#); [Minn. Stat. 204B.06, Subd. 1](#).

Term of Office

Board members are elected to four-year terms and take office on the first Monday in January. The term of a member who has been appointed to fill a vacancy will be for the remainder of the predecessor's term until the date of the district's next general election. There is no limit on the number of consecutive terms a board member can serve. [Minn. Stat. 123B.09](#).

Filling Vacancies

A vacancy on the board can occur for a number of reasons including when a member dies, resigns, or ceases to be a resident of the district. All vacancies will be filled according to [Minn. Stat. 123B.09](#).

For more information, regarding filling vacancies see: [Steps to Fill a School Board Vacancy with Sample Application and Interview Questions](#).

Board Composition

School boards in Minnesota are made up of either six or seven members. Some exceptions have been created by special legislation, often for consolidated districts. The superintendent is an ex-officio (non-voting) member of the board. [Minn. Stat. 123B.09](#).

Board Offices

Officers of the board include chair, vice-chair (optional), clerk, and treasurer. These positions are determined annually at the organizational meeting. All board members, regardless of office, maintain equal rights and equal voices. See the Election of Board Officers section on page 27 for information regarding nominating and voting procedures.

Role of the Chair

- The chair, when present, shall preside at all meetings of the board, countersign all orders upon the treasurer for claims allowed by the board, represent the district in all actions, and perform all duties a chair usually performs.
- In case of absence, inability, or refusal of the clerk to draw orders for the payment of money authorized by a vote of the majority of the board to be paid, the chair may draw the orders, or the office of the clerk may be declared vacant by the chair and treasurer and filled by appointment.

Role of the Vice-Chair

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

Role of the Clerk

- The clerk shall keep a record of all meetings in the books provided.
- Within three days after an election, the clerk shall notify all persons elected of their election.
- On or before September 15 of each year, the clerk shall:
 - file with the board a report of the revenues, expenditures, and balances in each fund for the preceding fiscal year.
 - make and transmit to the Commissioner of the Minnesota Department of Education (Commissioner) certified reports, showing:
 - revenues and expenditures in detail, and such other financial information required by law, rule, or as may be called for by the Commissioner;
 - length of school term and enrollment and attendance by grades; and
 - other items of information as called for by the Commissioner.
- The clerk shall enter into the clerk's record book copies of all reports, the teachers' term reports, the proceedings of any meeting, and keep an itemized account of all expenses of the district.
- The clerk shall furnish to the county auditor, on or before September 30 of each year, an attested copy of the clerk's record, showing the amount of proposed property tax levy voted by the district or the board for school purposes.
- The clerk shall draw and sign all orders upon the treasurer for the payment of money for bills allowed by the board for salaries of officers and for teachers' wages and all claims, to be countersigned by the chair.
- The clerk shall perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.
- The clerk shall perform the duties of the chair in the event of the chair's and the vice-chair's temporary absences.
- By resolution, the board may combine the duties of clerk and treasure in a single person in the Office of Business Affairs. Typically, that single person almost always delegates at least some duties to others.

Role of the Treasurer

- The treasurer shall deposit the funds of the district in the official depository.
- The treasurer shall make all reports which may be called for by the board and perform all duties a treasurer usually performs.
- In the event there are insufficient funds on hand to pay valid orders presented to the treasurer, the treasurer shall receive, endorse, and process the orders in accordance with [Minn. Stat. 123B.12](#).
- By resolution, the board may combine the duties of clerk and treasure in a single person in the Office of Business Affairs. Typically, that single person almost always delegates at least some duties to others.

Associated Policy – [Policy 202 – School Board Officers](#).

Board Compensation

The clerk, treasurer, and superintendent of any district shall receive such compensation as may be fixed by the board. Unless otherwise provided by law, the other members of the board shall also receive such compensation as may be fixed by the board. All members of the board may receive reimbursement for transportation at the rate provided for in [Minn. Stat. 471.665](#). No board member or district employee shall receive any compensation or benefits based on incentives or other money provided to the district by or from a source of group insurance coverage referenced in [Minn. Stat. 471.6161, Subd. 1](#), except for a refund provided under [Minn. Stat. 123B.75, Subd. 10](#), or a wellness plan that is mutually agreed upon by the district and the exclusive representatives of employees.

Board Salaries are set at the Organizational Meeting In January of each year.

Set 2024 Board Salaries Current

- a. 2023 salary was set at \$3475.44 per board member per year. Note: last year the salary was not raised
- b. Board Chair – additional \$200/year
- c. Board Clerk – additional \$100/year
- d. Special meetings set at \$75/meeting.
- e. Out-of-town meetings at \$15.00 per hour maximum of 8hrs. Hours include travel time.
- f. Negotiations committee, Superintendent hiring committee, buildings/grounds, and project oversight committee (POC) rate of \$15.00 per hour.
- g. No deduction from stipend due to board member absence from meeting
- h. In odd years, board members receive \$700.00 technology stipend.

*Note: may be used for technology or internet services. The stipend is taxable.

Expense Reimbursement

Board members must submit an expense report to receive payment for special, out-of-town and committee/negotiations meetings and to be reimbursed for mileage or meals for overnight meetings, conventions or training. Original itemized receipts must be submitted along with the form, that form can be found by [clicking here](#). Payment for meetings and reimbursement of expenses happen through the payroll system, expense reports must be submitted to the business office by the 6th of the month to be included in that month's payroll.

Associated Policy –

[Policies 212](#) – *School Board Member Development*

[Policy 214](#) – *Out-of-State Travel by School Board Members*

[Policy 412](#) – *Expense Reimbursement.*

Learning the Job

Learning from Board Colleagues

One of the most valuable resources at your disposal, outside of this handbook, is the wealth of experience and knowledge possessed by your fellow board members and district staff. Engaging with them can significantly enhance your understanding of board operations, policies, and educational best practices. Your colleagues on the board bring diverse backgrounds and perspectives that can provide invaluable insights. Here are a few ways to leverage their experience:

Worksessions and Retreats – Participate actively in board workshops and retreats. These sessions are designed not only to address key issues but also to foster team building and collective learning. School board workshops are held the fourth Monday of each month. Retreats are held as needed.

Committee Participation – Join board committees that align with your interests and expertise. Working closely with other members on specific topics will deepen your understanding and contribute to your professional growth.

Mentorship

The district recognizes the importance of supporting new board members as they transition into their roles. To facilitate this, the district has implemented a mentorship program designed to provide guidance, support, and valuable insights. Each new board member will be paired with an experienced mentor who will help them navigate their responsibilities and become effective contributors to the board. This mentor will be a seasoned board member with a deep understanding of the district's operations, policies, and culture. The assignment will be made by the board chair in consultation with the superintendent to ensure a good match based on experience and areas of expertise.

To support you in this transition, you and your mentor will use the [MSBA New Board Member Orientation Year At-a-Glance](#) to guide you through your first year. This program aims to provide you with the knowledge, tools, and support necessary to become an effective and confident board member. Mentor and mentee should schedule a time before each school board meeting to check-in regarding the upcoming agenda, policies, and procedures.

Our orientation program is structured to ensure you receive a balanced combination of printed materials, hands-on training, and personal mentorship. Throughout the year, you will engage in various learning sessions, attend MSBA training events, and participate in board meetings and district activities. These experiences are designed to deepen your understanding of board operations, district policies, and educational goals. By the end of your first year, you will have a solid foundation to effectively contribute to the board's mission of providing quality education for all students. Mentors are encouraged to attend the workshops and trainings with the mentees to make the information more relevant and specific to the district.

Ongoing Professional Development

Continuous learning is crucial for effective governance. Board members are encouraged to participate in school board and related workshops and activities sponsored by local, state, and national school boards associations, as well as in the activities of other educational groups. Each board member shall receive training in school finance and management developed in consultation with the Minnesota School Boards Association. [Minn. Stat 123B.09, Subd. 2.](#) Below is a full list of MSBA's Learning to Lead Phase Workshops.

- [Learning to Lead – School Board Basics: Phase I Workshop](#)
- [Leadership Foundations – School Finance and Management: Phase II Workshop](#)
- [Building a High-Performance School Board Team: Phase III Workshop](#)
- [Representing Your Community Through Policy and Engagement: Phase IV Workshop](#)

Other MSBA Professional Development Opportunities – To learn more about these opportunities, see the [Workshops and Events](#) section of the MSBA website.

In District Workshops	Events
Mutual Expectations Workshop	Leadership Conference
School Board Self-Evaluation Workshop	Summer Seminar
Superintendent Search Workshop	Delegate Assembly
Superintendent Evaluation Workshop	Day at the Capitol
Regional Workshops	Advocacy Tour
Officers' Workshop	Coffee and Conversation Series
Negotiations Seminars	Board Chair Chat
	Monthly Webinars

District Customization – Contact Teresa Haken to register. Phase I and II are required for all board members as soon as possible. Phase III and IV are recommended to be completed within the first term.

Associated Policy – [Policy 212 – School Board Member Development.](#)

MSBA Series of Publications – New board members automatically receive the following publications to stay current on education related news.

- **eClippings** – Receive daily links to K-12 news from around the state.
- **Leader Newsletter** – Monthly updates regarding MSBA news and events, topical news items, administrative topics, and much more.
- **Journal Magazine** – Bimonthly magazine includes school features, exploration of leadership issues, in-depth stories on education trends, and a directory of vendors.

Other Professional Development Options:

MREA Conference- in Brainerd each year in November

National School Board Conference - location varies. Windom Schools will offer this on a 3-5 year rotational basis.

MSBA Conference - in Minneapolis each year in January.

It is strongly recommended that board members attend a conference of choice at a minimum one time per term.

Individual Board Membership

Duties as an Individual Board Member

The position of board member carries with it a profound responsibility to uphold the highest ethical standards. A commitment to integrity, transparency, and accountability will not only enhance the effectiveness of educational policies but also strengthen the community's confidence in the board's decision-making. Remember that your actions and decisions will help shape the future of our students, schools, and community. Let the Code of Ethics in District Policy 209 guide you in navigating the complexities of governance with unwavering moral clarity and purposeful dedication.

Associated Policy – [*Policy 209 – Code of Ethics.*](#)

Board Time Commitment

The time required to complete your board responsibilities will most vary by time of year. It will depend on how many meetings are scheduled, which committees you serve on, what issues are going on in the district at the time, and how much time you need to prepare for upcoming meetings. For example, if the district is going through a building project, hiring a superintendent, or developing the district budget, the time needed for board meetings may be more extensive. On average, however, you can anticipate spending about nine to twelve hours a month on board service.

Conflict of Interest

As a board member, you are expected to uphold the highest standards of integrity by actively avoiding any conflicts of interest in your official capacity. This means refraining from any personal financial involvement in district transactions such as sales, leases, or contracts you oversee or participate in. If a potential conflict arises, you must fully disclose your interests and abstain from decision-making processes related to those interests. You will operate under stringent guidelines to ensure that any exceptions to this rule are handled transparently, with unanimous consent and clear documentation. This approach maintains the community's trust and ensures all decisions are made solely in the best interest of the district and its stakeholders.

Associated Policy [*Policy 210 – Conflict of Interest*](#)

Working as a Board Team

At the heart of educational excellence lies the steadfast commitment of the board, entrusted with duties that shape the very fabric of our district's future. Defined by statute, yet driven by a passion for progress, the board's responsibilities encompass a profound dedication to nurturing thriving learning environments and supporting the endeavors of our administration. Crucial to fulfilling these responsibilities is the collaborative spirit of board teamwork, where collective wisdom and shared vision pave the path toward transformative change. By fostering an environment of mutual respect and collaboration, the board can harness its collective strength to address challenges, capitalize on opportunities, and ultimately, advance the educational journey of every student in our district.

Duties of the Board

- The board has powers and duties specified by statute. The board's authority includes implied powers in addition to specific powers granted by the legislature.
- The board exercises administrative functions. It also has certain powers of a legislative character and other powers of a quasi-judicial character.
- The board shall hire a superintendent to manage the schools of the district; adopt rules for their organization, government, and instruction; prescribe textbooks and courses of study; and make and authorize contracts.
- The board shall have the general charge of the business of the district, its facilities and property, and of the interest of the schools.
- The board, among other duties, shall perform the following in accordance with applicable law:
 - provide by levy of tax, necessary funds for the conduct of schools, the payment of indebtedness, and all proper expenses of the district;
 - conduct the business of the schools and pay indebtedness and proper expenses;
 - employ and contract with necessary qualified teachers and discharge the same for cause;
 - provide services to promote the health of its pupils;
 - provide school buildings and erect needed buildings;
 - purchase, sell, and exchange district property and equipment as deemed necessary by the board for school purposes;
 - provide for payment of claims against the district, and prosecute and defend actions by or against the district, in all proper cases;
 - employ and discharge necessary employees and contract for other services;
 - provide for transportation of pupils to and from school, as governed by statute; and
 - procure insurance against liability of the district, its officers, and employees.
- The board, at its discretion, may perform the following:

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

Associated Policy – [Policy 201 – Legal Status of the School Board](#)

Board Governance Model

The [MSBA Board Governance Model](#) delineates the distinct roles and responsibilities of the board and the superintendent, ensuring both governance and management functions are clearly articulated and understood. It outlines the board's role in setting expectations and parameters through policy adoption, budgeting, contracting, and focusing on student achievement for all. It also highlights the superintendent's responsibilities in providing leadership and supervision, thus ensuring policies and strategies set by the board are effectively implemented.

Standards for Board Leadership

The board is responsible to the community to govern efficiently and lead effectively to provide students an equitable education that results in high achievement. To assist in this journey, see the [Standards for School Board Leadership](#) developed by the MSBA. This document outlines best practices for board members and provides the standards we should strive to meet as part of a high-performing board team.

Attributes of High-Performing Board Teams

1. Everyone clearly understands the mission, goals, and role of the board; everyone knows who is, and who should be, doing what.
2. Board members are skilled in group leadership and/or membership functions.
3. Board members have a high degree of trust in one another.
4. Interaction occurs in a supportive atmosphere. Suggestions, comments, ideas, information, and criticism are all offered in a manner that is helpful. Respect is shown for varying team viewpoints.
5. Expectations for the group and its members are high. Goals are stretched.
6. The board is not dominated by an individual or sub-group; everyone participates and has the opportunity to influence the discussion.

7. The board has established procedures for operation including decision-making, conflict resolution, and meeting management.
8. The board is future focused. Decisions are made with long-term consequences and benefits in mind.
9. The board evaluates its performance periodically.

School Board Self-Evaluation

School Board self-evaluations can be an invaluable tool for assessing and enhancing the effectiveness of our governing body. This process allows us to reflect on our collective performance, identifying strengths, challenges, and opportunities for improvement. Engaging in a self-evaluation enables us to gain insights into individual contributions and understand the dynamics and overall functioning of the board. It also fosters open communication, promotes accountability, and strengthens teamwork among board members. By participating in the process, we can gain insights that will empower us to make informed decisions, enhance our effectiveness in serving the community, and contribute to the continuous improvement of the board's performance and impact.

· Learn about [MSBA's School Board Self-Evaluation in-district workshop](#).

Role of the Superintendent

The board employs a superintendent to lead and manage the district. The superintendent is an ex-officio, non-voting member of the board and the chief executive officer of the school system. The superintendent's duties and responsibilities are derived largely from three sources: statute, the employment contract, and the job description. Superintendents are responsible for the management of the schools, the administration of all board policies, and are directly accountable to the board. The superintendent must annually evaluate each principal assigned responsibility for supervising a school building in the district. Also, the superintendent may delegate responsibilities to other district personnel but shall continue to be accountable for actions taken under such delegation. [Minn. Stat. 123B.143](#).

Hiring a Superintendent

One of the most critical responsibilities of the board is the hiring of a superintendent. The selection of the superintendent is a decision that shapes the future of the district, influencing the quality of education, the effectiveness of school management, and the overall success of students. The importance of this decision cannot be overstated. The superintendent's vision and leadership directly impact educational outcomes and the district's ability to achieve its strategic goals. Therefore, it is imperative that the board conducts a thorough and meticulous search process, considering candidates' experience, leadership style, and alignment with the district's values and objectives. This decision requires careful deliberation and a commitment to finding a leader who will foster a positive educational environment, promote innovation, and address the diverse needs of the school community. In essence, the hiring of a superintendent is not just a routine administrative task but a defining moment that sets the course for the district's future.

Duties of the Superintendent (copied from contract):

The Superintendent shall have charge of the administration of the schools under the direction of the School Board. The Superintendent shall be the chief executive officer of the School District; shall direct and assign teachers and other School District employees under the Superintendent's supervision; shall organize, reorganize, and arrange the administrative and supervisory staff, including instruction and business affairs, as best serves the School District subject to the approval of the School Board; shall select all personnel subject to the approval of the School Board; shall, from time to time, suggest policies, regulations, rules, and procedures deemed necessary for the School District, and, in general, perform all duties incident to the office of the Superintendent and such other duties as may be prescribed by the School Board from time to time. The Superintendent shall abide by the policies, regulations, rules, and procedures established by the School Board and the State of Minnesota. The Superintendent shall have the right to attend all School Board meetings and all School Board and citizen committee meetings, serve as an ex-officio member of the School Board and all School Board committees, and provide administrative recommendations on each item of business considered by each of these groups.

Tenets of an Effective Board-Superintendent Relationship

Understanding and fostering a productive relationship between the board and the superintendent is critical for the success of our educational institution. The [17 Tenets of an Effective Board-Superintendent Relationship](#) provides a comprehensive guide outlining key principles and best practices for maintaining a collaborative and effective partnership. This document highlights essential responsibilities and expectations for both the board members and the superintendent, promoting a clear understanding of each party's role in governance and administration. By adhering to these tenets, our board can ensure decisions are made efficiently, communication remains open and transparent, and the strategic goals of our district are met.

Evaluating the Superintendent

Evaluation of a superintendent's performance is one of the board's most important responsibilities. The evaluation of the superintendent is an inherent managerial right of the board. Each board member should review the superintendent's employment contract to determine the evaluation-related provisions, if any, that may be included. Done correctly, an evaluation is a useful governance tool that helps drive school improvement. In fact, a high-quality evaluation process enhances positive school-superintendent relationships, improves communication, clarifies leadership roles, creates common understandings, and provides a mechanism for accountability and communication.

Windom Schools evaluates the Superintendent in July of each year. Each board member completes an individual evaluation. The chair compiles the results. These are delivered to the superintendent during a closed session in July. A summary is read by the chair at the following meeting.

Board Communication Guide

Communication Between Board Members

Adhering to guidelines for effective and lawful communication with your fellow board members is crucial. While open and collaborative communication is vital for the board's success, remember that discussions outside of official board meetings must be handled carefully to avoid violating the Minnesota Open Meeting Law (OML). This law requires any gathering of a quorum of board members, where official business is discussed, must be conducted in public and notice must be provided to ensure transparency. (See exceptions in the Closed Meeting Chart on pages 25.) Therefore, while informal discussions can be valuable for building relationships and exchanging ideas, avoid veering into areas of official board business unless they are part of a scheduled public meeting.

Building Collaborative Relationships – School governance is founded on the belief that a group of very different people representing various constituencies in their district can make better decisions than any one person alone. That diversity is the board's strength. It's best to be open-minded about the opinions of your fellow board members. Your goal should not be to change them to your point of view, but rather to determine the best solution to an issue by working together to try and accommodate all views. You want the students to be the “winners” — not one board member or another.

Addressing Team Dysfunction – Open communication is critical to the proper functioning of the board. If you feel the board is not functioning well, it may be appropriate to suggest a workshop where the board reviews its ground rules, board policies on board operations, and board/administrative relations that establish how the leadership team will function. If these ground rules and policies are not effective, then consider modifications to them. The board may want to hire a facilitator to assist with discussions to improve the board's working relations. MSBA can help with a custom board in-service tailored to the board's specific situation.

Guidelines for interacting outside a board meeting

- **Do Not Discuss Board Business.** Focus on topics such as general education trends, personal updates, or board training and development without steering into specifics of pending decisions or board business.
- **Be Cautious with Written Communication.** Exercise caution with emails, texts, and social media interactions among board members. Avoid group messages or email chains discussing board business that could be construed as a meeting.
- **Be Transparent with Your Intentions.** Always make the purpose of any gathering clear, ensuring it is social or educational in nature and not meant for making decisions or deliberations that should be reserved for official meetings.
- **Consider Public Perception.** When planning to meet outside of formal board meetings, consider how such gatherings might be perceived by the public. It's crucial to remember any appearance of conducting board business or decision-making outside of the designated public meetings could undermine community trust and confidence.

Associated Policy – [Policy 205 – Open Meetings and Closed Meetings.](#)

Situation	District Protocol
I have general questions about board governance and/or operation.	<i>Set a meeting with your mentor or the Superintendent.</i>
I have a concern or questions regarding board governance.	<i>-Set a meeting with the Superintendent and School Board Chair.</i>
I have a concern or questions regarding district operations.	<i>-Set a meeting with the Superintendent and School Board Chair.</i>

Communication with the Superintendent

A productive working relationship with the superintendent is vital to the success of the district. To do this, transparent communication is required. If you have questions or concerns, please call or email the superintendent to talk about it. If the questions are concerns or relate to negative feelings from the community, superintendents appreciate knowing about them in advance of the board meeting so they can come prepared to address them. It is appropriate to call the superintendent, set up a meeting to discuss questions, or send an email for simple questions or requests. When contacting the superintendent, it is important for you to keep the scope of such contacts within reason, to permit adequate time to receive a response, and to generally remain cognizant of the superintendent’s other responsibilities and demands on their time.

Situation	District Protocol
I have general questions about the district.	<i>Contact the Superintendent</i>
What if I disagree with a report or presentation to the board from the superintendent or other staff member?	<i>Contact the Superintendent and Board Chair.</i>

Communication with District Administrators and Staff

You will likely come in contact with district employees, including administrators, teachers, and other staff members. While there’s nothing wrong with talking to district staff, keep in mind that complaints should follow the chain of communication. Additionally, understand individual board members do not have authority to direct the work of district staff members.

Discussing Your Child with Staff – This can be a tricky area. No matter what you say about “speaking as a parent, not a board member,” it may be difficult for some teachers to separate your role on the board from your role as a parent. Some board members have indicated their significant others frequently take the lead in speaking to their children’s teachers. Make sure you’re not using your position as a board member to secure special treatment for your child. If there are issues you wish to discuss with a teacher, you should follow the normal procedures for contacting your child’s teacher to discuss them. Keep in mind that you do not relinquish your parental rights now that you’re a board member.

Communication with Constituents Including Staff, Students, Parents, and Community

Identify the person contacting you and ensure you have their contact information. Seek to understand the situation or interest but, generally, do not agree or commit to resolve it personally as that is not the role of individual board members.

Here are some general expectations:

- Do not agree to confidentiality or commit to limit your options of notification.
- Do not get involved in staff employment or contractual issues.
- Do not attempt to work with a parent who is working on behalf of an organized group rather than on behalf of their own student.
- When applicable, redirect the person to the appropriate staff person or administrator to address the concern. First, ask the parent to talk to the person with whom the issue is concerning. This could be a teacher, counselor, or the like. If the issue is not resolved, refer the parent to the principal. If the issue is not resolved, refer the parent to the superintendent. The superintendent appreciates knowing about these conversations so that she can follow up.
- Be alert to patterns of like concerns and notify the superintendent's office of the possibility.
- If the concern raises governance or public relations questions, contact the board chair in addition to the superintendent.
- Avoid forming and communicating opinions about a board decision before the board has discussed it in a board meeting.

Situation	District Protocol
If I get a phone call, email, or stopped in public from a constituent with concerns regarding the district.	<ul style="list-style-type: none"> - <i>listen to the concern and do not promise to fix the item.</i> - <i>refer them to the appropriate administrator.</i> - <i>contact the superintendent to let them know about the conversation/concern.</i>
If I get a phone call, email, or stopped in public from a constituent regarding the board's decisions.	<ul style="list-style-type: none"> - <i>listen to the individual and share the information with the Superintendent.</i>
If I get an email that is addressed to the entire board with concerns from a constituent.	<ul style="list-style-type: none"> - <i>listen to the individual and share the information with the Superintendent.</i>
There is a situation that requires the district's legal counsel to be contacted.	<ul style="list-style-type: none"> - <i>provide information to the Superintendent so that they can contact legal counsel.</i>

Engaging with the Community

Be proactive. The board can engage key stakeholders by inviting and appointing them to participate in standing and ad hoc committees, advisory panels, focus groups, forums, and surveys to describe a vision for the district, set its goals, plan strategically, align resources with goals, and other actions offering them an opportunity to learn about public education and to influence governance decisions. Encourage all members of the community to visit their schools. Invite them to extracurricular activities, schedule a grandparents' day, and offer tours. In public education, familiarity often breeds support.

Use a variety of means to engage community members, inform them about the district, and learn about their interests, priorities, and concerns. Print and electronic media, social media (be mindful of emerging trends for younger parents), the district's website, and face-to-face conversations all play important roles in a year-round district campaign to inform and to be informed.

While accentuating the positive — student successes and district progress — don't neglect the negative. Be the first to let the community know about clouds looming on the horizon, and what the board is doing to dispel them. The board should be ambassadors for the district by scheduling dialogues with a cross section of the community — preferably in their neighborhoods as well as in online forums. And be prepared to address negative comments and feedback in a positive, proactive manner.

In addition, consider the varying expectations of the district's constituents. The parents of seniors may have far different expectations than the parents of kindergartners, and elderly community members with no students in the district may want completely different types of communication.

Associated Policy – [Policy 612.1](#) – *Development of Parent and Family Engagement Policies for Title I Programs.*

Communication with the Media

It's important to handle media interactions with care to maintain the veracity and unified voice of the board. Maintaining a unified voice is crucial as it ensures all board communications are consistent, clear, and reflect the collective decisions and strategic direction of the board. This unified approach helps to build trust and credibility with the community, stakeholders, and the media.

Situation	District Protocol
If I am approached by the media regarding a concern or board decision.	<i>Share that the district has a communication process for communication and that they should contact the Superintendent.</i>

Communication on Social Media

Social media plays a significant role in board members' responsibilities. To use social media effectively while avoiding potential pitfalls, remember your posts should reflect well on your role and set a good example for students and the community. Be careful not to share personal, confidential, or legally protected information about students, employees, or board members. Opt for face-to-face or telephone conversations for private matters instead of using social media. Control your emotions and avoid posting in anger or frustration, as negative statements can have lasting consequences and may lead to legal issues. Always use polite language and refrain from abusive, profane, or offensive comments. Additionally, avoid posting on behalf of the district or sharing commercial messages linked to the district. Use social media primarily for listening, making announcements, and gathering feedback rather than conducting board business. Finally, ensure you comply with all relevant laws and district policies, including those related to acceptable use, harassment, discrimination, and privacy. Your online actions should always reflect the values and responsibilities of your position within the district.

Situation	District Protocol
I know about an upcoming district event that should be featured on social media.	<i>Contact the District Communication Coordinator to share the information.</i>
I saw a post containing false or misleading information regarding the board or district.	<i>Contact the Superintendent.</i>

Using a District Email

You should use a district email account for your board communications. While this creates another account to monitor, the extra effort is well worth it. As an elected official, your communications related to your office are presumed to be public data unless a provision of law makes part or all of the email private. Your emails may contain private personnel data ([Minn. Stat. 13.43](#)), private educational data ([Minn. Stat. 13.32](#)), correspondence with a private individual ([Minn. Stat. 13.601](#)), or protected medical information.

Members of the public may request access to public government data for any reason. Government entities must respond to these requests, and any work required to separate private data from public data, known as redaction, cannot be charged to the requester. The government entity must keep public data readily accessible, and redacting private data is its responsibility. Often, decisions about redaction need to be made by legal counsel, which adds to the expense.

If you use a personal or work email account, access to the public data may require you to turn over the personal or work device on which the emails are stored. If you use a district email address, the district's computer system can be searched to respond to public data requests. As a result, you do not have to worry about your personal or work devices being unavailable or about your personal or work information being shared with others.

Using a separate email account also separates your board work from personal or business correspondence. This reduces the number of emails that need to be searched in preparation for responding to a public data request, saving the district time and money.

Another reason this separation is helpful is in how you think about your emails related to board work. Remembering the presumed public status of what you write in emails to other board members, the superintendent, and other district personnel about board work can save you from explanations and embarrassment. Public data may end up on the local news or social media, so it is wise to keep this in mind as you compose emails related to board work.

A final consideration is the potential to violate the OML. If a two-way communication about board business occurs among a quorum of the board (or a quorum of a board committee), it results in an OML violation, and the emails create a record of the violation.

Communicating with Board Members Via Email – To ensure OML compliance, you are strongly discouraged from using email to communicate with other board members about issues within the board’s realm of authority, except for procedural elements like establishing meeting dates and locations. Generally, you should use email only for one-way communications to and from the board chair or superintendent to distribute information.

Situation	District Protocol
I have questions regarding an email I received from the board chair or superintendent.	<i>Call the Superintendent regarding this information.</i>
Another board member emailed me regarding board business.	<i>Contact the individual directly.</i>
I have important information that everyone on the board needs to know before the next board meeting.	<i>- Contact the Board Chair/Superintendent regarding the information, so that they can address this with item.</i>

References for Further Information

- MSBA’s Board Development and Recognition Program
- [MSBA Legal Requirements for School Board Members](#)
- [MSBA Common Acronyms Used in Education](#)
- [MSBA Glossary of Educational Terms](#)
- MSBA School Finance Guide
- [MSBA Election Manual](#)
- [MDE – School Finance Reports](#)
- MN House Research – Minnesota School Finance: A Guide for Legislators

Board Meetings and Governance

Board meetings are pivotal gatherings that dictate the course of educational policies and decisions within a district. Governed by a structured framework, these meetings encompass various types, from regular sessions to emergency convenings, each serving distinct purposes and following legal mandates outlined in Minnesota statutes. Moreover, the operational norms, roles of board officers, and adherence to parliamentary procedures shape the conduct of these meetings, ensuring efficiency, transparency, and accountability. In this comprehensive overview, we delve into the intricacies of board meetings, covering everything from meeting types and legal obligations to procedural guidelines and public participation protocols.



Meetings of the Board

Types of Meetings

Regular Board Meeting – Regular meetings of the board are held according to an established schedule. The schedule must be kept on file at the district office. No additional notice required unless the date, time, or place of the regular meeting is changed. [Minn. Stat. 13D.04, Subd. 1.](#)

Regular Board Meetings are typically held on the second Monday of each month at 6:30 in the City Council Chambers.

Special Meeting – The board may hold a special meeting to conduct business as needed. A special meeting can provide extra time for presentations, such as review of building-level outcomes, or to deal with an issue that arises but is not likely to be ongoing. A special meeting requires three days' notice (posted on the district's main bulletin board and either published in the official newspaper or mailed/delivered to those persons requesting notice) of the date, time, place, and purpose of the meeting. Board discussion and action must fall within the posted purpose(s) of the meeting. [Minn. Stat. 13D.04, Subd. 2.](#)

Emergency Meeting – The board may hold an emergency meeting called to deal with a situation that requires immediate board consideration and possible action, such as a response to a school fire, a school safety issue, etc. The board determines when an emergency meeting is needed. Good faith effort must be made to notify the news media that have requested notice in the same manner as notice is given to board members. If the situation allows for a three-day notice, hold a special meeting. [Minn. Stat. 13D.04, Subd. 3.](#)

- **Business:** At business meetings, boards take action on policies, contracts, bid awards, personnel appointments, etc. This meeting may be a regular, a special, or an emergency meeting.
- **Work or Study Session:** A work or study session is a meeting of the board with selected staff or presenters to study and discuss in depth matters which potentially will come before the board. This meeting may be a regular or a special meeting.
- **Retreat/Workshop:** This is a leadership team meeting for board members and the superintendent, often led by a professional facilitator and dealing with evaluation and/or development issues. This is usually a special meeting.
- **Committee:** Board committee meetings are covered by the OML. Other committee meetings that include board members may also be covered by the OML. [Minn. Stat. 13D.01, Subd. 1.](#)

Organizational Meeting – The first meeting in January will be devoted to business required for the proper organization of the board. The agenda may include:

- Seating new members including administering the ceremonial oath of office
- Electing officers for chair, vice-chair (optional), clerk, and treasurer
- Setting the dates, time, and location(s) for regular board meetings
- Setting board member compensation
- Establishing standing committees and committee members
- Passing a [Resolution for Combined Polling Places](#)
- Determining time, place, and manner for public comments
- Designating district depositories
- Selecting the official newspaper and the district’s legal counsel

Open Meeting Law (OML)

The Open Meeting Law ([Minn. Stat. Ch. 13D.](#)) is intended to preserve the rights of the public to observe actions and decisions of its representatives. To satisfy this, all meetings of the board will be open to the public for attendance, and a schedule of the board’s regular meetings and working sessions will include times and locations and shall be kept on file at the district office. (See the Closed Meeting Law Chart link below for exceptions). Additionally, the board will ensure a schedule of meetings is posted on the district’s website. The OML applies to all meetings of the public body and, in general, meetings of its committees and subcommittees. For the law to apply, a quorum (a majority of the members of the board) must be present. Although the responsibility to ensure meetings are properly noticed lies with the board, this operational activity is typically carried out by the staff member who functions as the clerk to the board.

Closed Meetings

Minnesota’s OML requires all board meetings to be open to the public with few exceptions. A public body must begin in an open meeting and state on the record the specific grounds permitting the meeting to be closed and describe the subject to be discussed. A majority vote is needed to close the meeting, with the time and place announced at the public meeting before going into closed session. Please review [Minn. Stat. 13D.05](#) before proceeding to close a meeting. For specific questions, consult with legal counsel.

For more information regarding closed meetings, see [MSBA’s Closed Meeting Law Chart](#).

Meetings Conducted by Interactive Technology

In the ever-evolving landscape of governance, technology has become an indispensable tool for facilitating communication and collaboration. Section 13D.02 of the Minnesota Statutes acknowledges this reality by outlining the conditions under which meetings governed by section 13D.01 can be conducted using interactive technology.

For more information regarding remote meetings, see [Minn. Stat. 13D.02 Meetings Conducted by Interactive Technology](#).

Meeting Operations

Attendance of Meetings

All board members are expected to attend all meetings. However, it is recognized scheduling conflicts will occur. If you are unable to attend a regular, special or committee meeting, please contact the School Board Chair, Superintendent, or School Board Secretary to share that you will not be able to attend. We will attempt to find another board member to cover the absence. If you are unable to attend, it is required that you watch the recording of the meeting, found [on the district website](#). This is critical for staying informed with the discussion and actions of the board in a timely manner. This also impacts the collaborative working relationship amongst board members.

Acceptable Dress Code

The expectation for the school board meeting or other meetings is business casual attire. For important events such as graduation the expectation is more of formal attire. If you would have questions, please contact the School Board Chair or Superintendent.

Location of Meetings

Regular Board Meetings and monthly Worksessions are held at City Hall in the Council Chambers.

Addressing Others

It is important to keep a strong present of formality at the meetings and maintain continued respect of all members present at the meeting. Using sir names is not a requirement but does create a more formal approach to the meetings. Since this is a formal meeting of the board it is important to address conversation, understand and respect of all as a part of the process for each meeting.

Presentations

Presentations at a board meeting are a common occurrence that is to provide information, data or background into some of the decisions that will be made at a school board level. Presenters should be allowed to address the board in an organized and respectful. Questions should wait until the end of the presentation in most cases and a member may request that they return at a later date for follow up on the information provided.

Voting

Each elected member of the board will have one vote. A roll call vote will be taken when required by law or when requested by any board member. Board members should speak up clearly and loud enough so that each board member and those in attendance can hear the vote and/or comments. Board members must speak directly into the microphones when utilized at a meeting.

Quorum of the Board

In order for a board meeting to be official and before any action can be taken by the board, at least a quorum of board members must be present. In the absence of a quorum, the only official action that the board may take is to adjourn the meeting. The gathering of a quorum constitutes a meeting if “members discuss, decide, or receive information as a group on issues relating to the official business of the district.”

Parliamentary Procedure During Meetings

The school board will follow the use of Robert's Rules of Order when conducting a meeting. If an item is not clear as to process or procedure the members will attempt to clarify the proper procedure prior to moving forward in the meeting.

Associated Policies – 203 Operation of the School Board Governing Rules and 203.1 School Board Procedures; Rules of Order.

Presiding Officer

The chair will preside over all board meetings. If the chair is unable to preside, the vice-chair (if one has been appointed), will perform the duties of the chair. Should both the chair and vice-chair be unable to preside, the clerk will perform the duties of the chair. In the unlikely event that the chair, vice-chair, and clerk are unable to preside, the treasurer will perform the duties of the chair.

Superintendent's Role in Board Meetings

The superintendent is a key person at all board meetings. The superintendent and chair commonly plan the meeting agenda together. The superintendent makes certain the meeting room is set up as required and all tools needed are available, such as audio or visual recording equipment, internet access, microphones, etc. Each item on the agenda is introduced by the chair; however, for discussion or action items, the superintendent or a designee is often asked to explain the issue.

Board Committees

Committees may be established to address recurring needs of the board. Committees are in place to make the board's work more efficient and effective. They serve in advisory capacities and bring recommendations to the full board for decision making. Board committees should meet as often as necessary to accomplish their work and should meet only when there is substantive work to be done.

2024 BOARD OF EDUCATION COMMITTEE/REPRESENTATIVE ASSIGNMENT

Board Approved:

BOARD COMMITTEES REQUIRED BY POLICY 213*

***AUDIT (Finance)**

1. Chair
2. Vice-Chair
3. Treasurer

***BUILDING AND GROUNDS**

1. Mews
2. Klassen
3. Stevens
Bordewyk - Alternate

***POLICY**

1. LaCanne
2. Miller
Mews- Alternate

*SALARY NEGOTIATIONS COMMITTEES

A. Superintendent /Business Manager

1. -Chair
2. Vice-Chair
3. Clerk

D. Custodians, Secretaries/Paraprofessionals, Food Service

1. Jones
2. Bordewyk
LaCanne - Alternate

B. Principals/Administration

1. LaCanne
2. Miller
3. Mews

E. Transportation

1. Stevens
2. LaCanne
Mews – Alternate

C. Licensed Staff (Education MN-Windom)

1. Jones
2. Stevens
3. Klassen

F. Supervisors/Office Staff

1. Jones
2. Klassen
3. LaCanne

BOARD REPRESENTATIVES

A. Advisory Committee Representatives

1. Middle School - Bordewyk
Miller– Alternate
2. Winfair –Stevens
LaCanne - Alternate

F. Health & Safety Representatives

1. Klassen
2. LaCanne
Mews - Alternate

B. Vocational Representative

1. Mews
Jones – Alternate

G. Foundation Representatives

1. Jones
2. Miller
LaCanne – Alternate

C. Community Education Representative

1. LaCanne
Bordewyk – Alternate

H. Integration Committee Representatives

1. Klassen
2. Bordewyk
Jones- Alternate

**D. MN State High School League Representative/
Activities, Extra-Curricular Committee**

1. Bordewyk
Klassen – Alternate

I. City/County/School Representatives

1. Klassen
2. Stevens
Mews- Alternate

E. Staff Development Representative

1. Miller
Bordewyk - Alternate

OUTREACH GROUPS

A. **Mt. Lake** - Jones, Klassen

D. **JCC** -Jones, Bordewyk

B. **Star Concept/HLO** – Stevens, Miller

E. **SWWC Service Coop** -Bordewyk, Jones, Stevens

C. **RRC**- LaCanne, Mews

Election of Board Officers

Minnesota law is silent on the method of electing officers, except that the election must be by open vote and not by any form of secret ballot. [Minn. Stat. 13D.01, Subd. 4](#). The district will follow the general rule and practice established in the policy and Robert's Rule of Order for electing board officers.

For more information regarding officer elections, see [MSBA's First Monday in January Handbook](#).

Guide to Board Meeting Roles and Responsibilities

Effective management and clear understanding of roles are essential for the smooth operation of board meetings. The [Guide to Board Meeting Roles and Responsibilities](#) provides a detailed outline of the duties and expectations for board members, the chair, the superintendent, and administrative staff before, during, and after meetings. This comprehensive guide helps ensure all participants are well-prepared, meetings are conducted efficiently, and follow-up actions are clearly defined. It covers everything from agenda preparation and legal advice to maintaining a positive meeting atmosphere and accurate record-keeping.

Data Privacy

It's essential to understand how data privacy relates to board meetings. When discussing district matters in board meetings, we encourage open dialogue. However, we need reasonable restrictions to ensure orderly proceedings and protect individuals' privacy and due process rights. These rights extend to both employees and students of the district. For employees, this includes the privacy of their personnel data. Similarly, students have privacy rights concerning their educational data. To uphold these privacy rights, we have procedures in place for handling agenda items and complaints.

Associated Policy – – [406 Public and Private Personnel Data](#) and [515 Protection and Privacy of Pupil Records](#)

Public Comments to the Board

The board recognizes the value of participation by the public in deliberations and decisions on district matters. However, the board retains the right to determine whether and how public comment may occur. [View Policy 207 for protocol on Public Hearings.](#)

Associated Policy – [Policy 206 Public Participation](#)

Agendas and Minutes

Agenda Procedures

The board will conduct business during meetings through an adopted agenda that advances board work and district goals. The agenda serves as a roadmap for the meeting, outlining topics such as reports, presentations, discussions, and decisions. It is expected all board members will read the agenda and any supporting documents prior to the meeting. Each board member has the right to request additions, amendments, or revisions to the agenda prior to its adoption, and the board will determine if those changes are to be made.

Associated Policy – [Policy 203.5 – School Board Meeting Agenda](#).

Consent Agenda

The superintendent, in consultation with the board chair, may place items on the consent agenda. A consent agenda is a part of the agenda that includes items typically approved together in one motion. These items may include meeting minutes, routine reports, personnel appointments, and other administrative matters. By grouping these items together, the board can streamline the meeting process and focus on more substantive discussions. If any board member wishes to discuss or vote separately on an item listed in the consent agenda, they can request to have it removed for individual consideration.

Meeting Minutes

Minutes will be carefully recorded to include all actions of the board and all votes taken at a board meeting by the board's clerk or designee. Minutes do not include discussion or editorial comments.

References for Further Information

- Copies of Meeting Minutes from the past year
- [MSBA Sample Board Meeting Agenda](#)
- [MSBA School Board Ceremonial Oath of Office](#)
- [MSBA Guidelines with Meeting Minutes](#)
- [MSBA First Monday in January Booklet](#) (regarding the Organizational Meeting)
- [MSBA Parliamentary Procedure Overview](#)