



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

September 8, 2025 Regular Meeting

Windom City Council Chamber

444 9th Street

Windom, MN 56101

September 8, 2025

6:30 PM

Live at [Media SB22](#) on youtube

1. Call to order
Joel Bordewyk
2. The Pledge of Allegiance
Joel Bordewyk
3. Approval of Agenda (revise as necessary)
Joel Bordewyk
4. Acceptance of Donations
Joel Bordewyk
5. Open Forum
6. Approval of Consent Agenda
 - **Minutes from July 28th and August 11, 2025**
 - **Bills and Wires Transfers**
 - **Treasurer Report**
 - **Approve the resignation of Susan Buss as 7.25 Baker/Cook Assistant effective August 18, 2025.**
 - **Approve the resignation from Holly Boldt from MSHS Cook Manager effective August 8, 2025.**
 - **Approve resignation from Katelin Power as 6.75 Paraprofessional effective September 15, 2025.**
 - **Approve hiring Susan Buss as 8 hr Cook Manager effective August 25, 2025.**
 - **Approve hiring Kayla Katosang as a 7.25 Paraprofessional effective August 25, 2025.**
 - **Approve hiring Cynthia Benson as a 6.5 Paraprofessional effective August 25, 2025.**
 - **Approve hiring Craig Taylor as 0.5 FTE MSHS Physical Education Teacher effective the 2025-2026 school year.**
 - **Approve hiring Alison Dahna as 7.0 MSHS Library Paraprofessional, effective September 22, 2025.**
 - **Approve hiring Holly Boldt as Lunchroom Manager effective August 25, 2025.**
 - **Approve increase of hours for Lisa Rickert, Cafe Helper from 2.5 hrs to 3 hrs per day effective August 25, 2025.**

- **Approve the increase of hours for Ashley Murray, Paraprofessional from 6.75 hrs to 7.75 hrs per day.**
- 7. Administrative Report - Preschool - Elementary
Corey Barfknecht
- 8. Administrative Report Middle School - Grades 5-8
Dane Nielsen
- 9. Administrative Report - High School - Grades 9-12
Bryan Joyce
- 10. Administrative Report Special Education
Amanda Wilson
- 11. Superintendent Report
Jamie Frank
- 12. Board of Education Report
Joel Bordewyk
Update regarding the facilities project.
- 13. Approve a special education paraprofessional position at the elementary for 7.5 hours per day due to student needs. - Action
Jamie Frank
- 14. Approve updated TOSA of Travis Janssen, ADSIS Behavior Specialist, to reflect the reduction of 0.5 FTE on his TOSA due to teaching 0.5 FTE Physical Education/Health for the 2025-2026 school year.
Jamie Frank
- 15. Approve 3 year auditing services proposal for fiscal years 2026, 2027, 2028 – Action

Holly Anderson

Abdo has been providing auditing services for our District since fiscal year 2011. We have created a successful working relationship with their firm, and they have spent a great deal of time understanding how our District operates. We have created a process that is mutually beneficial to both parties through good working relationships, resulting in efficiencies in the auditing process.

- 16. Approve Adult Meal Prices for the 2025-2026 Regular School Year - Action
Holly Anderson
Each year the board needs to set and approve the adult meal prices for the new school year. We are asking the board to approve \$3.00 for each adult breakfast and \$6.00 for each adult lunch. This amount is above the minimum adult prices set by MDE for the 2025-2026 school year.

17. Review Policies: 417, 501, 503, 506, 515 and 721 - Informational
Matt Steffen

18. Approve Requested Fundraisers - Action
Chairperson

Music Dept	Jamie Pohlmann/Tracy Frank	Club's Choice - catalog	Oct. 6-23, Delivery Dec. 4	Students sell food and items through a catalog.
Music Dept.	Jamie Pohlmann	Walnut Grove Mercantile Fudge	Nov. 10-21st, Delivery Dec. 15	Students sell fudge and then deliver to customers.
Music Dept.	Jamie Pohlmann	Frozen pizza	Jan. 5-16, Delivery in February	Students collect orders and deliver pizzas.

19. Approve updated 2025-2026 Activities Assignments - Action
Jamie Frank

20. Approve Strength and Conditioning Coach - Action
Jacob Johnson

21. Additional items for the board
Joel Bordewyk

22. Adjourn
Joel Bordewyk

Member introduced the following resolution and moved its adoption:

WHEREAS, the following donations were received

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

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

Elementary Backpack Program:

\$55.00 from Bethany Lutheran Church

Robotics

\$500 from Fortune Transportation

\$200 from Bank Midwest

Miscellaneous:

\$60.00 from Wells Fargo Community Care Grants Program on behalf of Stephanie Peterson for the Elementary Student in Need Fund

\$200.00 from American Lutheran Church Unit of omen of the ELCA to purchase items for the Comfort Cupboard.

\$250 from Prairie Country Crop Insurance LLC for FFA program

Eagle Achievement Project - J. Winters and D. Fritz for Student in Need Fund

\$25.00 from Howard and Rosalee Davis

\$40.00 from Jody Saffert

\$35.00 from Miscellaneous Anonymous Donors

Minutes- Work Session Minutes – July 28, 2025

The Windom Board of Education met in regular session on Monday, July 28, 2025, at 6:30 p.m. in the Windom City Council Chambers.

Members present: Joel Bordewyk, Lynn Liepold, Angie Klassen, Bruce Mews, Brianne Miller, Barbara Jones, and Matt Steffen.

Absent:

Joel Bordewyk opened the meeting with the Pledge of Allegiance.

MSP Miller/Klassen to approve the agenda as presented.

MSP Mews/Jones to approve Resolution 07282025A. Motion carried: 7-0

MSP Klassen/Mews to approve Public Hearing date of August 11, 2025, at 6:30pm, for Tax Abatement for 1955 Bud Road, Windom, MN 56101.

MSP Miller/ Liepold to approve the quote on Milk/Dairy products for the 2025-2026 school year from Prairie Farm.

MSP Klassen/Miller to approve the updated Middle/High School Handbook.

MSP Steffen/Miller to declare 72 MacBooks Surplus. These will be sold for \$330 (including tax) on August 13, 2025, from 8am-12pm in the Middle High School Lobby. First come first serve basis, Cash only.

School Board Chair, Joel Bordewyk gave a summary of the Superintendent's evaluation from the closed session at the July 11th, 2025, meeting.

Superintendent Frank reviewed Wellness Policy 533. This will be presented at the next meeting for approval.

Superintendent Frank shared post-election survey results.

Business Manager Holly Anderson reviewed the FY 2026 Cash Flow.

The meeting was adjourned at 7:02pm.

Bruce Mews, Clerk

Joel Bordewyk, Chair

Attest Bruce Mews, Clerk

Minutes – Regular Meeting August 11, 2025

The Windom Board of Education met in regular session on Monday, August 11, 2025, at 6:30 p.m. in the Windom City Council Chambers.

Members present: Lynn Liepold, Barb Jones, Angie Klassen, Joel Bordewyk, Bruce Mews, Brianne Miller and Matt Steffen

Absent:

Joel Bordewyk opened the meeting with the Pledge of Allegiance.

MSP Klassen/Miller to approve the agenda as presented.

MSP Mews/Miller to approve the list of donations. Motion carried: 7-0

No one for open forum.

MSP Miller/Mews to approve Consent Agenda.

No one for Public Hearing of Tax Abatement for 1955 Bud Road, Windom, MN 56101

MSP Steffen/Jones to approve Resolution 07282025A approving Tax Abatement for Certain Property Pursuant to Minn. Stat 469-1813 for 1955 Bud Road, Windom, MN 56101. Motion carried 7-0

Corey Barfknecht, Preschool-Elementary Principal's report. New teacher boot camp was on July 21st and went well. Teachers have done training with CKLA curriculum. At Night to Unite the Elementary and Bridges staff gave books to families to promote literacy in our community. ECFE and Elementary PTO sponsored this. Welcome letters were sent out to students in the first week of August. Staff will return August 25th. Elementary and Preschool conferences will be held September 2nd and 3rd as well as Early Childhood Screenings. Those days will also be picture day for Bridges and Elementary students. During the Elementary entrance conferences there will be childcare for siblings of students that will be attending the conference with their parents. Thanks to Windom Elementary PTO for setting that up.

Dane Nielsen, Middle School Principal presented his report. We are almost fully staffed, still in need of some paraprofessionals. New Teacher in-service will be held on August 21st. Orientations dates have been set, 5th and 6th grade will be Wednesday, August 20th at 6:00pm in the Nest Gym and 7th and 8th grade will be August 21 at 6:00pm in the Nest Gym. Parents are encouraged to attend these meetings. There will be a lot of information given out. Fall in-service will be August 25-29th. Matt Eicheldinger, a middle school teacher and author, will be here on August 25th to speak to staff. His message will help inspire our staff and set a positive tone for the school

year. Tuesday, September 2nd is the first day of school for grade 5th -12th. The first week there will be class meetings to review The Windom Way and reinforce our expectations and standards for success. ADSIS reporting is due on September 15. Thanks to Travis Janssen for all his work on this report.

Bryan Joyce, High School Principal, presented his report. All teaching positions are filled, just still in need of some paraprofessionals. He shared some academic data from 2024-2025. The Youth Skill Training 2-year grant has ended. Thank you to Betsy Harwood, Jenni Squires and Peggy Pfeffer for all their work with this grant. Cottonwood Jackson CEO Orientation is Tuesday, August 19th at the Celebration of Life Center in Jackson. Ashley Johnson and Sharon Henning will be co-facilitators for the program this year. Orientation for high school students will be held on Wednesday August 21 at 7pm in the Nest Lobby.

Amanda Wilson, Special Education Administrator, presented her report. Curriculum materials have been distributed to our special education teachers to ensure they have all the necessary resources. The team that supports MTSS processes in each building are getting intervention plans and materials ready for the new year. Schedules for special ed staff and students are being refined. Big thank you to Aimee Veenker (Occupational Therapist), Janelle Mickelson (Retired Early Childhood Special Education Teacher), Jessica Matt (School Nurse), and Jacki Larson (School Nurse) for their help with the district evaluations and screenings that must be completed over the summer months.

Jamie Frank, Superintendent, presented her report. Windom Schools participated in the health fair at Windom Area Health, and the Chamber sponsored Night to Unite. The Windom Schools Education Foundation is now a formally established non-profit organization with a 501(c)(3) status. Paraprofessionals district wide will be attending the KEYS conference in Worthington on August 13th. This is professional development for them, specific to their position.

MSP Steffen/Mews to approve fundraising events. The Volleyball team will be selling coupon cards August 11-27th. The music department will be selling Kettle Corn September 8-19 with delivery on September 29th.

MSP Klassen/Liepold to approve Wellness Policy 533.

MSP Miller/Klassen to approve 2025-2026 E-Learning Plan.

MSP Mews/Miller to approve the updated Activity Assignments list.

The meeting was adjourned at 7:11pm.

Bruce Mews, Clerk
Joel Bordewyk, Chair
Attest Bruce Mews, Clerk

WINDOM AREA SCHOOLS			DETAIL REGISTER-ACTIVITY ACCOUNT							AUGUST-SEPTEMBER 2025		
Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description		
21		00948	BANK MIDWEST	8/5/2025 0:00	\$1,850.85	106636	E	21	300	301	Washington DC- Hyatt- Hotel Stay	
21		00948	BANK MIDWEST	8/5/2025 0:00	\$205.70	106637	E	21	100	301	Big G 1st Grade- Amazon- supplies	
21		00948	BANK MIDWEST	8/5/2025 0:00	\$49.56	106638	E	21	300	301	Washington DC- Panera- Food	
21		00948	BANK MIDWEST	8/5/2025 0:00	\$838.48	106639	E	21	300	301	Washington DC- Panera- Food	
21		00948	BANK MIDWEST	8/5/2025 0:00	\$928.00	106640	E	21	300	301	Washington DC- Gettysburg Hospitality- Food	
21		00948	BANK MIDWEST	8/5/2025 0:00	\$2,082.60	106641	E	21	300	301	Fall Musical- Concord Theatricals- script	
21		00948	BANK MIDWEST	8/5/2025 0:00	\$105.97	106642	E	21	300	301	FFA- HyVee- Food	
21		00948	BANK MIDWEST	8/5/2025 0:00	\$65.50	106643	E	21	300	301	FFA- Godfathers- Pizza	
21		00948	BANK MIDWEST	8/5/2025 0:00	\$510.00	106644	E	21	300	301	Group Reservation- Refund Ghost tour	
21		00948	BANK MIDWEST	8/5/2025 0:00	\$2,131.00	106634	E	21	300	301	Washington DC- Best Western- Hotel Stay	
21		00948	BANK MIDWEST	8/5/2025 0:00	\$10.74	106635	E	21	100	301	Big G 2nd Grade- Amazon- Potting Soil	
21	8476	00975	WINDOM PUBLIC SCHOOL	8/8/2025 0:00	\$2,695.07	106675	E	21	300	301	MASS MEDIA ACTIVITY ACCOUNT CLOSURE	
21	8477	9141	TMB Football	8/21/2025 0:00	\$320.00	106759	E	21	300	301	Football- Scrimmage meal	
				TOTAL:	\$11,793.47							
WINDOM AREA SCHOOLS			DETAIL REGISTER-TRANSFERS							AUGUST-SEPTEMBER 2025		
4		7386	MSDLAF	8/13/2025 0:00	\$185,000.00	106676	B	01	101		TRANSFER TO BANK MIDWEST ACCOUNT MAX	
4		7386	MSDLAF	8/13/2025 0:00	\$0.00	106676	B	01	101		TRANSFER TO BANK MIDWEST ACCOUNT LIQUID	
4		7386	MSDLAF	8/19/2025 0:00	\$350,000.00	106727	B	01	101		TRANSFER TO BANK MIDWEST ACCOUNT MAX	
4		7386	MSDLAF	8/19/2025 0:00	\$0.00	106727	B	01	101		TRANSFER TO BANK MIDWEST ACCOUNT LIQUID	
4		7386	MSDLAF	8/29/2025 0:00	\$100,000.00	106792	B	01	101		TRANSFER TO BANK MIDWEST ACCOUNT MAX	
4		7386	MSDLAF	8/29/2025 0:00	\$16,000.00	106792	B	01	101		TRANSFER TO BANK MIDWEST ACCOUNT LIQUID	
				TOTAL:	\$651,000.00							
WINDOM AREA SCHOOLS			DETAIL REGISTER-GENERAL JOURNAL							AUGUST-SEPTEMBER 2025		
7		8187	BMO Credit Card	8/5/2025 0:00	\$21,923.81	106598	B	01	206		BMO Credit Card GENERAL JUNE 2025 fund 01	
7		8187	BMO Credit Card	8/5/2025 0:00	\$0.00	106598	B	02	206		BMO Credit Card GENERAL JUNE 2025 fund 02	
7		8187	BMO Credit Card	8/5/2025 0:00	\$204.83	106598	B	04	206		BMO Credit Card GENERAL JUNE 2025 fund 04	
7		8187	BMO Credit Card	8/5/2025 0:00	\$76.94	106622	B	01	206		BMO Credit Card BUDGET JULY 2025 fund 01	
7		8187	BMO Credit Card	8/5/2025 0:00	\$0.00	106622	B	02	206		BMO Credit Card BUDGET JULY 2025 fund 02	
7		8187	BMO Credit Card	8/5/2025 0:00	\$36.00	106622	B	04	206		BMO Credit Card BUDGET JULY 2025 fund 04	
7		8187	BMO Credit Card	9/4/2025 0:00	\$34,402.36	106887	B	01	206		BMO Credit Card GENERAL JUNE 2025 fund 01	
7		8187	BMO Credit Card	9/4/2025 0:00	\$2,435.25	106887	B	02	206		BMO Credit Card GENERAL JUNE 2025 fund 02	
7		8187	BMO Credit Card	9/4/2025 0:00	\$472.91	106887	B	04	206		BMO Credit Card GENERAL JUNE 2025 fund 04	
7		8187	BMO Credit Card	9/4/2025 0:00	\$97.58	106890	E	01	050	000	MSHSL - JOHNSON - TOURNAMENT CARD, CALENDAR, HANDBOOK	
7		8187	BMO Credit Card	9/4/2025 0:00	\$24.99	106891	E	01	050	000	SCHWALBACH - JOHNSON - TRIPLE OUTLET CORD	
7		8187	BMO Credit Card	9/4/2025 0:00	\$465.00	106892	E	01	050	000	DAKTRONICS - JOHNSON - L35 RETROFIT LEGACY TO GYRUS	
7		8187	BMO Credit Card	9/4/2025 0:00	\$80.84	106893	E	01	330	000	WALMART - HUSKA - MISC CLASSROOM MATIERALS/SUPPLIES	
7		8187	BMO Credit Card	9/4/2025 0:00	\$9.50	106888	E	01	330	000	TEACHERS PAY TEACHERS - WALEN - MISC CLASSROOM MATERIALS/SUPPLIES	
7		8187	BMO Credit Card	9/4/2025 0:00	\$119.00	106889	E	01	050	000	TURK TANK - JOHNSON - SOLENOID CABLE	
7	2803	00948	BANK MIDWEST	8/6/2025 0:00	\$1,200.00	106670	B	01	101		START UP FOR MACBOOK SALE	
7	2804	00948	BANK MIDWEST	8/21/2025 0:00	\$1,000.00	106758	B	01	101		8.23.25 SOCCER GATE/CONCESSIONS START UP CASH	

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description
7	2805	00948	BANK MIDWEST	8/25/2025 0:00	\$140.00	106760	B	02	101	FOOD SERVICE START UP CASH - BEGINNING OF 25-26 SCHOOL YEAR
7	2806	00948	BANK MIDWEST	8/29/2025 0:00	\$500.00	106793	B	01	101	START UP FOR FB 2ND GATE
7	240202	00915	A & B BUSINESS EQUIPMENT	8/6/2025 0:00	\$2,108.42	106646	E	01	005 302	CONTRACT USAGE CHARGE FOR 8.5.2025-9.4.2025
7	240202	00915	A & B BUSINESS EQUIPMENT	8/6/2025 0:00	\$533.10	106646	E	01	005 302	CONTRACT USAGE CHARGE FOR 8.5.2025-8.4.2025
7	240203	05164	AT & T MOBILITY	8/6/2025 0:00	\$141.06	106647	E	01	005 000	JULY BILL
7	240205	05110	BARGEN INC	8/6/2025 0:00	\$9,990.00	106648	E	01	005 384	INFARED PATCHING - 37 HEATS
7	240206	04424	BIG SOUTH CONFERENCE	8/6/2025 0:00	\$2,750.00	106649	E	01	050 000	2025-26 DUES
7	240207	01799	CULLIGAN	8/6/2025 0:00	\$0.00	106650	E	01	005 381	REPLACE WATER SOFTNER QUOTE AT MSHS
7	240207	01799	CULLIGAN	8/6/2025 0:00	\$10,740.00	106650	E	01	005 000	QTY 2 HE PROGRESSIVE FOW WATER SOFTENING SYSTEM
7	240207	01799	CULLIGAN	8/6/2025 0:00	\$0.00	106650	E	01	005 000	INCLUDES VALVES, BREAKERS, CABLE, TANK, FREIGHT, INSTALL, START UP AND SALT FILL
7	240208	00356	EAST SIDE JERSEY DAIRY INC	8/6/2025 0:00	\$1,140.30	106651	E	02	005 709	MILK
7	240209	7211	GDF ENTERPRISES	8/6/2025 0:00	\$86.97	106652	E	01	005 000	HI FLOW BLADE
7	240209	7211	GDF ENTERPRISES	8/6/2025 0:00	\$17.99	106652	E	01	005 000	OIL FILTER
7	240209	7211	GDF ENTERPRISES	8/6/2025 0:00	\$21.99	106652	E	01	005 000	WASHOUT CONNECTOR HOSE
7	240210	02350	KINECT ENERGY INC	8/6/2025 0:00	\$610.00	106653	E	01	005 000	ENERGY MGMT FEE-MONTHLY
7	240211	02350	KINECT ENERGY INC	8/6/2025 0:00	\$90.82	106654	E	01	020 000	HIGHLAND NATURAL GAS
7	240211	02350	KINECT ENERGY INC	8/6/2025 0:00	\$824.29	106654	E	01	330 000	ELEMENTARY NATURAL GAS
7	240211	02350	KINECT ENERGY INC	8/6/2025 0:00	\$152.62	106654	E	01	030 000	WINFAIR NATURAL GAS
7	240211	02350	KINECT ENERGY INC	8/6/2025 0:00	\$2,014.17	106654	E	01	050 000	MSHS NATURAL GAS
7	240212	9306	MILLER, DUSTIN	8/6/2025 0:00	\$1,416.85	106655	E	04	005 321	ORDER # 442500003
7	240212	9306	MILLER, DUSTIN	8/6/2025 0:00	\$2,545.70	106655	E	04	005 321	ORDER # 442500056
7	240213	04216	PEPSICO BEVERAGE SALES LLC	8/6/2025 0:00	\$2,362.90	106656	R	01	050 000	BEVERAGES FOR CONCESSION STAND
7	240214	01157	PLUNKETTS	8/6/2025 0:00	\$580.93	106657	E	01	005 000	WINFAIR
7	240214	01157	PLUNKETTS	8/6/2025 0:00	\$582.66	106657	E	01	005 000	WINDOM ELEMENTARY
7	240214	01157	PLUNKETTS	8/6/2025 0:00	\$830.49	106657	E	01	005 000	WINDOM HIGH SCHOOL
7	240214	01157	PLUNKETTS	8/6/2025 0:00	\$484.38	106657	E	01	005 000	HIGHLAND SCHOOL
7	240215	00716	RUNNINGS	8/6/2025 0:00	\$34.37	106658	E	01	330 000	SPRAY AND PLANTS/SEEDS
7	240215	00716	RUNNINGS	8/6/2025 0:00	\$271.38	106659	E	01	005 000	GENERAL MAINTENANCE SUPPLIES
7	240216	8917	STERICYCLE INC	8/6/2025 0:00	\$710.00	106669	E	01	005 000	SELECT PURGE SERVICE ON SITE
7	240216	8917	STERICYCLE INC	8/6/2025 0:00	\$95.85	106669	E	01	005 000	FULE SURCHARGE
7	240216	8917	STERICYCLE INC	8/6/2025 0:00	\$28.40	106669	E	01	005 000	ENVIRONMENTAL SURCHARGE
7	240216	8917	STERICYCLE INC	8/6/2025 0:00	\$98.69	106669	E	01	005 000	RECYCLING RECOVERY SURCHARGE
7	240217	01631	SYSCO MINNESOTA	8/6/2025 0:00	\$652.50	106660	E	02	005 709	SUMMER FOOD
7	240217	01631	SYSCO MINNESOTA	8/6/2025 0:00	\$115.51	106660	E	02	005 709	SUMMER SUPPLIES
7	240218	8708	WINDOM AREA GIRLS FAST PITCH ASS	8/6/2025 0:00	\$585.00	106667	E	04	005 321	A. NIELSEN SB CAMP-EAGLE ACHIEVMENT PROJECT
7	240219	01249	WINDOM FIRE & SAFETY, LLC	8/6/2025 0:00	\$160.00	106662	E	01	005 363	ANNUAL INSPECTION/SUPPLIES
7	240219	01249	WINDOM FIRE & SAFETY, LLC	8/6/2025 0:00	\$1,267.80	106661	E	01	005 363	ANNUAL INSPECTION/SUPPLIES
7	240219	01249	WINDOM FIRE & SAFETY, LLC	8/6/2025 0:00	\$200.00	106663	E	01	005 363	ANNUAL INSSPECTION/SUPPLIES
7	240219	01249	WINDOM FIRE & SAFETY, LLC	8/6/2025 0:00	\$150.00	106664	E	01	005 363	ANNUAL INSPECTION/SUPPLIES
7	240220	00551	WINDOM PUBLIC SCHOOL	8/6/2025 0:00	\$495.05	106668	E	04	005 321	JUNIOR GOLF
7	240220	00551	WINDOM PUBLIC SCHOOL	8/6/2025 0:00	\$928.91	106666	E	04	005 321	FB CAMP 2025
7	240220	00551	WINDOM PUBLIC SCHOOL	8/6/2025 0:00	\$10.74	106665	E	01	330 000	POTTING SOIL
7	240221	03263	ABDO	8/14/2025 0:00	\$6,250.00	106678	E	01	005 000	CERTIFIED AUDIT SERVICES PER AGREEMENT FOR THE YEAR ENDED JUNE 30, 2025

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description	
7	240222	00140	CITIZEN PUBLISHING CO INC	8/14/2025 0:00	\$240.75	106681	E	01	005	000	BOARD MINUTES 6.9.25
7	240222	00140	CITIZEN PUBLISHING CO INC	8/14/2025 0:00	\$64.20	106681	E	01	005	000	BOARD MINUTES 6.23.25
7	240222	00140	CITIZEN PUBLISHING CO INC	8/14/2025 0:00	\$80.25	106681	E	01	005	000	ABATEMENT PC HOMES
7	240222	00140	CITIZEN PUBLISHING CO INC	8/14/2025 0:00	\$20.00	106681	E	01	005	000	DIGITAL UPLOAD
7	240222	00140	CITIZEN PUBLISHING CO INC	8/14/2025 0:00	\$329.40	106683	E	02	005	701	Ad in Shopper 7/12 & 7/19 Citizen 7/16 & 7/23
7	240222	00140	CITIZEN PUBLISHING CO INC	8/14/2025 0:00	\$96.30	106682	E	02	005	701	MILK BID JULY 9 & 16 LEGAL SECTION AD
7	240222	00140	CITIZEN PUBLISHING CO INC	8/14/2025 0:00	\$164.70	106684	E	02	005	701	Ad in Shopper 7/26 & Citizen 7/30
7	240223	00973	CITY OF WINDOM	8/14/2025 0:00	\$43.99	106680	E	01	005	000	ENVIRONMENTAL TRAIL ELECTRICITY
7	240223	00973	CITY OF WINDOM	8/14/2025 0:00	\$2,720.43	106680	E	01	050	000	MSHS WATER
7	240223	00973	CITY OF WINDOM	8/14/2025 0:00	\$15,173.41	106680	E	01	050	000	MSHS ELECTRICITY
7	240223	00973	CITY OF WINDOM	8/14/2025 0:00	\$1,030.06	106680	E	01	330	000	ELEMENTARY WATER
7	240223	00973	CITY OF WINDOM	8/14/2025 0:00	\$8,726.75	106680	E	01	330	000	ELEMENTARY ELECTRICITY
7	240223	00973	CITY OF WINDOM	8/14/2025 0:00	\$105.17	106680	E	01	030	000	WINFAIR WATER
7	240223	00973	CITY OF WINDOM	8/14/2025 0:00	\$1,597.00	106680	E	01	030	000	WINFAIR ELECTRICITY
7	240223	00973	CITY OF WINDOM	8/14/2025 0:00	\$131.79	106680	E	01	020	000	HIGHLAND WATER
7	240223	00973	CITY OF WINDOM	8/14/2025 0:00	\$1,039.72	106680	E	01	020	000	HIGHLAND ELECTRICTY
7	240224	00973	CITY OF WINDOM	8/14/2025 0:00	\$632.25	106679	E	01	005	000	COMMERCIAL VOICE
7	240224	00973	CITY OF WINDOM	8/14/2025 0:00	\$243.65	106679	E	01	005	363	H&S
7	240224	00973	CITY OF WINDOM	8/14/2025 0:00	\$0.62	106679	E	02	005	701	FOOD SERVICE
7	240224	00973	CITY OF WINDOM	8/14/2025 0:00	\$0.59	106679	E	04	005	321	COMMUNITY ED
7	240225	04882	DUFAULT PUBLISHING INC	8/14/2025 0:00	\$2,976.14	106685	E	01	050	000	YEARBOOKS-HIGH SCHOOL HARD COVER-FULL COLOR 112 PAGES-SECOND PAYMENT
7	240226	03659	ELITE MECHANICAL SYSTEMS, LLC.	8/14/2025 0:00	\$135.00	106686	E	02	020	701	LABOR
7	240226	03659	ELITE MECHANICAL SYSTEMS, LLC.	8/14/2025 0:00	\$120.92	106686	E	02	020	701	MATERIALS
7	240226	03659	ELITE MECHANICAL SYSTEMS, LLC.	8/14/2025 0:00	\$250.00	106687	E	01	005	380	LABOR
7	240227	7211	GDF ENTERPRISES	8/14/2025 0:00	\$135.99	106688	E	01	005	000	DECK BELT
7	240228	03215	HANDYMAN'S INC	8/14/2025 0:00	\$681.25	106689	E	01	005	369	RIGHT HINGED LOCK KEY F128
7	240228	03215	HANDYMAN'S INC	8/14/2025 0:00	\$35.17	106689	E	01	005	369	FREIGHT
7	240229	00112	HILLYARD/SIOUX FALLS	8/14/2025 0:00	\$111.06	106691	E	01	005	000	MOTOR FILTER
7	240229	00112	HILLYARD/SIOUX FALLS	8/14/2025 0:00	\$117.48	106691	E	01	005	000	EXHAUST FILTER
7	240229	00112	HILLYARD/SIOUX FALLS	8/14/2025 0:00	\$291.48	106691	E	01	005	000	BAG FILTER PAPER VERSAMTIC
7	240229	00112	HILLYARD/SIOUX FALLS	8/14/2025 0:00	\$10.61	106691	E	01	005	000	SHIPPING
7	240229	00112	HILLYARD/SIOUX FALLS	8/14/2025 0:00	\$1,739.46	106692	E	01	005	000	GYM FINISH 5 GAL
7	240229	00112	HILLYARD/SIOUX FALLS	8/14/2025 0:00	\$160.94	106692	E	01	005	000	MULTIFINISH PREP
7	240229	00112	HILLYARD/SIOUX FALLS	8/14/2025 0:00	\$1,476.54	106692	E	01	005	000	COURT GUARD
7	240230	8568	IT OUTLET INC	8/14/2025 0:00	\$1,930.00	106690	E	01	005	000	GOOGLE WORKSPACE FOR EDUCATION-TEACHER AND LEARNING UPGRADE ANNUAL PLAN
7	240230	8568	IT OUTLET INC	8/14/2025 0:00	\$4,312.50	106690	E	01	005	000	GOOGLE WORKSPACE FOR EDUCATION STANDARD ANNUAL PLAN
7	240230	8568	IT OUTLET INC	8/14/2025 0:00	\$0.00	106690	E	01	005	000	GOOGLE WORKSPACE EDUCATION STANDARD STAFF
7	240231	01206	KULSETH LAWN LANDSCAPE AND CON	8/14/2025 0:00	\$3,967.50	106693	E	01	050	000	20 YARDS DIRT INSTALLED AROUND TRACK, LEVELED AND SEEDED
7	240232	8876	MADISON NATIONAL LIFE INS CO, INC	8/14/2025 0:00	\$1,053.99	106694	B	01	215		TERM LIFE
7	240232	8876	MADISON NATIONAL LIFE INS CO, INC	8/14/2025 0:00	\$2,256.86	106694	E	01	005	000	LTD
7	240233	00412	SW/WC SERVICE COOPERATIVE	8/14/2025 0:00	\$3,480.00	106700	E	01	050	000	2025-26 OTC TEST PREP AND CCR AND MS
7	240233	00412	SW/WC SERVICE COOPERATIVE	8/14/2025 0:00	\$224.90	106698	E	01	005	740	OT-AV-ESY-SALARY
7	240233	00412	SW/WC SERVICE COOPERATIVE	8/14/2025 0:00	\$76.47	106698	E	01	005	740	OT-AV-ESY-BENEFITS

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description	
7	240233	00412	SW/WC SERVICE COOPERATIVE	8/14/2025 0:00	\$48.33	106698	E	01	005	740	OT-AV-ESY-OTHER
7	240233	00412	SW/WC SERVICE COOPERATIVE	8/14/2025 0:00	\$1,978.88	106698	E	01	060	740	SPEECH/LANGUAGE-HW-SALARY-ESY
7	240233	00412	SW/WC SERVICE COOPERATIVE	8/14/2025 0:00	\$672.82	106698	E	01	060	740	SPEECH/LANGUAGE-HW-BENEFITS-ESY
7	240233	00412	SW/WC SERVICE COOPERATIVE	8/14/2025 0:00	\$230.73	106698	E	01	330	740	SPEECH/LANGUAGE-HW-OTHER-ESY
7	240233	00412	SW/WC SERVICE COOPERATIVE	8/14/2025 0:00	\$26.39	106698	E	01	060	740	SPEECH/LANGUAGE-JW-SALARY-ESY
7	240233	00412	SW/WC SERVICE COOPERATIVE	8/14/2025 0:00	\$8.97	106698	E	01	060	740	SPEECH/LANGUAGE-JW-BENEFITS-ESY
7	240233	00412	SW/WC SERVICE COOPERATIVE	8/14/2025 0:00	\$3.07	106698	E	01	330	740	SPEECH/LANGUAGE-JW-OTHER-ESY
7	240233	00412	SW/WC SERVICE COOPERATIVE	8/14/2025 0:00	\$2,250.26	106695	E	01	005	374	STUDENT SUPPORT PERSONNEL AID FOR COOPERATIVES-SCHOOL NURSE
7	240233	00412	SW/WC SERVICE COOPERATIVE	8/14/2025 0:00	\$2,459.43	106695	E	01	005	374	STUDENT SUPPORT PERSONNEL AID FOR COOPERATIVES-SCHOOL SOCIAL WORKER
7	240233	00412	SW/WC SERVICE COOPERATIVE	8/14/2025 0:00	\$7,004.17	106699	E	01	005	000	FIRST 1/3 2025-26 RMIC BUSINESS/SMART SYSTEMS CONTRACT
7	240233	00412	SW/WC SERVICE COOPERATIVE	8/14/2025 0:00	\$832.92	106699	E	01	005	000	FIRST 1/3 2025-26 RMIC MARSS CONTRACT
7	240233	00412	SW/WC SERVICE COOPERATIVE	8/14/2025 0:00	\$3,779.72	106699	E	01	005	000	2025-26 HEALTH AND SAFETY MANAGEMENT ASSISTANCE SERVICES CONTRACT
7	240233	00412	SW/WC SERVICE COOPERATIVE	8/14/2025 0:00	\$4,400.82	106696	E	01	005	740	BEHAVIOR ANALYST- JF SALARY
7	240233	00412	SW/WC SERVICE COOPERATIVE	8/14/2025 0:00	\$1,496.28	106696	E	01	005	740	BEHAVIOR ANALYST- JF BENEFITS
7	240233	00412	SW/WC SERVICE COOPERATIVE	8/14/2025 0:00	\$2,198.90	106696	E	01	005	740	BEHAVIOR ANALYST- JF OTHER
7	240233	00412	SW/WC SERVICE COOPERATIVE	8/14/2025 0:00	\$15,347.68	106696	E	01	005	000	MENTAL HEALTH SERVICES- RCR SALARY
7	240233	00412	SW/WC SERVICE COOPERATIVE	8/14/2025 0:00	\$5,218.21	106696	E	01	005	000	MENTAL HEALTH SERVICES- RCR BENEFITS
7	240233	00412	SW/WC SERVICE COOPERATIVE	8/14/2025 0:00	\$2,125.85	106696	E	01	005	000	MENTAL HEALTH SERVICES- RCR OTHER
7	240233	00412	SW/WC SERVICE COOPERATIVE	8/14/2025 0:00	\$15,693.50	106696	E	01	005	740	OCCUPATIONAL THERAPY- AV SALARY
7	240233	00412	SW/WC SERVICE COOPERATIVE	8/14/2025 0:00	-\$1,536.75	106696	E	01	330	740	ORIENTATION AND MOBILITY - WH
7	240233	00412	SW/WC SERVICE COOPERATIVE	8/14/2025 0:00	\$22,904.42	106696	E	01	060	740	SPEECH/LANGUAGE PATHOLOGIST-AB
7	240233	00412	SW/WC SERVICE COOPERATIVE	8/14/2025 0:00	\$31,680.00	106696	E	01	060	740	SPEECH/LANGUAGE PATHOLOGIST-KB
7	240233	00412	SW/WC SERVICE COOPERATIVE	8/14/2025 0:00	\$29,908.50	106696	E	01	060	740	SPEECH/LANGUAGE PATHOLOGIST-JEB
7	240233	00412	SW/WC SERVICE COOPERATIVE	8/14/2025 0:00	-\$15,617.50	106696	E	01	060	740	SPEECH/LANGUAGE PATHOLOGIST-KK
7	240233	00412	SW/WC SERVICE COOPERATIVE	8/14/2025 0:00	\$10,576.75	106696	E	01	330	740	SPEECH/LANGUAGE PATHOLOGIST AL
7	240233	00412	SW/WC SERVICE COOPERATIVE	8/14/2025 0:00	\$9,739.25	106696	E	01	330	740	SPEECH/LANGUAGE PATHOLOGIST-HW
7	240233	00412	SW/WC SERVICE COOPERATIVE	8/14/2025 0:00	\$11,852.75	106696	E	01	005	740	DEAF/HOH DW
7	240233	00412	SW/WC SERVICE COOPERATIVE	8/14/2025 0:00	-\$576.75	106696	E	01	330	740	VISUALLY IMPAIRED-WH
7	240233	00412	SW/WC SERVICE COOPERATIVE	8/14/2025 0:00	\$12,625.80	106697	E	01	030	000	50% FIT PLANNING AND BUILDING CONCEPTS FOR WINFAIR
7	240234	7338	240201-NCPERS MINNESOTA	8/20/2025 0:00	\$64.00	106718	B	01	215		PERA LIFE INSURANCE
7	240235	9504	ALLEGRA	8/20/2025 0:00	\$3,555.47	106729	E	01	005	000	WINDOM BROCHURE
7	240236	8855	BLUUM OF MINNESOTA, LLC	8/20/2025 0:00	\$4,172.80	106730	E	01	005	000	GOGUARDIAN FOR ADMINISTRATORS SUBSCRIPTION LICENSE 12 MONTHS FOR QUANTITIES: 1-1499
7	240236	8855	BLUUM OF MINNESOTA, LLC	8/20/2025 0:00	\$4,172.80	106730	E	01	005	000	GOGUARDIAN FOR TEACHERS SUBSCRIPTION LICENSE 12 MONTHS QUANTITIES: 1-1499
7	240236	8855	BLUUM OF MINNESOTA, LLC	8/20/2025 0:00	\$0.00	106730	E	01	005	000	QUOTE #379193
7	240236	8855	BLUUM OF MINNESOTA, LLC	8/20/2025 0:00	\$0.00	106730	E	01	005	000	CONTRACT 25.3 BLU COOPERATIVE PURCHASING CONNECTION (CPC)
7	240237	7222	BUILDING SPRINKLER, INC.	8/20/2025 0:00	\$375.00	106732	E	01	005	363	FIRE SPRINKLER INSPECTION
7	240237	7222	BUILDING SPRINKLER, INC.	8/20/2025 0:00	\$600.00	106731	E	01	005	363	FIRE SPRINKLER INSPECTION
7	240238	01878	DAILY GLOBE	8/20/2025 0:00	\$440.65	106734	E	02	005	701	JobsHQ & Globe Ad 7/12, 7/16, 7/19
7	240239	01878	DAILY GLOBE	8/20/2025 0:00	\$53.97	106733	E	01	050	000	3 MONTH SUBSCRIPTION
7	240239	01878	DAILY GLOBE	8/20/2025 0:00	\$3.00	106733	E	01	050	000	STATEMENT FEE
7	240240	9418	EICHELDINGER, MATTHEW	8/20/2025 0:00	\$5,000.00	106735	E	01	005	308	PRESENTATION 8.25.25
7	240241	9461	HMH EDUCATION COMPANY	8/20/2025 0:00	\$3,200.25	106736	E	01	330	000	GO MATH! MULTI-VOLUMN STUDENT EDITION COLLECTION GRADE 2
7	240241	9461	HMH EDUCATION COMPANY	8/20/2025 0:00	\$512.04	106736	E	01	330	000	SHIPPING AND HANDLING

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description	
7	240241	9461	HMH EDUCATION COMPANY	8/20/2025 0:00	\$0.00	106736	E	01	330	000	FOR 2025-2026 SCHOOL YEAR
7	240241	9461	HMH EDUCATION COMPANY	8/20/2025 0:00	\$0.00	106736	E	01	330	000	INVOICE AFTER JULY 1 2025
7	240242	00341	HY-VEE FOOD STORE WINDOM	8/20/2025 0:00	\$7.68	106737	E	04	005	321	ADVENTURE CLUB
7	240242	00341	HY-VEE FOOD STORE WINDOM	8/20/2025 0:00	\$20.00	106737	E	01	005	000	MAINTENCE
7	240243	02367	INSTITUTE FOR ENVIRMTL ASSMT	8/20/2025 0:00	\$1,224.48	106738	E	01	005	352	EHS MANAGEMENT SERVICES AS OF JULY 2025
7	240243	02367	INSTITUTE FOR ENVIRMTL ASSMT	8/20/2025 0:00	\$3,250.00	106739	E	01	005	352	THIRD-YEAR AHERA INSPECTION PROPOSAL 12985
7	240244	02644	L.L. HARDER INC	8/20/2025 0:00	\$627.48	106746	E	02	330	701	WORK PERFORMED ON OBART DISHWASHER
7	240245	7150	MAAE PD	8/20/2025 0:00	\$282.00	106740	E	01	005	307	MAAE PROFESSIONAL DEVELOPMENT CONFERENCE-VIRTUAL 7.8-7.11.2025 & MEMEBERSHIP DUES
7	240246	02162	MCDOWELL AGENCY	8/20/2025 0:00	\$112.20	106741	E	01	005	000	BACKGROUND CHECKS
7	240247	00673	MINNESOTA STATE HIGH SCHOOL LE	8/20/2025 0:00	-\$2,091.75	106742	E	01	050	000	ANNUAL MEMBERSHIP FEE CREDIT
7	240247	00673	MINNESOTA STATE HIGH SCHOOL LE	8/20/2025 0:00	\$0.00	106742	E	01	050	000	CLAY TARGET
7	240247	00673	MINNESOTA STATE HIGH SCHOOL LE	8/20/2025 0:00	\$100.00	106742	E	01	050	000	ANNUAL MEMBERSHIP FEE
7	240247	00673	MINNESOTA STATE HIGH SCHOOL LE	8/20/2025 0:00	\$160.00	106742	E	01	050	000	BASEBALL
7	240247	00673	MINNESOTA STATE HIGH SCHOOL LE	8/20/2025 0:00	\$160.00	106742	E	01	050	000	BOYS BASKETBALL
7	240247	00673	MINNESOTA STATE HIGH SCHOOL LE	8/20/2025 0:00	\$160.00	106742	E	01	050	000	GIRLS BASKETBALL
7	240247	00673	MINNESOTA STATE HIGH SCHOOL LE	8/20/2025 0:00	\$160.00	106742	E	01	050	000	CROSS COUNTRY
7	240247	00673	MINNESOTA STATE HIGH SCHOOL LE	8/20/2025 0:00	\$160.00	106742	E	01	050	000	FOOTBALL
7	240247	00673	MINNESOTA STATE HIGH SCHOOL LE	8/20/2025 0:00	\$160.00	106742	E	01	050	000	GOLF
7	240247	00673	MINNESOTA STATE HIGH SCHOOL LE	8/20/2025 0:00	\$160.00	106742	E	01	050	000	GIRLS GYMNASTICS
7	240247	00673	MINNESOTA STATE HIGH SCHOOL LE	8/20/2025 0:00	\$160.00	106742	E	01	050	000	BOYS HOCKEY
7	240247	00673	MINNESOTA STATE HIGH SCHOOL LE	8/20/2025 0:00	\$160.00	106742	E	01	050	000	BOYS SOCCER
7	240247	00673	MINNESOTA STATE HIGH SCHOOL LE	8/20/2025 0:00	\$160.00	106742	E	01	050	000	GIRLS SOCCER
7	240247	00673	MINNESOTA STATE HIGH SCHOOL LE	8/20/2025 0:00	\$160.00	106742	E	01	050	000	SPEECH
7	240247	00673	MINNESOTA STATE HIGH SCHOOL LE	8/20/2025 0:00	\$160.00	106742	E	01	050	000	SOFTBALL
7	240247	00673	MINNESOTA STATE HIGH SCHOOL LE	8/20/2025 0:00	\$160.00	106742	E	01	050	000	TRACK AND FIELD
7	240247	00673	MINNESOTA STATE HIGH SCHOOL LE	8/20/2025 0:00	\$160.00	106742	E	01	050	000	VOLLEYBALL
7	240247	00673	MINNESOTA STATE HIGH SCHOOL LE	8/20/2025 0:00	\$160.00	106742	E	01	050	000	WRESTLING
7	240247	00673	MINNESOTA STATE HIGH SCHOOL LE	8/20/2025 0:00	\$160.00	106742	E	01	050	000	CROSS COUNTRY
7	240247	00673	MINNESOTA STATE HIGH SCHOOL LE	8/20/2025 0:00	\$160.00	106742	E	01	050	000	GOLF
7	240247	00673	MINNESOTA STATE HIGH SCHOOL LE	8/20/2025 0:00	\$160.00	106742	E	01	050	000	TRACK AND FIELD
7	240247	00673	MINNESOTA STATE HIGH SCHOOL LE	8/20/2025 0:00	\$160.00	106742	E	01	050	000	MUSIC
7	240247	00673	MINNESOTA STATE HIGH SCHOOL LE	8/20/2025 0:00	\$160.00	106742	E	01	050	000	HOCKEY
7	240247	00673	MINNESOTA STATE HIGH SCHOOL LE	8/20/2025 0:00	\$591.75	106742	E	01	050	000	PER STUDENT FEE
7	240248	8752	MT. LAKE SCHOOLS	8/20/2025 0:00	\$100.00	106743	E	01	050	000	8.29.25 CC MEET
7	240249	00884	MUSIC MART, THE	8/20/2025 0:00	\$375.00	106744	E	01	050	000	SERVICE TOTAL
7	240249	00884	MUSIC MART, THE	8/20/2025 0:00	\$56.70	106744	E	01	050	000	PARTS TOTAL
7	240250	04475	PALMER BUS SERVICE	8/20/2025 0:00	\$591.00	106745	E	01	005	733	ELC ESY ROUTE 6 DAYS
7	240250	04475	PALMER BUS SERVICE	8/20/2025 0:00	\$1,498.64	106745	E	01	005	721	JULY SUMMER SOARING EAGLES
7	240250	04475	PALMER BUS SERVICE	8/20/2025 0:00	\$390.24	106745	E	01	005	723	JULY ELX ESY SPE ED VAN HOURS 6 DAYS
7	240250	04475	PALMER BUS SERVICE	8/20/2025 0:00	\$86.72	106745	E	01	005	723	JULY ELEM SP ED VAN HOURS 2 DAYS
7	240250	04475	PALMER BUS SERVICE	8/20/2025 0:00	\$433.60	106745	E	01	005	723	JULY MS SP ED VAN HOURS 6 DAYS
7	240250	04475	PALMER BUS SERVICE	8/20/2025 0:00	\$1,665.81	106745	E	01	005	733	JULY VAN HOURS
7	240250	04475	PALMER BUS SERVICE	8/20/2025 0:00	\$691.56	106745	E	01	005	733	JULY X-CURRICULAR BUS MILES

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description	
7	240250	04475	PALMER BUS SERVICE	8/20/2025 0:00	\$607.20	106745	E	01	005	733	JULY X-CURRICULAR BUS MILES
7	240250	04475	PALMER BUS SERVICE	8/20/2025 0:00	\$0.83	106745	E	01	005	720	JULY GAS SHARE SPED
7	240250	04475	PALMER BUS SERVICE	8/20/2025 0:00	\$4.88	106745	E	01	005	723	JULY GAS SHARE SUMMER ROUTES
7	240250	04475	PALMER BUS SERVICE	8/20/2025 0:00	-\$1,300.00	106745	E	01	005	302	JULY TERMINAL RENT CREDIT
7	240251	7317	RON'S ELECTRIC	8/20/2025 0:00	\$24.34	106747	E	01	030	000	MATERIALS
7	240251	7317	RON'S ELECTRIC	8/20/2025 0:00	\$231.00	106747	E	01	030	000	LABOR
7	240251	7317	RON'S ELECTRIC	8/20/2025 0:00	\$594.65	106748	E	02	005	701	60 AMP 3 PHASE BREAKER
7	240252	9319	SHS	8/20/2025 0:00	\$595.00	106749	E	02	020	701	HOOD VENT CLEANING
7	240253	00723	STAPLES OIL CO INC/EXPRESSWAY WI	8/20/2025 0:00	\$240.70	106750	E	01	005	720	STUDENT VANS
7	240253	00723	STAPLES OIL CO INC/EXPRESSWAY WI	8/20/2025 0:00	\$939.14	106750	E	01	005	000	MAINTENANCE VANS
7	240254	03764	SVE,LLC / SCOTT'S SNOW REMOVAL	8/20/2025 0:00	\$2,500.00	106753	E	01	020	000	MATERIALS AND LABOR
7	240254	03764	SVE,LLC / SCOTT'S SNOW REMOVAL	8/20/2025 0:00	\$225.00	106751	E	01	050	000	CLASS 5 GRAVEL
7	240254	03764	SVE,LLC / SCOTT'S SNOW REMOVAL	8/20/2025 0:00	\$1,000.00	106751	E	01	050	000	3/4 CLEAN RR
7	240254	03764	SVE,LLC / SCOTT'S SNOW REMOVAL	8/20/2025 0:00	\$385.00	106751	E	01	050	000	MATERIAL HAULING, SIDE DUMP
7	240254	03764	SVE,LLC / SCOTT'S SNOW REMOVAL	8/20/2025 0:00	\$3.75	106751	E	01	050	000	COTTONWOOD COUNTY AGGREGATE PRODUCTION TAX
7	240254	03764	SVE,LLC / SCOTT'S SNOW REMOVAL	8/20/2025 0:00	\$339.02	106752	E	01	050	000	3/4-1' W/ FINES RR PER TON MATERIAL BASEBALL FIELD
7	240254	03764	SVE,LLC / SCOTT'S SNOW REMOVAL	8/20/2025 0:00	\$140.00	106752	E	01	050	000	MATERIAL HAULING, SIDE DUMP
7	240255	01631	SYSCO MINNESOTA	8/20/2025 0:00	\$69.03	106754	E	02	005	709	SUMMER SUPPLIES
7	240255	01631	SYSCO MINNESOTA	8/20/2025 0:00	\$494.73	106754	E	02	005	709	SUMMER MEALS
7	240255	01631	SYSCO MINNESOTA	8/20/2025 0:00	\$112.56	106754	E	01	005	000	CUSTODIANS
7	240256	00744	WINDOM AREA HEALTH	8/20/2025 0:00	\$6,000.00	106756	E	01	050	000	SPORTS MED COVERAGE 2025-2026
7	240257	00744	WINDOM AREA HEALTH	8/20/2025 0:00	\$8.40	106755	E	01	005	740	PHYSICAL THERAPY MILEAGE
7	240257	00744	WINDOM AREA HEALTH	8/20/2025 0:00	\$130.00	106755	E	01	005	740	PHYSICAL THERAPY SERVICES
7	240258	01823	WINDOM COUNTRY CLUB	8/20/2025 0:00	\$180.00	106757	E	04	005	321	JUNIOR GOLFERS
7	240259	8542	CHAPIN, STEPHEN	8/25/2025 0:00	\$150.00	106761	E	01	050	000	8.26.25 VB OFFICIAL
7	240260	9164	KUKAR, MAGGIE	8/25/2025 0:00	\$150.00	106762	E	01	050	000	8.26.25 VB OFFICIAL
7	240261	9506	ROY, JIM	8/25/2025 0:00	\$90.00	106764	E	01	050	000	8.23.25 BOYS SOCCER VARSITY
7	240261	9506	ROY, JIM	8/25/2025 0:00	\$65.00	106764	E	01	050	000	8.23.25 BOYS SOCCER TRAVEL FEE
7	240262	9333	SULLENS, FORREST	8/25/2025 0:00	\$75.00	106763	E	01	050	000	8.23.25 BOYS SOCCER C
7	240262	9333	SULLENS, FORREST	8/25/2025 0:00	\$75.00	106763	E	01	050	000	8.23.25 BOYS SOCCER VARSITY
7	240262	9333	SULLENS, FORREST	8/25/2025 0:00	\$65.00	106763	E	01	050	000	8.23.25 BOYS SOCCER TRAVEL FEE
7	240263	9507	YARGER, CHRIS	8/25/2025 0:00	\$75.00	106765	E	01	050	000	8.23.25 BOYS SOCCER VARSITY
7	240263	9507	YARGER, CHRIS	8/25/2025 0:00	\$65.00	106765	E	01	050	000	8.23.25 BOYS SOCCER TRAVEL
7	240264	00339	AUTO VALUE - WINDOM	8/27/2025 0:00	\$122.99	106772	E	01	005	000	DP27 BATTERY
7	240265	05110	BARGEN INC	8/27/2025 0:00	\$0.00	106774	E	01	005	384	QUOTE DATED 6/12/2025
7	240265	05110	BARGEN INC	8/27/2025 0:00	\$1,795.00	106774	E	01	005	384	CRACK REPAIR AT MSHS
7	240265	05110	BARGEN INC	8/27/2025 0:00	\$0.00	106775	E	01	005	384	QUOTE DATED 6/12/2025
7	240265	05110	BARGEN INC	8/27/2025 0:00	\$7,795.00	106775	E	01	005	384	OPTION #2 CRACK REPAIR PLUS RESEALING
7	240265	05110	BARGEN INC	8/27/2025 0:00	\$0.00	106773	E	01	005	384	QUOTE DATED 6/12/2025
7	240265	05110	BARGEN INC	8/27/2025 0:00	\$1,795.00	106773	E	01	005	384	CRACK REPAIR AT WINFAIR SCHOOL
7	240266	9131	Dell Inc.	8/27/2025 0:00	\$4,678.08	106776	E	01	005	000	POWEREDGE R360 SERVER - TAILOR MADE
7	240266	9131	Dell Inc.	8/27/2025 0:00	\$0.00	106776	E	01	005	000	ALL SPECIFICATIONS PER QUOTE C26 R360
7	240267	9490	ELECTRIC TIME COMPANY, INC	8/27/2025 0:00	\$0.00	106777	E	01	050	000	QUOTE DATED 7/18/2025

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description	
7	240267	9490	ELECTRIC TIME COMPANY, INC	8/27/2025 0:00	\$1,029.00	106777	E	01	050	000	CTRL-99BMI AUTOMATIC CLOCK CONTROLLOER WITH IP65 ENCLOSURE
7	240267	9490	ELECTRIC TIME COMPANY, INC	8/27/2025 0:00	\$80.00	106777	E	01	050	000	SHIPPING
7	240268	06051	HONEYWELL INC.	8/27/2025 0:00	\$11,765.25	106778	E	01	005	380	AUTOMATION SERVICES CONTRACT RENEWAL FOR THE 2025-2026 SCHOOL YEAR - HVAC SYSTEM MSHS BUILDING
7	240268	06051	HONEYWELL INC.	8/27/2025 0:00	\$0.00	106778	E	01	005	380	AGREEMENT #40099547 - SEMIN ANNUAL BILLING FREQUENCY
7	240269	00813	IND SCHOOL DISTRICT #2904	8/27/2025 0:00	\$90.00	106770	E	01	050	000	9.4.25 CC MEET
7	240270	9193	INFINITE CAMPUS	8/27/2025 0:00	\$325.00	106779	E	01	005	720	CUSTOM REPORT TRANSFINDER DATA IMPORT
7	240270	9193	INFINITE CAMPUS	8/27/2025 0:00	\$1,625.00	106779	E	01	005	720	CUSTOM DEVELOPMENT TRANSFINDER DATA IMPORT
7	240271	00917	INTERMEDIATE DISTRICT #287	8/27/2025 0:00	\$548.32	106771	E	01	998	000	ESY SUMMER SERVICES
7	240272	03197	JETTER CLEAN INC - FAIRMONT	8/27/2025 0:00	\$1,345.00	106780	E	01	005	381	SMALL LINE JETTING
7	240273	04076	JOHNSON CONTROLS, INC.	8/27/2025 0:00	\$1,185.00	106781	E	01	005	363	MONITORING FOR PERIOD FROM 7.1.25-6.30.26
7	240274	04216	PEPSICO BEVERAGE SALES LLC	8/27/2025 0:00	\$1,322.48	106782	R	01	050	000	DRINKS
7	240275	9460	R & S TUCKPOINTING LLC	8/27/2025 0:00	\$8,180.00	106783	E	01	005	368	WORK AREA 1 - POWER WASH, FLEXIBLE CAULK 7 WINDOWS, FLEXIBLE CAULK ON STONE JOINTS
7	240275	9460	R & S TUCKPOINTING LLC	8/27/2025 0:00	\$10,370.00	106783	E	01	005	368	WORK AREA 2 - FLEXIBLE CAULK 39 WINDOWS
7	240275	9460	R & S TUCKPOINTING LLC	8/27/2025 0:00	\$0.00	106783	E	01	005	368	PER PROPOSAL SENT ON MAY 12 2025
7	240275	9460	R & S TUCKPOINTING LLC	8/27/2025 0:00	\$0.00	106783	E	01	005	368	WORK NOT TO BE DONE PRIOR TO JULY 1 2025
7	240276	8588	SCHOOL SPECIALTY LLC.	8/27/2025 0:00	\$95.64	106785	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	240277	00780	SCHWALBACH HDWE	8/27/2025 0:00	\$1,123.65	106784	E	01	005	000	MAINTENANCE SUPPLIES
7	240278	02165	SCHWICKERT'S TECTA AMERICA	8/27/2025 0:00	\$3,068.82	106786	E	01	005	383	ROOF REPAIR
7	240279	01941	SOLIE, JOEL	8/27/2025 0:00	\$150.00	106768	E	01	050	000	8.28.25 VB OFFICIAL
7	240280	04206	SUMMIT FIRE PROTECTION	8/27/2025 0:00	\$996.25	106787	E	01	005	363	SEMI ANNUAL SYSTEM INSPECTION
7	240280	04206	SUMMIT FIRE PROTECTION	8/27/2025 0:00	\$732.50	106788	E	01	005	363	SEMI ANNUAL INSPECTION-ELEM KITCHEN
7	240281	7408	SUSSNER CONSTRUCTION	8/27/2025 0:00	\$16,810.00	106789	E	01	005	369	REPLACE TOILET PARTITIONS 2025 WOMEN'S TOILET - 6 PARTITION STALLS
7	240281	7408	SUSSNER CONSTRUCTION	8/27/2025 0:00	\$0.00	106789	E	01	005	369	PER PROPOSAL AND AGREEMENT DATED APRIL 8 2025
7	240281	7408	SUSSNER CONSTRUCTION	8/27/2025 0:00	\$0.00	106789	E	01	005	369	WORK NOT TO BE DONE UNTIL AFTER JULY 1ST 2025
7	240282	01631	SYSCO MINNESOTA	8/27/2025 0:00	\$1,544.62	106790	E	02	005	705	BREAKFAST
7	240282	01631	SYSCO MINNESOTA	8/27/2025 0:00	\$7,923.02	106790	E	02	005	701	LUNCH
7	240282	01631	SYSCO MINNESOTA	8/27/2025 0:00	\$2,334.52	106791	E	02	005	701	LUNCH SUPPLIES
7	240282	01631	SYSCO MINNESOTA	8/27/2025 0:00	\$199.44	106791	E	02	005	705	BREAKFAST SUPPLIES
7	240282	01631	SYSCO MINNESOTA	8/27/2025 0:00	\$402.68	106791	E	02	005	701	LUNCH
7	240282	01631	SYSCO MINNESOTA	8/27/2025 0:00	\$1,123.37	106791	R	01	050	000	CONCESSIONS
7	240283	03990	WESLEY, ROBERT	8/27/2025 0:00	\$150.00	106769	E	01	050	000	8.28.25 VB OFFICIAL
7	240284	05000	DOLAN, BOB	9/2/2025 0:00	\$150.00	106832	E	01	050	000	8.29.25 FB OFFICIAL
7	240285	04595	HAUBRICH, JEFF	9/2/2025 0:00	\$150.00	106828	E	01	050	000	8.29.25 FB OFFICIAL
7	240286	8626	OTTO, JUSTIN	9/2/2025 0:00	\$150.00	106830	E	01	050	000	8.29.25 FB OFFICIAL
7	240287	7037	RADISEWITZ, CARY	9/2/2025 0:00	\$150.00	106831	E	01	050	000	8.29.25 FB OFFICIAL
7	240288	8606	WOLF, CHRIS	9/2/2025 0:00	\$150.00	106829	E	01	050	000	8.29.25 FB OFFICIAL
				TOTAL:	\$491,741.49						
				TOTAL BY FUND							
				FUND 1	\$464,311.65						
				FUND 2	\$20,556.32						
				FUND 4	\$6,873.52						
				FUND 7	\$0.00						

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description	
				TOTAL	\$491,741.49						
WINDOM AREA SCHOOLS		DETAIL REGISTER-P CARD REGISTER							AUGUST-SEPTEMBER 2025		
BMOC		00013	HOLIDAY INN ST. CLOUD	8/5/2025 0:00	\$186.46	106570	E	01	005	307	ROOM AND TAX
BMOC		00219	WARD'S NATURAL SCIENCE ESB INC	8/5/2025 0:00	\$19.29	106575	E	01	050	000	MOSQUITO LIFE CYCLE WM
BMOC		00219	WARD'S NATURAL SCIENCE ESB INC	8/5/2025 0:00	\$19.67	106575	E	01	050	000	FREIGHT
BMOC		00341	HY-VEE FOOD STORE WINDOM	8/5/2025 0:00	\$24.72	106581	E	01	005	000	SNACKS - CHEX MIX, COOKIES
BMOC		00373	LINDE GAS AND EQUIPMENT INC.	8/5/2025 0:00	\$63.80	106548	E	01	050	000	GAS
BMOC		00373	LINDE GAS AND EQUIPMENT INC.	8/5/2025 0:00	\$191.40	106548	E	01	050	830	GAS
BMOC		00412	SW/WC SERVICE COOPERATIVE	8/5/2025 0:00	\$30.00	106589	E	01	005	308	SWWC CUSTODIAL DAYS - JVANMEVEREN
BMOC		00412	SW/WC SERVICE COOPERATIVE	8/5/2025 0:00	\$2,800.00	106540	E	01	005	308	PARA EDUCATOR TRAINING
BMOC		00412	SW/WC SERVICE COOPERATIVE	8/5/2025 0:00	\$30.00	106584	E	01	005	308	CUSTODIAL DAYS - DHOLTZ
BMOC		00412	SW/WC SERVICE COOPERATIVE	8/5/2025 0:00	\$50.00	106582	E	01	005	308	FINANCIAL MANAGEMENT WORKSHOP
BMOC		00729	WM OF WI-MN	8/5/2025 0:00	\$57.95	106557	E	01	005	000	RECYCLING CONTAMINATION CHARGE INCIDENT
BMOC		00729	WM OF WI-MN	8/5/2025 0:00	\$436.73	106558	E	01	005	000	ELEMENTARY
BMOC		00729	WM OF WI-MN	8/5/2025 0:00	\$383.65	106558	E	01	005	000	HIGHLAND
BMOC		02162	MCDOWELL AGENCY	8/5/2025 0:00	\$69.50	106544	E	01	005	000	BACKGROUND CHECKS
BMOC		02210	COLE PAPERS INC	8/5/2025 0:00	\$819.12	106579	E	01	005	000	FLOOR FINISH
BMOC		02210	COLE PAPERS INC	8/5/2025 0:00	\$208.65	106579	E	01	005	000	FLOOR STRIPPER
BMOC		02306	GRAINGER	8/5/2025 0:00	\$26.94	106569	E	01	005	000	RIVET NUT
BMOC		02306	GRAINGER	8/5/2025 0:00	\$18.49	106569	E	01	005	000	RIVET NUT
BMOC		03145	CRISIS PREVENTION INSTITUTE	8/5/2025 0:00	\$1,395.63	106560	E	01	005	308	REFRESHER TRAINING MATERIALS
BMOC		03145	CRISIS PREVENTION INSTITUTE	8/5/2025 0:00	\$361.83	106560	E	01	005	308	BLENDED LEARNING PACKAGE
BMOC		05097	MINNESOTA STATE COLLEGES AND UN	8/5/2025 0:00	\$700.00	106546	E	01	005	308	TRAIN THE TRAINER FOR NURSING ASSISTANT
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$14.88	106545	E	01	005	000	NAME PLATE
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$4.94	106545	E	01	005	000	SHIPPING
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$26.17	106561	E	01	005	000	AVERY EASY PEEL PRINTABLE ADDRESS LABELS
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$6.99	106561	E	01	005	000	AMAZON BASICS CLEAR SHEET PROTECTORS
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$46.98	106550	E	01	005	740	DRY ERASE MARKERS
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$24.94	106550	E	01	005	740	WOOD CASED PENCILS
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$17.18	106550	E	01	005	740	HIGHLAND STICKY NOTES
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$32.38	106550	E	01	005	740	ELMERS DISAPPEARING SCHOOL GLUE STICKS
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$31.35	106550	E	01	005	740	BLUE SUMMIT SUPPLIES 100 PACK PAPER POCKET FOLDERS
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$73.62	106550	E	01	005	740	FIVE STAR POCKET FOLDER PLASTIC
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$22.98	106550	E	01	005	740	PINK ERASERS SHUTTLE ART
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$9.79	106563	E	01	330	000	AMAZON BASICS FELT TIP MARKERS
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$28.62	106563	E	01	330	000	PAPERMATE INKJOY GEL PENS
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$6.85	106563	E	01	330	000	SALLYFASHIONCODING DOT LABELS
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$6.39	106563	E	01	330	000	REGELETO BOHO COLORED DOTS STICKERS
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$12.99	106563	E	01	330	000	BOHO DOT BULLETIN BOARD BORDERS
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$33.74	106585	E	01	005	356	STICKY EASEL PAD 25 X 30 FLIP CHART
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$20.24	106585	E	01	005	356	THERMAL LAMINIATING POUCHES 100 COUNT
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$28.62	106565	E	01	330	000	INKJOY GEL PENS

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description	
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$9.09	106565	E	01	330	000	6-1 MULTICOLOR BALL POINT PENS
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$13.99	106565	E	01	330	000	FLAIR FELT TIP PENS
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$44.99	106565	E	01	330	000	CADDIES
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$299.50	106596	E	01	050	302	GIVE ME LIBERTY : AN AMERICAN HISTORY BOOK
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$44.80	106596	E	01	050	302	VOICES OF FREEDOM: A DOCUMENTARY READER
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$44.90	106596	E	01	050	302	VOICES OF FREEDOM: A DOCUMENTARY READER
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$77.50	106596	E	01	050	302	MICROECONOMICS
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$30.51	106596	E	01	050	302	AMERICAN GOVERNMENT : INSTITUTIOS AND POLICIES
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$7.95	106596	E	01	050	302	SHIPPING
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$39.31	106596	E	01	050	302	AMERICAN GOVERNMENT : INSTITUTIOS AND POLICIES
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$32.56	106596	E	01	050	302	AMERICAN GOVERNMENT : INSTITUTIOS AND POLICIES
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$20.40	106596	E	01	050	302	AMERICAN GOVERNMENT : INSTITUTIOS AND POLICIES
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$17.06	106596	E	01	050	302	TAKING SIDES: CLASHING VIEW ON POLITICAL ISSUES
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$31.47	106596	E	01	050	302	TAKING SIDES: CLASHING VIEW ON POLITICAL ISSUES
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$11.36	106596	E	01	050	302	TAKING SIDES: CLASHING VIEW ON POLITICAL ISSUES
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$9.51	106596	E	01	050	302	TAKING SIDES: CLASHING VIEW ON POLITICAL ISSUES
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$4.29	106596	E	01	050	302	TAKING SIDES: CLASHING VIEW ON POLITICAL ISSUES
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$4.25	106596	E	01	050	302	SHIPPING
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$3.36	106596	E	01	050	302	TAKING SIDES: CLASHING VIEW ON POLITICAL ISSUES
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$44.15	106596	E	01	050	302	AMERICAN GOVERNMENT : INSTITUTIOS AND POLICIES
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$11.94	106596	E	01	050	302	SHIPPING
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$38.46	106596	E	01	050	302	AMERICAN GOVERNMENT : INSTITUTIOS AND POLICIES
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$22.47	106596	E	01	050	302	VOICES OF FREEDOM: A DOCUMENTARY READER
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$46.00	106596	E	01	050	302	AMERICAN GOVERNMENT : INSTITUTIOS AND POLICIES
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$724.50	106596	E	01	050	302	VOICES OF FREEDOM: A DOCUMENTARY READER
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$65.00	106596	E	01	050	302	AMERICAN GOVERNMENT : INSTITUTIOS AND POLICIES
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$57.99	106596	E	01	050	302	AMERICAN GOVERNMENT : INSTITUTIOS AND POLICIES
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$49.99	106596	E	01	050	302	AMERICAN GOVERNMENT : INSTITUTIOS AND POLICIES
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$32.98	106552	E	04	005	325	BEAR PAPER PLATES
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$9.98	106552	E	04	005	325	JUMBO WOODEN CRAFT STICKS
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$23.82	106552	E	04	005	325	MINI BUBBLE WANDS
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$20.30	106552	E	04	005	325	PENCILS
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$5.93	106552	E	04	005	325	STICKERS
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$28.49	106552	E	04	005	325	SIDEWALK CHALK
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$7.64	106592	E	01	330	000	FAVIDE 24 PACK MAGNETIC WHITEBOARD DRY ERASE ERASERS
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$33.20	106592	E	01	330	000	CLIPBOARDS (SET OF 30)
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$44.17	106592	E	01	330	000	CRAYON PRO ELECTRIC SHARPENER
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$38.20	106592	E	01	330	000	PLASTIC PLANT POTS
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$34.34	106592	E	01	330	000	POP ROCKS
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$25.95	106592	E	01	330	000	PIXY STIX
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$135.99	106593	E	01	330	000	GIBBON MOUNTS MOBILE STANDING DESK
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$30.39	106586	E	01	050	000	CASE OF PENCILS
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$30.39	106586	E	01	060	000	CASE OF PENCILS

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description	
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$394.92	106586	E	01	050	000	COUNTER HEIGHT SLED CHAIR BLUE
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$394.92	106586	E	01	060	000	COUNTER HEIGHT SLED CHAIR BLUE
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$23.80	106538	E	01	005	356	PAGE PROTECTORS
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$39.89	106538	E	01	005	356	BINDERS
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$19.84	106571	E	01	330	000	AVERY EASY PEEL LABELS
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$68.97	106549	E	01	330	000	EXPO DRY ERASE MARKERS
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$40.84	106549	E	01	330	000	PREMIUM BLUE TAPE
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$38.24	106549	E	01	330	000	STAPLES CLASP CLOSE ENVELOPES
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$43.46	106549	E	01	330	000	SCOTCH MAGIC TAPE
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$28.30	106549	E	01	330	000	SHARPIE S-GEL PENS
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$224.50	106549	E	01	330	000	2025-2026 ACADEMIC PLANNER
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$46.28	106549	E	01	330	000	TAPE KING CLEAR PACKING TAPE
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$13.74	106549	E	01	330	000	SCOTCH CLASSIC DESKTOP TAPE DISPENSER
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$26.98	106549	E	01	330	000	CARDSTOCK PAPER
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$25.99	106549	E	01	330	000	BROWN PAPER BAGS
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$19.99	106549	E	01	330	000	SHARPIE PERMANENT MARKERS-BLACK
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$33.69	106549	E	01	330	000	STAPLES CLASP CLOSE ENVELOPES 9X12
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$17.31	106549	E	01	330	000	AMAZON CLEAR THERMAL AMINATING PLASTIC PAPER
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$22.99	106549	E	01	330	000	CRAFTINOVE METAL DESKTOP STAPLER
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$19.99	106549	E	01	330	000	WINDYUN 40 OVER THE DOOR SHOE ORGANIZER
BMOC		1491	AMAZON.COM	8/5/2025 0:00	-\$22.45	106549	E	01	330	000	DISCOUNTS
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$24.14	106580	E	01	005	000	CARLISLE DUO PAN
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$22.47	106573	E	01	050	000	AMAZON FACIAL TISSUE
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$12.36	106573	E	01	050	000	NABISCO VARIETY PACK SNACKS
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$32.39	106573	E	01	050	000	RAYNIC DIGITAL CLOCK
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$2.97	106573	E	01	050	000	MAGNETIC CORD ORGANIZER
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$6.99	106573	E	01	050	000	ELII STICKY INDEX TABS
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$6.47	106573	E	01	050	000	BIC MECHANICAL PENCILS
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$6.84	106573	E	01	050	000	MOTTS FRUIT SNACKS
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$6.00	106576	E	01	330	000	HIGHLIGHTERS
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$5.99	106576	E	01	330	000	FELT TIP MARKERS
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$11.99	106576	E	01	330	000	RETRACTABLE BALLPOINT PENS
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$16.19	106576	E	01	330	000	MOSISO MACBOOK AIR CASE
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$22.72	106576	E	01	330	000	TEACHER CREATED RESOURCES LESSON PLAN AND RECORD BOOK
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$22.72	106577	E	01	330	000	PLANNER
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$54.39	106562	E	01	005	000	RIVET NUT TOOL
BMOC		1491	AMAZON.COM	8/5/2025 0:00	\$20.99	106574	E	01	050	000	CASE FOR SAMSUNG GALAXY TAB
BMOC		8247	PARTS TOWN LLC	8/5/2025 0:00	\$420.00	106568	E	01	005	000	GASKETS
BMOC		8247	PARTS TOWN LLC	8/5/2025 0:00	\$48.16	106568	E	01	005	000	FREIGHT
BMOC		8278	SUPPLYHOUSE.COM	8/5/2025 0:00	\$75.60	106551	E	01	005	381	REPAIR KITS
BMOC		8369	GENERATION GENIUS	8/5/2025 0:00	\$1,795.00	106547	E	01	330	000	1 SCHOOL (SCIENCE & MATH) LICENSE
BMOC		8369	GENERATION GENIUS	8/5/2025 0:00	\$0.00	106547	E	01	330	000	FOR 2025-2026 SCHOOL YEAR
BMOC		8369	GENERATION GENIUS	8/5/2025 0:00	\$0.00	106547	E	01	330	000	INVOICE AFTER JULY 1 2025

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description	
BMOC		8519	ROCHESTER 100 INC	8/5/2025 0:00	\$1,278.75	106564	E	01	330	000	NAVY BLUE POCKET FOLDERS
BMOC		8519	ROCHESTER 100 INC	8/5/2025 0:00	\$16.27	106597	E	01	005	381	CHICAGO FAUCET
BMOC		8611	SMARTCARE	8/5/2025 0:00	\$83.33	106588	E	04	005	321	MONTHLY SMARTCARE FEE
BMOC		8691	WORTHINGTON DIRECT	8/5/2025 0:00	\$2,547.90	106556	E	01	330	000	MOBILE SHELF STORAGE UNIT
BMOC		8691	WORTHINGTON DIRECT	8/5/2025 0:00	\$682.50	106556	E	01	330	000	SHIPPING
BMOC		8953	A CREATIVE LIFE	8/5/2025 0:00	\$30.00	106595	E	01	050	000	CAN KOOZIES
BMOC		8953	A CREATIVE LIFE	8/5/2025 0:00	\$100.00	106595	E	01	330	000	SHIRT MEDIUM
BMOC		8953	A CREATIVE LIFE	8/5/2025 0:00	\$100.00	106595	E	01	060	000	SHIRT LARGE
BMOC		8953	A CREATIVE LIFE	8/5/2025 0:00	\$60.00	106595	E	01	050	000	SHIRT XLARGE
BMOC		8953	A CREATIVE LIFE	8/5/2025 0:00	\$44.00	106595	E	01	050	000	SHIRT 2XLARGE
BMOC		8953	A CREATIVE LIFE	8/5/2025 0:00	\$12.98	106595	E	01	050	000	SHIPPING
BMOC		8953	A CREATIVE LIFE	8/5/2025 0:00	-\$52.80	106595	E	01	050	000	DISCOUNT
BMOC		8953	A CREATIVE LIFE	8/5/2025 0:00	-\$7.00	106595	E	01	330	000	DISCOUNT
BMOC		8953	A CREATIVE LIFE	8/5/2025 0:00	-\$7.00	106595	E	01	060	000	DISCOUNT
BMOC		9062	VENTRIS LEARNING	8/5/2025 0:00	\$280.00	106559	E	01	330	312	UFLI MANUALS
BMOC		9062	VENTRIS LEARNING	8/5/2025 0:00	\$21.00	106559	E	01	330	312	SHIPPING
BMOC		9159	SHINE EARLY LEARNING	8/5/2025 0:00	\$105.50	106567	E	01	005	740	HELP CHECKLIST
BMOC		9159	SHINE EARLY LEARNING	8/5/2025 0:00	\$12.66	106567	E	01	005	740	SHIPPING
BMOC		9161	ADOBE INC.	8/5/2025 0:00	\$15.99	106583	E	01	005	000	CREATIVE CLOUD ALL APPS 100GB
BMOC		9495	GRAND CASINO	8/5/2025 0:00	\$425.22	106553	E	01	005	307	ROOM AND TAX
BMOC		9496	GREATMATS	8/5/2025 0:00	\$685.08	106566	E	01	050	000	HOME CHEER MAT - BLUE
BMOC		9496	GREATMATS	8/5/2025 0:00	\$247.00	106566	E	01	050	000	SHIPPING
BMOC		9497	DRAFTBACK LLC	8/5/2025 0:00	\$40.00	106587	E	01	060	000	DRAFTBACK LICENSE JULY 18, 2025 TO JULY 18, 2026
BMOC		9497	DRAFTBACK LLC	8/5/2025 0:00	\$80.00	106587	E	01	050	000	DRAFTBACK LICENSE JULY 18, 2025 TO JULY 18, 2026
BMOC		9497	DRAFTBACK LLC	8/5/2025 0:00	\$80.00	106587	E	01	050	000	DRAFTBACK LICENSE JULY 18, 2025 TO JULY 18, 2026
BMOC		9497	DRAFTBACK LLC	8/5/2025 0:00	\$40.00	106587	E	01	050	740	DRAFTBACK LICENSE JULY 18, 2025 TO JULY 18, 2026
BMOC		9498	DIAMOND VOGEL	8/5/2025 0:00	\$166.56	106590	E	01	005	000	COTE ALL WHITE BASE
BMOC		9498	DIAMOND VOGEL	8/5/2025 0:00	\$166.56	106590	E	01	005	000	COTE ALL MIDTONE BASE
BMOC		9498	DIAMOND VOGEL	8/5/2025 0:00	\$0.00	106591	E	01	050	000	DESIGNRR PREMIUM SUBSCRIPTION
BMOC		9498	DIAMOND VOGEL	8/5/2025 0:00	\$37.00	106591	E	01	050	000	CANCELLED SUBSCRIPTION REFUND
BMOC		9500	THEMES & VARIATIONS	8/5/2025 0:00	\$200.00	106594	E	01	330	000	MUSIC PLAY ONLINE SUBSCRIPTION
BMOC		9500	THEMES & VARIATIONS	8/5/2025 0:00	\$0.00	106594	E	01	330	000	FOR 2025-2026 SCHOOL YEAR
BMOC		01933	WAL-MART	8/5/2025 0:00	\$76.94	106621	E	01	330	000	MAGNETS, BUBBLES, PAINT
BMOC		03997	SCHOLASTIC BOOK CLUBS	8/5/2025 0:00	\$36.00	106620	E	04	005	325	KINDNESS TO SHARE FROM A TO Z 6 - BOOK PACK
BMOC		00061	OFFICE DEPOT	9/4/2025 0:00	\$389.99	106877	E	01	005	000	OFFICE CHAIR
BMOC		00144	MASBO	9/4/2025 0:00	\$25.00	106881	E	01	005	308	2025 TAX LEVY WORKSHOP
BMOC		00341	HY-VEE FOOD STORE WINDOM	9/4/2025 0:00	\$31.49	106871	E	01	005	000	SNACKS
BMOC		00373	LINDE GAS AND EQUIPMENT INC.	9/4/2025 0:00	\$18.00	106813	E	01	050	000	GAS
BMOC		00373	LINDE GAS AND EQUIPMENT INC.	9/4/2025 0:00	\$53.98	106813	E	01	050	830	GAS
BMOC		00412	SW/WC SERVICE COOPERATIVE	9/4/2025 0:00	\$450.00	106795	E	01	005	308	DATA MINE
BMOC		00412	SW/WC SERVICE COOPERATIVE	9/4/2025 0:00	\$1,300.00	106797	E	02	005	701	FOOD SERVICE TRAIN
BMOC		00412	SW/WC SERVICE COOPERATIVE	9/4/2025 0:00	\$280.00	106875	E	01	005	308	SWWC PARA KEY CREDIT
BMOC		00729	WM OF WI-MN	9/4/2025 0:00	\$439.11	106819	E	01	005	000	ELEMENTARY

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description	
BMOC		00729	WM OF WI-MN	9/4/2025 0:00	\$383.85	106819	E	01	005	000	HIGHLAND
BMOC		00729	WM OF WI-MN	9/4/2025 0:00	\$96.04	106819	E	01	005	000	MSHS
BMOC		00729	WM OF WI-MN	9/4/2025 0:00	\$83.37	106819	E	01	005	000	W HOODSHOP
BMOC		01826	PITNEY BOWES	9/4/2025 0:00	\$265.58	106843	E	01	005	000	RED INK CARTRIDGE
BMOC		01933	WAL-MART	9/4/2025 0:00	\$39.99	106860	E	01	330	000	CALENDAR
BMOC		02210	COLE PAPERS INC	9/4/2025 0:00	\$451.60	106849	E	01	005	000	BATH TISSUE
BMOC		02306	GRAINGER	9/4/2025 0:00	\$518.40	106805	E	01	005	000	CONDENSATE PAN
BMOC		03813	BSN SPORTS	9/4/2025 0:00	\$299.96	106836	E	01	050	000	BLUE/GRAY/WHITE-BADEN PERFECTION VOLLEYBALL NFHS
BMOC		03813	BSN SPORTS	9/4/2025 0:00	\$12.99	106836	E	01	050	000	VOLLEYBALL SCOREBOOK 36 GAMES
BMOC		03813	BSN SPORTS	9/4/2025 0:00	\$755.86	106836	E	01	050	000	BLUE/WHITE/GREY - BADEN LEXUM VOLLEYBALLS
BMOC		03813	BSN SPORTS	9/4/2025 0:00	\$39.31	106836	E	01	050	000	FREIGHT
BMOC		03813	BSN SPORTS	9/4/2025 0:00	\$0.00	106836	E	01	050	000	CART # 13570100
BMOC		04024	HILTON	9/4/2025 0:00	\$354.58	106799	E	01	005	308	ROOM AND TAX
BMOC		04666	INNOVATIVE OFFICE SOLUTIONS	9/4/2025 0:00	\$83.49	106868	E	01	050	000	MMMC38BK DISPENSER,TAPE,DESK,BK
BMOC		04666	INNOVATIVE OFFICE SOLUTIONS	9/4/2025 0:00	\$23.56	106868	E	01	050	000	BICBL11PK HILIGHTER,BRITELINER,FLPK
BMOC		04666	INNOVATIVE OFFICE SOLUTIONS	9/4/2025 0:00	\$26.16	106868	E	01	050	000	BICBL11GN HILIGHTER,BRITELINER,FLGN
BMOC		04666	INNOVATIVE OFFICE SOLUTIONS	9/4/2025 0:00	\$36.11	106868	E	01	050	000	QUA90070 ENVELOPE,#6-3/4,WHITE,24#
BMOC		04666	INNOVATIVE OFFICE SOLUTIONS	9/4/2025 0:00	\$25.19	106868	E	01	050	000	UNV36320 ENVELOPE,#10 SIDESM,WH
BMOC		04666	INNOVATIVE OFFICE SOLUTIONS	9/4/2025 0:00	\$15.24	106868	E	01	050	000	UNV21130 PROTECTOR,SHEET,CLR
BMOC		04666	INNOVATIVE OFFICE SOLUTIONS	9/4/2025 0:00	\$9.60	106868	E	01	050	000	UNV10210 CLIP,BINDER,MED,DZ
BMOC		04666	INNOVATIVE OFFICE SOLUTIONS	9/4/2025 0:00	\$22.43	106868	E	01	050	000	PAC6555 PAPER,CONSTRUCTION,AST
BMOC		04666	INNOVATIVE OFFICE SOLUTIONS	9/4/2025 0:00	\$6.24	106868	E	01	050	000	BICGSMG11PE PEN,ROUND STIC GRIP,PP
BMOC		04666	INNOVATIVE OFFICE SOLUTIONS	9/4/2025 0:00	\$9.18	106838	E	04	005	344	HOD51007 BOOK,PLANNER,WKLY LSN,BE
BMOC		04666	INNOVATIVE OFFICE SOLUTIONS	9/4/2025 0:00	\$38.01	106838	E	04	005	344	WAU40411 PAPER,LTR,250PK,110# ,WE
BMOC		04666	INNOVATIVE OFFICE SOLUTIONS	9/4/2025 0:00	\$77.12	106838	E	04	005	344	FEL5743401 POUCH,LAMNTG,3MIL,LTR,200
BMOC		04666	INNOVATIVE OFFICE SOLUTIONS	9/4/2025 0:00	\$37.20	106806	E	01	330	000	PAC103061 PAPER,CONST,12X18,50PK,BK
BMOC		04666	INNOVATIVE OFFICE SOLUTIONS	9/4/2025 0:00	\$55.05	106806	E	01	330	000	PAC103058 PAPER,CONST,12X18,50PK,WE
BMOC		04666	INNOVATIVE OFFICE SOLUTIONS	9/4/2025 0:00	\$38.40	106806	E	01	330	000	PAC103026 PAPER,CONST,9X12,WE
BMOC		04666	INNOVATIVE OFFICE SOLUTIONS	9/4/2025 0:00	\$34.95	106806	E	01	330	000	PAC103017 PAPER,CONST,9X12,RBE
BMOC		04666	INNOVATIVE OFFICE SOLUTIONS	9/4/2025 0:00	\$22.80	106806	E	01	330	000	PAC103012 PAPER,CONST,9X12,PK
BMOC		04666	INNOVATIVE OFFICE SOLUTIONS	9/4/2025 0:00	\$20.20	106806	E	01	330	000	PAC103029 PAPER,CONST,9X12,BK
BMOC		04666	INNOVATIVE OFFICE SOLUTIONS	9/4/2025 0:00	\$22.60	106806	E	01	330	000	PAC103431 PAPER,CONST,9X12,FESTIVRD
BMOC		04666	INNOVATIVE OFFICE SOLUTIONS	9/4/2025 0:00	\$21.60	106806	E	01	330	000	PAC103034 PAPER,CONST.76#,50/PK,OE
BMOC		04666	INNOVATIVE OFFICE SOLUTIONS	9/4/2025 0:00	\$10.35	106806	E	01	330	000	PAC103025 PAPER,CONST,9X12,WARMBN
BMOC		04666	INNOVATIVE OFFICE SOLUTIONS	9/4/2025 0:00	\$10.90	106806	E	01	330	000	PAC103009 PAPER,CONST,9X12,VL
BMOC		04666	INNOVATIVE OFFICE SOLUTIONS	9/4/2025 0:00	\$10.35	106806	E	01	330	000	PAC103016 PAPER,CONST,9X12,SKBE
BMOC		04666	INNOVATIVE OFFICE SOLUTIONS	9/4/2025 0:00	\$3.95	106806	E	01	330	000	MKG090724 REFILL,INK,10,ML,BK
BMOC		04666	INNOVATIVE OFFICE SOLUTIONS	9/4/2025 0:00	\$3.98	106806	E	01	330	000	MKG034517 REFILL,PREINK,STMP,INK,RD
BMOC		04666	INNOVATIVE OFFICE SOLUTIONS	9/4/2025 0:00	\$18.44	106806	E	01	330	000	SAN30001B MARKER,SHARPIE,FINE PT,BK
BMOC		04666	INNOVATIVE OFFICE SOLUTIONS	9/4/2025 0:00	\$19.20	106806	E	01	330	000	UNV10220 CLIP,BINDER,LGE,DZ
BMOC		04666	INNOVATIVE OFFICE SOLUTIONS	9/4/2025 0:00	\$21.00	106806	E	01	330	000	UNV10210VP CLIP,BINDER,MED,36/PK
BMOC		04666	INNOVATIVE OFFICE SOLUTIONS	9/4/2025 0:00	\$6.25	106806	E	01	330	000	UNV10200 CLIP,BINDER,SML,DZ
BMOC		05077	MASA/MASE	9/4/2025 0:00	\$359.00	106878	E	01	005	308	MASA FALL CONFERENCE

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description	
BMOC		05077	MASA/MASE	9/4/2025 0:00	\$880.00	106835	E	01	005	000	MASA ACTIVE MEMBER
BMOC		05077	MASA/MASE	9/4/2025 0:00	\$485.00	106835	E	01	005	000	AASA ADMINISTRATOR MEMBERSHIP
BMOC		05097	MINNESOTA STATE COLLEGES AND UN	9/4/2025 0:00	\$3,840.14	106886	E	01	005	308	2025 FALL GRADUATE CREDIT HOURS - 6 CREDITS - JB
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$22.74	106824	E	01	330	000	TEACHER CREATED LESSON PLAN AND RECORD BOOK
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$21.99	106855	E	01	330	000	DESK ORGANIZER
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$14.73	106822	E	01	330	000	COMMAND LARGE UTILITY HOOKS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$5.94	106822	E	01	330	000	PILOT G2 GEL ROLLER PENS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$7.11	106822	E	01	330	000	MAGNETIC HOOKS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$11.99	106822	E	01	330	000	MAGNETIC SMILE FACE REWARD JAR
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$9.49	106822	E	01	330	000	DRY ERASE MAGNETIC LABELS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$11.99	106822	E	01	330	000	JEYIOUR LABEL HOLDERS NAMEPLATES
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$22.99	106807	E	01	330	000	GREEN CARDSTOCK
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$39.95	106801	E	01	050	000	COMBINATION LOCK RESETTABLE 4-DIGIT
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$78.99	106796	E	01	330	000	JARRYSTART ART DRYING RACK
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$14.68	106796	E	01	330	000	SHARPIE MARKERS-BLACK
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$28.32	106796	E	01	330	000	PAPERMATE FLAIR FELT TIP
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$13.98	106796	E	01	330	000	HULAMEDA PAINT TRAY PALETTES
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$48.99	106856	E	01	330	000	GOCHANGE POLITICAL GLOBE
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$13.99	106856	E	01	330	000	NATURAL WOOD SLICES FOR CRAFTS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$9.49	106823	E	01	330	000	THIN CLEAR DOTS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$11.39	106859	E	01	060	000	PIPE CLEANERS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$7.83	106847	E	01	330	000	PLAY DOH
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$12.08	106847	E	01	330	000	ALPHABET JUMBO FLOOR PUZZLE
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$16.97	106847	E	01	330	000	ARTS AND CRAFTS SUPPLIES KIT
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$9.99	106847	E	01	330	000	DECORABLY CUTOUTS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$12.04	106847	E	01	330	000	FUND EXPRESS GIANT NUMBER FLOOR PUZZLE
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$11.99	106847	E	01	330	000	MAGNETIC CURTAIN ROD
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$6.99	106847	E	01	330	000	POINTER FINGER STICK
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$7.98	106847	E	01	330	000	LINE UP SPOTS FOR CLASSROOM
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$12.99	106847	E	01	330	000	REGELETO
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$79.90	106850	E	01	050	000	AMERI STRIPE ROYAL BLUE-ATHLETIC FIELD PAINT
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$39.95	106850	E	01	050	000	AMERI-STRIPE ATHLETIC FIELD PAINT
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$39.95	106850	E	01	050	000	AMERI-STRIPE ATHLETIC FIELD PAINT
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$1,218.75	106885	E	01	050	302	GIVE ME LIBERTY TEXTBOOK
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$27.13	106811	E	01	330	000	CRAYON PRO ELECTRIC SHARPENER
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$9.99	106820	E	01	330	000	PINK RIBBON
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$12.99	106820	E	01	330	000	FOLDING POCKET TOY SET
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$11.99	106820	E	01	330	000	CHRISTMAS DIY PICTURE FRAMES
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$35.99	106820	E	01	330	000	CLASSROOM PENCIL LAMP
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$28.99	106820	E	01	330	000	DIGITAL WALL CLOCK WITH REMOTE
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$65.99	106820	E	01	330	000	PLASTIC CUBBY STORAGE BINS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$19.75	106820	E	01	330	000	CHILDFUN PARTY FAVORS FOR KIDS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$7.91	106820	E	01	330	000	NUMBER LINE DRY ERASE BOARDS

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description	
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$43.18	106840	E	01	060	000	BETTER THAN PAPER ROLL
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$18.98	106840	E	01	060	000	BLACK BULLETIN BOARD BORDERS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$11.99	106840	E	01	060	000	PASIMY TRAVEL BULLETIN BOARD SET
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$22.99	106840	E	01	060	000	FLIP CALENDAR
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$12.18	106840	E	01	060	000	LIQUID GLUE
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$23.28	106840	E	01	060	000	COLORED PENCILS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$14.97	106840	E	01	060	000	PENCIL SHARPENER
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$33.97	106840	E	01	060	000	DIGITAL CLOCK
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$9.99	106872	E	01	060	000	BOHO AFFIRMATION STATION BULLETIN BOARD DECOR
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$5.99	106872	E	01	060	000	MOTIVATIONAL CLASSROOM POSTERS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$7.99	106872	E	01	060	000	BOHO HAPPY BIRTHDAY CHART
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$7.99	106872	E	01	060	000	CLOUD PAPER CUTOUTS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$7.59	106872	E	01	060	000	VOICE LEVEL CHART
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$18.19	106872	E	01	060	000	MOVING MOUNTAINS ROAD TRIP SUN AFFIRMATIONS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$7.64	106872	E	01	060	000	PAINTED DOTS STRAIGHT ROLLED BORDER TRIM
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$9.99	106872	E	01	060	000	GROWTH INDSET POSTER RAINBOW
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$7.49	106872	E	01	060	000	CLASSROOM RULES POSTERS BOHO
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$22.72	106800	E	01	330	000	LESSON PLAN BOOK
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$47.00	106874	E	01	330	000	CRAYON ELECTRIC SHARPENER
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$11.30	106808	E	01	330	000	MINI BINDER CLIPS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$21.99	106808	E	01	330	000	COFFEE CUPS DISPOSABLE 8OZ
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$6.49	106808	E	01	330	000	BAMBOO TOOTHPICKS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$14.88	106808	E	01	330	000	PAPER PLATES
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$7.99	106808	E	01	330	000	BUTCHER TWINE STRING
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$7.99	106808	E	01	330	000	PAPERCLIPS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$16.89	106808	E	01	330	000	PAPER LUNCH BAGS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$18.98	106808	E	01	330	000	MASKING TAPE
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$19.69	106808	E	01	330	000	PIPE CLEANERS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$7.45	106808	E	01	330	000	INDEX CARDS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$19.94	106808	E	01	330	000	DISPOSABLE PLASTIC CUPS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$23.92	106808	E	01	330	000	CLOTHES PINS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$6.99	106808	E	01	330	000	BAMBOO SKEWERS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$12.99	106808	E	01	330	000	COTTON BALLS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$17.99	106808	E	01	330	000	FOAM CUPS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$40.40	106794	E	02	330	701	ABB MCB-01 BLACK
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$33.55	106794	E	02	330	701	ABB OHBS2AJ SELECTOR HANDLE
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$13.55	106837	E	01	005	000	BIC ATLANTIS BLACK PENS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$9.99	106812	E	01	330	000	MINI DOG NOTEBOOKS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$18.04	106812	E	01	330	000	INVISIBLE INK PENS WITH UV LIGHT
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$16.99	106812	E	01	330	000	GALAXY SLIME
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$17.26	106812	E	01	330	000	MODELING COMPOUND
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$7.99	106812	E	01	330	000	DRY ERASE ERASERS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$12.73	106812	E	01	330	000	DESK NAME TAGS

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description	
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$30.98	106812	E	01	330	000	MINI CRATE
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$4.53	106882	E	01	050	302	TAKING SIDES: CLASHING VIEW ON POLITICAL ISSUES
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$3.98	106882	E	01	050	302	SHIPPING
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$8.50	106882	E	01	050	302	TAKING SIDES: CLASHING VIEW ON POLITICAL ISSUES
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$8.46	106882	E	01	050	302	TAKING SIDES: CLASHING VIEW ON POLITICAL ISSUES
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$12.43	106844	E	01	330	000	PLASTIC BINDING COMBS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$7.98	106844	E	01	330	000	PUMPKIN SEEDS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$10.98	106844	E	01	330	000	SUNFLOWER SEEDS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$13.25	106844	E	01	330	000	CLASSROOM THERMOMETER
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$20.32	106844	E	01	330	000	GREEN STAR STICKERS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$5.98	106844	E	01	330	000	RED DOT STICKERS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$35.96	106844	E	01	330	000	MODELING CLAY
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$21.99	106844	E	01	330	000	BEAN BAGS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$23.99	106844	E	01	330	000	CORRUGATED CARDBOARD SHEETS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$44.16	106844	E	01	330	000	POTTING SOIL
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$37.99	106844	E	01	330	000	FLOWER POTS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$9.99	106844	E	01	330	000	SHIPPING
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$16.79	106845	E	01	050	000	RIDDELL SPEED FLEX FACEMASK QUICK RELEASE
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$28.49	106834	E	01	050	000	CRUTCHES
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$25.00	106834	E	01	050	000	RHINO RESCUE SPLINT
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$9.69	106803	E	01	330	000	SHATTERPROOF MIRROR
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$17.99	106803	E	01	330	000	WOOD LOG STICKS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$7.79	106803	E	01	330	000	MINI PLASTIC HANDHELD MAGNIFYING GLASSES
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$14.99	106803	E	01	330	000	BLACK LIGHT BAR
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$26.59	106803	E	01	330	000	SCIENCE CAN SOLAR SYSTEM FOR KIDS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$6.29	106803	E	01	330	000	PLASTIC STRAWS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$8.98	106803	E	01	330	000	BAMBOO CHOPSTICKS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$7.06	106803	E	01	330	000	ORGANIC ORCHID POTTING BARK
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$9.99	106803	E	01	330	000	SUGAR ART NEON BLUE GLOW IN THE DARK PETAL DUST
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$13.99	106803	E	01	330	000	GLOW IN THE DARK PARTY SUPPLIES
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$7.59	106803	E	01	330	000	RUBBER BANDS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$33.29	106803	E	01	330	000	GLOW STICKS BULK
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$19.99	106803	E	01	330	000	HUMAN SKELETON MODEL
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$11.39	106803	E	01	330	000	PLASTIC RULERS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$15.99	106803	E	01	330	000	WORLD GLOVE FOR KIDS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$21.59	106803	E	01	330	000	3D ORGAN APRON
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$6.78	106803	E	01	330	000	MINUTE RICE
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$9.99	106803	E	01	330	000	SUGAR ART NEON YELLOW
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$9.99	106803	E	01	330	000	SUGAR ART NEON ORANGE
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$8.79	106803	E	01	330	000	ALUMINUM SENSORY TUNING FORKS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$79.90	106873	E	01	050	000	AMERI STRIPE ROAYL BLUE ATHLETIC FIELD MARKING SPRAY PAINT
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$39.95	106873	E	01	050	000	AMERI STRIPE BLACK ALTHLETIC FIELD PAINT
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$39.95	106873	E	01	050	000	AMERI STRIPE BLACK ALTHLETIC FIELD PAINT

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description	
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$16.99	106810	E	01	330	000	FIGET TOYS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$18.99	106810	E	01	330	000	BULLETIN BOARD BORDERS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$32.99	106810	E	01	330	000	BULLETIN BOARD PAPER
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$7.83	106810	E	01	330	000	PLAY DOH MODELING COMPOUND
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$21.99	106810	E	01	330	000	JUMBO SIDEWALK CHALK
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$7.49	106810	E	01	330	000	SENTENCE STRIPS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$54.00	106810	E	01	330	000	DOCUMENT CAMERA AND WEBCAM 4K
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$22.79	106810	E	01	330	000	BUBBLE WANDS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$18.03	106810	E	01	330	000	WIRE HOOKS FOR THE WALL
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$7.92	106810	E	01	330	000	HYGLOSS PLAY MODELING DOUGH
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$3.99	106810	E	01	330	000	BOHO WOOD BEADS GARLAND WITH TASSELS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$9.99	106810	E	01	330	000	FANCY LAND 2 PCS BIRTHDAY CHAIR COVER FOR CLASSROOM
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$11.10	106866	E	01	330	000	AMAZON BASICS FILE FOLDERS WITH TABS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$32.29	106866	E	01	330	000	SUNEE HANGING FILE FOLDERS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$177.40	106842	E	01	050	000	COMMAND HEAVYWEIGHT PICTURE STRIPS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$16.98	106826	E	01	330	000	CLEAR PLASTIC VERTICAL NAME BADGE ID CARD HOLDERS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$16.98	106826	E	01	050	000	CLEAR PLASTIC VERTICAL NAME BADGE ID CARD HOLDERS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$15.98	106826	E	01	330	000	CLEAR PLASTIC HORIZONTAL NAME BADGE HOLDERS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$15.98	106826	E	01	050	000	CLEAR PLASTIC HORIZONTAL NAME BADGE HOLDERS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$11.99	106863	E	01	330	000	LABEL HOLDERS ADHESIVE NAMEPLATE POCKETS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$10.18	106863	E	01	330	000	MEAD COMBBIND BINDING SPINES
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$10.13	106863	E	01	330	000	SMALL HOOKS WITH REMOVABLE STRIPS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$8.85	106863	E	01	330	000	LEGAL PADS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$37.71	106863	E	01	330	000	CARDSTOCK
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$69.99	106821	E	01	050	740	WHITE BOARDS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$12.57	106816	E	01	330	000	COMPOSITION ROLLED BORDER TRIM
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$24.41	106816	E	01	330	000	BLACK BETTER THAN PAPER BULLETIN BOARD ROLL
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$9.99	106816	E	01	330	000	PURE BLACK SCALLOPED BORDER
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$21.14	106867	E	01	050	000	SISSORS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$19.99	106867	E	01	050	000	STAPLERS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$16.58	106867	E	01	050	000	ELMERS DISAPPEARING PURPLE SCHOOL GLUE STICKS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$24.98	106867	E	01	050	000	CLEAR TRANSPARENT TAPE
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$11.24	106867	E	01	050	000	SCOTCH HEAVY DUTY SHIPPING AND MOVING PACKAGING TAPE
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$27.86	106867	E	01	050	000	MASKING TAPE
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$199.99	106867	E	01	050	000	EXPO CHISEL TIP DRY ERASE MARKER BLUE
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$89.85	106867	E	01	050	000	SHARPIE MARKERS FINE TIP
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$37.47	106867	E	01	050	000	SHARPIE HIGHLIGHTERS-YELLOW
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$49.99	106867	E	01	050	000	BIC BULK PENS BLUE AND BLACK COMBO PACK
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$63.75	106867	E	01	050	000	BIC WITE-OUT
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$15.48	106867	E	01	050	000	MAILING ENVELOPES 9X12
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$23.99	106867	E	01	050	000	SELF SEAL BROWN KRAFT CATALOG ENVELOPES 10X13
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$8.29	106867	E	01	050	000	LOOSE LEAF BINDER RINGS 1 INCH
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$16.64	106867	E	01	050	000	OFFICEMATE SMALL PAPER CLIPS

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description	
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$30.40	106867	E	01	050	000	OFFICEMATE LARGE PAPERCLIPS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$71.90	106867	E	01	050	000	HIGHLAND YELLOW STICKY NOTES 3X3
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$9.25	106867	E	01	050	000	HIGHLAND MINI STICKY NOTES
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$39.99	106867	E	01	050	000	LEGAL NOTE PADS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$34.54	106867	E	01	050	000	WHITE 1" BINDERS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$28.91	106867	E	01	050	000	BLACK 1" BINDERS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$36.60	106867	E	01	050	000	BROCHURE HOLDERS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$9.99	106857	E	01	330	000	THIN CLEAR DOTS WITH ADHESIVE HOOK AND LOOP NYLON STICKY BACK
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$52.47	106858	E	01	330	000	JOY WORKER LOCKABLE STEM CASTER WHEELS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$23.59	106870	E	01	330	000	SHARPIE FINE POINT BLACK MARKERS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$12.99	106870	E	01	330	000	CLEAR PLASTIC CONDIMENT BOTTLE
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$20.05	106870	E	01	330	000	SHARPIE PERMENENT MARKERS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$17.99	106870	E	01	330	000	AQUA NET SUPER HOLD HAIR SPRAY
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$15.94	106870	E	01	330	000	SHARPIE PERMANENT MARKERS POST
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$21.45	106870	E	01	330	000	PRANG REFILL PANS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$23.50	106870	E	01	330	000	ELECTRIC PENCIL SHARPENER
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$6.90	106870	E	01	330	000	KUM TEMPEROWKA
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$31.88	106870	E	01	330	000	SHARPIE PERMANENT FINE TIP COLORED MARKERS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$8.89	106870	E	01	330	000	SHARPIE PEEL OFF CHINA MARKER GREASE PENCILS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$27.99	106870	E	01	330	000	PENCIL SHARPENER
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$18.95	106870	E	01	330	000	ECOQUALITY DISPOSABLE PAPER PLATES
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$7.59	106870	E	01	330	000	SHNEIDER NITRILE EXAM GLOVES SMALL
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$19.59	106870	E	01	330	000	CUT RESISTANT GLOVES
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$12.99	106870	E	01	330	000	SAMSILL TRANSPARENT PRINTER SHEETS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$32.99	106870	E	01	330	000	DANDAT CONDIMENT SQUEEZE BOTTLES
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$7.69	106870	E	01	330	000	PASTEL SET SQUARE PASTELS FOR ARTISTS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$8.84	106870	E	01	330	000	UNCO LEATHER HOLE PUNCH TOOL
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$20.67	106870	E	01	330	000	SHARPIE ULTRA FINE MARKERS BLACK
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$26.80	106870	E	01	330	000	PRANG REFILL PANS BLUE
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$30.99	106870	E	01	330	000	CUT RESISTANT GLOVES
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$47.67	106870	E	01	330	000	LARGE PREMIUM DISH DRAINERS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$20.55	106870	E	01	330	000	PRANG REFILL PANS FOR WATERCOLOR YELLOW
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$20.49	106870	E	01	330	000	ADTECH HOT GLUE STICKS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$6.14	106870	E	01	330	000	KUTSUWA ADJUSTABLE PENCIL SHARPENER ANGLE
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$11.88	106870	E	01	330	000	PRANG REFILL PANS FOR WATERCOLOR GREEN
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$7.98	106870	E	01	330	000	HEXAGON COLORED PENCILS FOR KIDS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$63.28	106870	E	01	330	000	SCOTCH PERMANENT DOUBLE SIDED TAPE
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$39.99	106870	E	01	330	000	SHIPPING AND HANDELING
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$12.90	106862	E	01	060	000	FOAM BALLS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$16.59	106862	E	01	060	000	CRAYOLA CONSTRUCTION PAPER
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$10.96	106862	E	01	060	000	SHIPPIN LABELS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$2.97	106862	E	01	060	000	APPLE BARREL ACRYLIC PAINT
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$46.59	106862	E	01	060	000	CRAYOLA MODELING CLAY CLASSPACK

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description	
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$9.64	106862	E	01	060	000	HEAY DUTY ALUMINUM FOIL
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$16.51	106862	E	01	060	000	WHITE PARCHMENT PAPER
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$8.69	106861	E	01	330	000	MABRASSE MAGNETIC DRY ERASE MARKER HOLDERS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$8.49	106861	E	01	330	000	POP FIDGET TOY
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$112.80	106825	E	01	050	000	CRAMER ATHLETIC TAPE, WHITE
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$105.98	106825	E	01	050	000	SHIELD ATHLETIC UNDERWRAP
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$9.49	106884	E	01	005	000	PERCO GREEN 1-INCH ROUND CIRCLE DOT STICKER LABEL
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$9.49	106884	E	01	005	000	PERCO FLUORESCENT YELLOW 1-INCH ROUND CIRCLE DOT STICKER LABEL
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$9.49	106884	E	01	005	000	PERCO BLACK 1-INCH ROUND CIRCLE DOT STICKER LABEL
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$9.49	106884	E	01	005	000	PERCO RED 1-INCH ROUND CIRCLE DOT STICKER LABEL
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$99.99	106865	E	01	050	000	ROLLING CLOTHES RACK
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$23.74	106817	E	02	050	701	ACRYLIC WALL SIGN HOLDER
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$15.99	106817	E	02	050	701	KEVLAR SLEEVES HEAT RESISTANT
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$58.99	106817	E	02	050	701	4 TIER ADJUSTABLE METALL SHELF
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$23.97	106817	E	02	330	701	KITCHEN SISSORS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$15.98	106817	E	02	050	701	KITCHEN SISSORS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$41.41	106817	E	02	050	701	ACRYLIC SIGN HOLDDERS 11X17
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$389.20	106817	E	02	330	701	WATER FILTRATION REPLACEMENT CARTRIDGE HF25-S
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$41.30	106817	E	02	330	701	PAIRING KNIVES
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$120.20	106817	E	02	330	701	COMMERCIAL GARBAGE DISPOSER SPLASH GUARD
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$120.20	106817	E	02	050	701	COMMERCIAL GARBAGE DISPOSER SPLASH GUARD
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$24.99	106864	E	04	005	344	BENBEN FLOOR PUZZLES FARM ANIMALS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$15.99	106864	E	04	005	344	JUMBO FLOOR PUZZLE ENGINEERING VEHICLES
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$224.29	106864	E	04	005	344	CHILDREN'S FACTORY MEDIUM SENSORY TABLE
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$11.00	106809	E	02	330	701	ABB MP-10R PUSH BUTTON OPERATOR-RED
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$9.59	106809	E	02	330	701	ABB MP1-11G PUSH BOTTON OPERATOR- GREEN
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$14.40	106833	E	01	050	000	SUPMEDIC DISPOSABLE NITRILE GLOVES
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$4.50	106833	E	01	050	000	FORPRO WOOD APPLICATORS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$9.99	106833	E	01	050	000	PAPER CUPS 8OZ
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$9.57	106833	E	01	050	000	PROCARE ARM SUPPORT SLING, MEDIUM
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$7.68	106833	E	01	050	000	PROCARE ARM SUPPORT SLING, LARGE
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$12.99	106833	E	01	050	000	COTTON TIP APPLICATORS 3"
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$34.95	106833	E	01	050	000	TINCTURE OF BENZOIN PREP AMPULE
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$41.50	106833	E	01	050	000	ECO FLEX SELF STICK STRETCH TAPE-BLACK
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$21.88	106833	E	01	050	000	CRAMER SHARK TAPE CUTTER
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$18.04	106846	E	01	330	000	MASKING TAPE
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$11.12	106846	E	01	330	000	WHITE CHALK
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$6.99	106846	E	01	330	000	BLUE SELF STICK NOTES
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$159.90	106846	E	01	330	000	EAMAY STANDARD POCKET CHARTS BLACK
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$5.58	106846	E	01	330	000	PAPER PLATES
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$6.64	106846	E	01	330	000	YELLW GLASH CARDS COLORED CARDSTOCK
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$13.49	106846	E	01	330	000	BROKEN MIDLINE SULPHITE PAPER
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$15.98	106846	E	01	330	000	CANARY YELLO UNRULED BLANK INDEX CARDS

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description	
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$5.47	106846	E	01	330	000	BRASS FASTENERS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$14.78	106846	E	01	330	000	SILVER METAL RINGS FOR INDEX CARDS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$31.96	106846	E	01	330	000	12 INCH RULERS BULK
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$63.07	106846	E	01	330	000	WHITE RULED INDEX CARDS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$19.98	106846	E	01	330	000	WHITE BLANK INDEX CARDS
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$21.36	106846	E	01	330	000	SUPER STICKY NOTES
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$6.99	106846	E	01	330	000	STICKY NOTES ROSE RED
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$32.88	106846	E	01	330	000	OXFORD FILLER PAPER
BMOC		1491	AMAZON.COM	9/4/2025 0:00	\$8.50	106846	E	01	330	000	RUBBER BANDS ASSORTED
BMOC		7115	RIVERSIDE INSIGHTS, LLC	9/4/2025 0:00	\$1,483.75	106798	E	01	005	740	UNLIMITED SUBSCRIPTION
BMOC		8025	TEACHERS PAY TEACHERS/TEACHERS	9/4/2025 0:00	\$20.00	106814	E	01	330	000	CKLA SKILLS
BMOC		8025	TEACHERS PAY TEACHERS/TEACHERS	9/4/2025 0:00	\$11.45	106815	E	01	330	000	PRINTABLES
BMOC		8025	TEACHERS PAY TEACHERS/TEACHERS	9/4/2025 0:00	\$5.49	106853	E	01	330	000	EDITABLE ITEMS
BMOC		8247	PARTS TOWN LLC	9/4/2025 0:00	\$155.40	106804	E	02	020	701	SOLENOID VALVE
BMOC		8247	PARTS TOWN LLC	9/4/2025 0:00	\$34.33	106804	E	02	020	701	SHIPPING
BMOC		8611	SMARTCARE	9/4/2025 0:00	\$83.33	106879	E	04	005	321	MONTHLY SMARTCARE FEE
BMOC		9012	BULK BOOKSTORE	9/4/2025 0:00	\$1,025.00	106841	E	01	060	000	WONDER BOOK
BMOC		9161	ADOBE INC.	9/4/2025 0:00	\$15.99	106880	E	01	005	000	CREATIVE CLOUD PRO
BMOC		9220	CLIA LABORATORY PROGRAM	9/4/2025 0:00	\$248.00	106883	E	01	005	000	CERTIFICATE FEE FOR PERIOD BEGINNING AUGUST 2025 TO DEC 2027
BMOC		9262	MYSTERY SCIENCE	9/4/2025 0:00	\$1,999.00	106802	E	01	330	000	YEAR 1 - MYSTERY SCIENCE SCHOOL MEMBERSHIP 2025-2026
BMOC		9262	MYSTERY SCIENCE	9/4/2025 0:00	\$1,695.00	106802	E	01	330	000	YEAR 2 - MYSTERY SCIENCE SCHOOL MEMBERSHIP 2026-2027
BMOC		9262	MYSTERY SCIENCE	9/4/2025 0:00	\$1,695.00	106802	E	01	330	000	YEAR 3 - MYSTERY SCIENCE SCHOOL MEMBERSHIP 2027 - 2028
BMOC		9262	MYSTERY SCIENCE	9/4/2025 0:00	\$0.00	106802	E	01	330	000	SUBSCRIPTIONS ENDS 6/30/2028
BMOC		9443	AVIVE SOLUTIONS, INC	9/4/2025 0:00	\$0.00	106852	E	01	005	342	QUOTE SQ-250730-0003395
BMOC		9443	AVIVE SOLUTIONS, INC	9/4/2025 0:00	\$2,657.99	106852	E	01	005	342	AVIVE CONNECT AED WITH 8 YEARS OF REALCONNECT SERVICES
BMOC		9443	AVIVE SOLUTIONS, INC	9/4/2025 0:00	\$0.00	106852	E	01	005	342	AVIVE FLEXIBLE AED WALL SIGN
BMOC		9443	AVIVE SOLUTIONS, INC	9/4/2025 0:00	\$134.99	106852	E	01	005	342	AVIVE WALL CABINET
BMOC		9451	TURF TANK	9/4/2025 0:00	\$57.00	106848	E	01	050	000	SOLENOID CABLE
BMOC		9451	TURF TANK	9/4/2025 0:00	\$62.00	106848	E	01	050	000	SHIPPING
BMOC		9503	REBEL ATHLETIC, LLC	9/4/2025 0:00	\$5,181.62	106854	E	01	050	000	CHEER LEADING UNIFORMS
BMOC		9503	REBEL ATHLETIC, LLC	9/4/2025 0:00	\$0.00	106854	E	01	050	000	SO NUMBER 38717755
BMOC		9503	REBEL ATHLETIC, LLC	9/4/2025 0:00	\$0.00	106854	E	01	050	000	PAID HALF ON 8.19.25
BMOC		9508	TEACHER CREATED RESOURCES	9/4/2025 0:00	\$12.99	106818	E	01	330	000	LESSON PLAN AND RECORD BOOK
BMOC		9508	TEACHER CREATED RESOURCES	9/4/2025 0:00	\$8.99	106818	E	01	330	000	SHIPPING
BMOC		9509	E-FIRST AID SUPPLIES	9/4/2025 0:00	\$9.50	106827	E	01	050	000	GLOOD BUSTER STAIN REMOVER
BMOC		9509	E-FIRST AID SUPPLIES	9/4/2025 0:00	\$7.95	106827	E	01	050	000	SHIPPING
BMOC		9510	ERAY MEDICAL	9/4/2025 0:00	\$425.00	106839	E	01	050	000	CHATTANOOGA HYDROCOLLATOR HEATING UNIT
BMOC		9511	BOOKS BY THE BUSHEL LLC	9/4/2025 0:00	\$70.00	106869	E	01	330	000	THE NIGHT BEFORE FIRST GRADE BOOK
BMOC		9511	BOOKS BY THE BUSHEL LLC	9/4/2025 0:00	\$5.00	106869	E	01	330	000	SHIPPING
BMOC		9511	BOOKS BY THE BUSHEL LLC	9/4/2025 0:00	\$80.50	106851	E	01	330	000	THE NIGHT BEFORE FIRST GRADE
BMOC		9511	BOOKS BY THE BUSHEL LLC	9/4/2025 0:00	\$5.00	106851	E	01	330	000	SHIPPING
				TOTAL	\$60,264.08						

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

Date of report September 3, 2025

For the Month Ending August 31, 2025

FUNDS	Cash Balance Beginning of Month	Receipts	Interest	Payroll	Disbursements/ Expenses	Cash Balance End of Month	Adjustments	Cash Balance End of Month
General Fund (01)	7,703,596.73	2,807,478.07	34,718.86	203,162.67	655,994.88	9,686,636.11	(8,116.32)	9,678,519.79
Food Service Fund (02)	236,517.13	12,773.60		14,631.82	18,786.00	215,872.91		215,872.91
Community Service Fund (04)	264,300.58	24,551.31		29,372.84	8,394.91	251,084.14	8,116.32	259,200.46
Sub-Total Funds 01/02/04	8,204,414.44	2,844,802.98	34,718.86	247,167.33	683,175.79	10,153,593.16	0.00	10,153,593.16
Debt Service Fund (07)	902,603.53	250,496.84				1,153,100.37		1,153,100.37
Scholarship Fund (18)	10,171.82					10,171.82		10,171.82
Activity Account (21)	285,118.29	18,922.05	734.76		10,773.47	294,001.63		294,001.63
Sub-Total Funds 07/08/21	1,197,893.64	269,418.89	0.00	0.00	10,773.47	1,457,273.82	0.00	1,457,273.82
TOTALS	\$ 9,402,308.08	\$ 3,114,221.87	\$ 34,718.86	\$ 247,167.33	\$ 693,949.26	\$ 11,610,866.98	\$ -	\$ 11,610,866.98

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	1.40%	344,470.93			107,726.33	423.50	118,059.86	355,227.96
CASH ON HAND, misc		1,875.00						1,875.00
CASH ON HAND, food service		260.00						260.00
MSDLAF+ LIQUID	4.14%	1,293.38						1,293.38
MSDLAF+ MAX	4.23%	6,458,209.01						6,458,209.01
MSDLAF+ TERM	4.18% - 4.28%	4,500,000.00						4,500,000.00
BANK MIDWEST-ACTIVITY ACCOUNT	3.04%	296,734.69			2,733.06			294,001.63
Treasurer's Bal. Per Books		\$ 11,602,843.01			\$ 110,459.39	\$ 423.50	\$ 118,059.86	\$ 11,610,866.98

Other Reconciling Items - ICS Sweep Adjustment, Vision Insurance Adjustment (August)



AUG 18 2025

Marcie Blouin <mblouin@isd177.com>

Fwd: Resignation letter.

1 message

Mandie Borer <mborer@isd177.com>

Mon, Aug 18, 2025 at 11:23 AM

To: Marcie Blouin <mblouin@isd177.com>, Jana Raverty <jraverty@isd177.com>, Holly Anderson <handerson@isd177.com>

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

From: **Susan Buss** <sbuss@isd177.com>

Date: Mon, Aug 18, 2025 at 11:06 AM

Subject: Resignation letter.

To: Mandie Borer <mborer@isd177.com>

To whom it may concern:

Please accept this as my resignation from the cook's assistant position at the middle high school as I will be taking on the role of cook manager for the middle high school food service department.

Thank you,
Susan Buss



Jana Raverty <jraverty@isd177.com>

AUG 08 2025

Fwd: Position

1 message

Mandie Borer <mborer@isd177.com>

Fri, Aug 8, 2025 at 11:09 AM

To: Holly Anderson <handerson@isd177.com>, Marcie Blouin <mblouin@isd177.com>, Jana Raverty <jraverty@isd177.com>

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

From: **Holly Boldt** <hboldt@isd177.com>

Date: Fri, Aug 8, 2025 at 10:27 AM

Subject: Position

To: Mandie Borer <mborer@isd177.com>

I am resigning from the head cook/manager position at the Middle/High school.

I am excepting the cafeteria mangers position at the elc/alc.

Holly Boldt



Jana Raverty <jraverty@isd177.com>

Fwd: Resignation

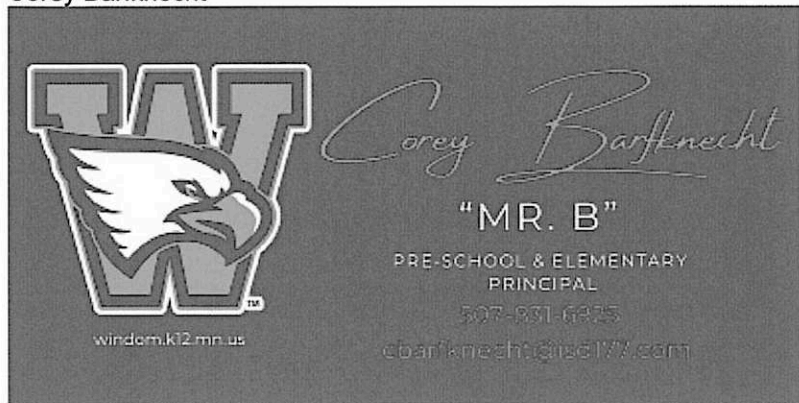
1 message

Corey Barfknecht <cbarfknecht@isd177.com>

Fri, Aug 29, 2025 at 3:42 PM

To: Jana Raverty <jraverty@isd177.com>

Corey Barfknecht



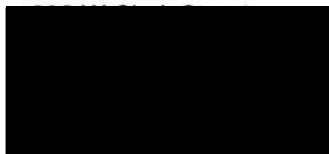
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----- Forwarded message -----

From: **Katelin Power** <kpower@isd177.com>
Date: Fri, Aug 29, 2025 at 2:30 PM
Subject: Resignation
To: Corey Barfknecht <cbarfknecht@isd177.com>

AUG 29 2025

Katelin Power



Corey Barfknecht
Windom Elementary School
1400 17th St.
Windom, MN 56101

Dear Corey,

I am writing to formally resign from my position as a paraprofessional at Windom Elementary, effective two weeks from today, on September 15, 2025.

I have recently been offered a new opportunity that aligns with my career goals, and after careful consideration, I have decided to pursue this new path. I want to sincerely thank you and the entire team for the support, guidance, and opportunities I have received during my time here. It has been a rewarding experience working with such dedicated professionals and supporting our students.

Please let me know how I can assist in ensuring a smooth transition during this period. I am committed to completing my responsibilities and providing any necessary assistance in training a replacement.

Thank you again for the opportunity to be a part of the Windom Elementary team. I am grateful for the experiences and relationships I have built here.

Sincerely,
Katelin Power

Windom School District 177 Online Application

Buss, Susan - AppNo: 2462

Date Submitted: 8/13/2025

Internal Candidate

Personal Data

Name: Susan Buss
(First) (Middle Initial) (Last)

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

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

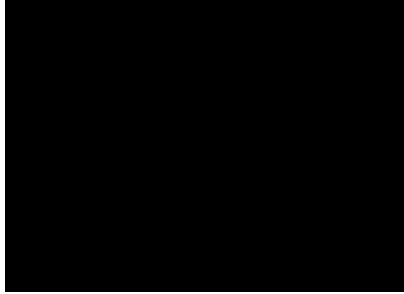
Email Address:



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**

Food Service

1. Cook Manager

9 years

Kayla Katosang

Willing to relocate: Anywhere
Authorized to work in the US for any employer

Work Experience

Patient Service Representative

Avera McKennan Clinic-Windom, MN
November 2023 to Present

Greeting patients and managed appointment scheduling, ensuring efficient check-in and check-out processes. Verified insurance information and maintained accurate patient records in compliance with HIPAA regulations while providing excellent customer service. Assist in the billing department by processing payments, reviewing patient account balances, and proactively contacting patients regarding outstanding debts to prevent accounts from being sent to collections.

Quality Assurance- Compliance Officer

HyLife-Windom, MN
November 2022 to June 2023

Quality Assurance- Compliance Officer at HyLife Foods] - Ensured compliance with food safety regulations and industry standards through regular inspections, hygiene practices, and temperature control. Conducted testing for contaminants and maintained traceability of products to ensure the highest quality and safety for consumers.

Food Agent

United Airlines Catering Operations-Houston, TX
July 2016 to April 2021

As a Food Agent, we prep and pack food for united airlines domestic and international flights.

Retailer/Cook

Caseys General Store-Mountain Lake, MN
November 2015 to May 2016

As a Retailer , I am responsible for providing customer services in exchange for money . In charge of the till , make sure money are safe .

Duties;

- Make sure customers receive excellent services
- Assist customers with questions , needs or purchases
- Clean shelves , counters and tables
- Attend weekly sales meeting

As a Cook , I am responsible for taking customers order , make sure to take the time they called in and the time due .

Duties;

- Prepare food and everything needed for the shift
- Make sure that quality, quantity, freshness, and presentation of food met all state standards

**TEACHER CONTRACT FOR MINNESOTA
PUBLIC SCHOOL DISTRICTS**

The School Board of Independent School District No. 0177 of the State of Minnesota, Windom, Minnesota, enters into this contract, pursuant to M.S. 122A.40, as amended, with **Craig Taylor**, who agrees to perform these duties in the public schools of said district as a **Physical Education Teacher** for the 2025-2026 school year.

The following provisions shall apply and are a part of this contract:

1. **Basic Services:** Said teacher shall faithfully perform the services prescribed by the school board, or its designated representative, whether or not such services are specifically described in this contract, abide by the rules and regulations as established by the school board and the State of Minnesota, and any additions or amendments thereto, for the annual salary indicated below, and agrees to teach for the school district as assigned in such grades or subjects for which the teacher has the necessary license.
2. **Duration:** This contract is subject to the provisions of M.S. 122A.40, as amended, and to all laws, rules, and regulations of the State of Minnesota relevant to qualification, licensure, employment, termination, and discharge for cause of teachers. Thereafter, this contract shall remain in full force and effect except if modified by mutual consent of the school board and the teacher or unless terminated as provided by law, or by written resignation pursuant to M.S. 122A.40.
3. **Duty Year:** The teacher's duty year and vacation days shall be as adopted by the school board, and the teacher agrees to teach on those legal holidays on which the school board is authorized to conduct school if the school board so determines. In the event a duty day is lost due to any emergency, the teacher agrees to perform duties on such other day in lieu thereof as determined by the school board.
4. **Additional Services:** The school board, or its designated representative, may assign the teacher to extracurricular, cocurricular, or other assignments, subject to established compensation for such services which exceed the services authorized in paragraph 1. Said extracurricular, cocurricular, or other assignments may be described in paragraph 6 of this contract or by letter of assignment, together with a recitation of the compensation, if any, to be paid for said assignment. The school board, or its designated representative, may make any additions or amendments during the duty year as shall be necessary. Said extracurricular, cocurricular, or other assignments and compensation, if any, for such assignment shall not become a part of the teacher's Continuing Contract rights unless the words "continuing contract," are recorded immediately following the assignment.
5. **Reference:** This contract shall be subject to the agreement between the school district and the exclusive representative, if any, and the provisions of the Public Employment Labor Relations Act, as amended.
6. **Special Provisions:** (Insert here any other contractual provisions).

In addition, said teacher agrees to perform the following additional services for the additional salary indicated.

Additional Services	Additional Compensation
1.
2.
3.

7. In consideration thereof, the school board agrees to pay said teacher the following annual salary:
 \$...BA (0) ...0.5FTE \$23,831.00..... For basic services **2025-2026 School Year (Plus FY26 Salary Increase)**
 \$.....\$3,473.00.....For additional services as set forth in paragraph 6
 \$.....\$27,304.00.....Total salary, exclusive of fringe benefits **(Plus FY26 Salary Increase)**

Such salary shall be paid as authorized and in such installments during the term of the year as may be determined by appropriate school board regulation. This contract shall be effective only after it has been authorized by the school board in appropriate action, recorded in its minutes, and executed by the parties.

IN WITNESS THEREOF I have subscribed my signature this 21 day of Aug, 2025

Teacher.....


IN WITNESS THEREOF we have subscribed our signatures this day of, 2025

INDEPENDENT SCHOOL DISTRICT NO. 0177
 Chairperson.....
 Clerk.....



AUG 14 2025

Marcie Blouin <mblouin@isd177.com>

MSHS Library Paraprofessional position

2 messages

Alison Dahna <adahna@isd177.com>

Wed, Aug 13, 2025 at 5:37 PM

To: Bryan Joyce <bjoyce@isd177.com>, Jana Ravery <jravery@isd177.com>, Marcie Blouin <mblouin@isd177.com>

Mr. Joyce,

I am writing to express my interest in the Middle/High School Library Paraprofessional position. Last year, I enjoyed interacting with the middle and high school students, and I would welcome the opportunity to assist them in the media center this school year.

Thank you for your consideration.

Sincerely,

Ali Dahna

Windom School District 177 Online Application

Boldt, Holly - AppNo: 1458

Date Submitted: 8/1/2025

Internal Candidate

Personal Data

Name: Holly m Boldt
(First) (Middle Initial) (Last)

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

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

Email Address: hboldt@isd177.com

Postal Address

Permanent Address

Number & Street: 1131 3rd ave.
Apt. Number:
City: heron lake
State/Province: MN
Zip/Postal Code: 56137
Country: United States of America
Daytime Phone: (507) 8224998
Home/Cell Phone: (507) 8224998

Present Address

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

Employment Desired

Position Desired:

Food Service

1. Lunchroom Manager

Experience in Similar Positions

3 years

Windom School District 177 Online Application

Rickert, Lisa - AppNo: 1457

Date Submitted: 7/17/2025

Internal Candidate

Personal Data

Name: Lisa M Rickert
(First) (Middle Initial) (Last)

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

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

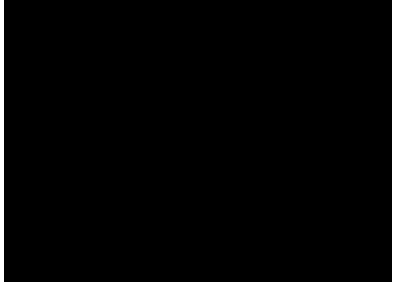
Email Address:



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**

Food Service

1. Cafeteria Helper

1 years



Marcie Blouin <mblouin@isd177.com>

Fwd: Internal Position

1 message

Corey Barfknecht <cbarfknecht@isd177.com>

Tue, Aug 5, 2025 at 9:38 AM

To: Marcie Blouin <mblouin@isd177.com>

AUG 05 2025

Corey Barfknecht



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

From: **Ashley Murray** <amurray@isd177.com>
Date: Sat, Aug 2, 2025 at 11:37 AM
Subject: Internal Position
To: Corey Barfknecht <cbarfknecht@isd177.com>

Good Morning Corey ☺

I am interested in the after school bus duty position that is open, thank you and I look forward to hearing from you!

Ashley Murray
Windom Area School District
Elementary Special Education Paraprofessional
amurray@isd177.com





September 8, 2025

What has Happened:

-Great Inservice week- Super keynote speaker, great to see staff back in buildings, lots of productive time to collaborate among staff to meet student needs!

-Preschool Screening- We met with 12 families of preK and K students who will be joining us this year. We have a great and skilled team who does this screening a few times throughout the year. The process was impressive. There will be a larger screening session in October, and we also screen children who have not been screened in other districts throughout the year as needed.

-Elementary and Preschool Entrance conferences were fantastic. Many happy families came through our doors to see where their children will be learning, who they will be learning with, take school pictures, and to learn a little about our expectations for the year. See pics below

-Expectations rotations were held on the first and second days of school at the elementary.

What will Happen:

-Homecoming parade?- The elementary PBIS committee is working with HS Student Senate to have a homecoming parade this year. We will also work with the Chamber to get local businesses involved to make this a fun event for our whole district to raise some Eagle Pride!.

Other News:

-The Elementary alone has had 44 new students enroll in grades k-4 over the summer, but we also had 13 students leave the district, but this is great growth, and we are ready to help these students learn, lead, and excel together!

-Special shout out to Amanda Wilson on her work lining up service times and paraprofessional support for our students who receive special education services. We appreciate her skill in this work.

Thank you for supporting our youngest Eagles!





Windom Area Middle School Board Report September 8, 2025

Orientation Nights

We hosted our 5th–8th grade orientation nights on August 20 and 21. Both evenings were well-attended by students and families, setting a positive tone for the year. A special thank you to the many staff members who supported families, assisted with lockers, distributed schedules, and answered questions.

Eagle Expectations Presentation

I had the opportunity to present Eagle Expectations to all students in grades 5–8. Students did an outstanding job during the 35-minute presentation, showing great attention and engagement. Thank you to Mrs. Axford, Mrs. Pohlmann, and Miss Swanson for allowing me to use their music, choir, and band time to meet with students.

Upcoming Events & Safety

School Pictures will take place on September 16.

We are actively completing our five required fire drills to ensure student safety.

Eagle Pride Committee

A big thank you to Mrs. Pohlmann for her years of service as our Middle/High School Eagle Pride Committee chair. We welcome Mrs. Mortenson and Mr. Olson, who will be taking over the chair duties moving forward.

Start of the Year Focus

Emphasis continues to be placed on: Building relationships and establishing expectations. Supporting academic growth in STAR Reading and Math, as well as MCA performance. Strengthening our positive school culture through Eagle Pride initiatives. Providing staff professional learning in regards to eduCLIMBER.

Homecoming Week

We look forward to making Middle School Plans and celebrating as a District September 22-26.



9/8/2025 - 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

- Enjoy the Eagle Eye for September:
 - Eagle Eye in English: <https://secure.smores.com/n/tja9g>
 - Eagle Eye in Spanish: <https://secure.smores.com/n/n4bmg1>
- We had a tremendous first day back on Sept. 2!
 - Handbook presentations took place on Wed. Sept. 3
- Did you know? We are required to complete 5 fire drills, 5 emergency preparedness drills and 1 severe weather drill every school year. Drill update
- Picture day September 18
- Homecoming Sept. 22-27
 - Can I ask for the board's approval to work with the Student Senate on approving the following:
 - Coronation
 - Bonfire & kickball
 - Elementary homecoming court lunch
 - 1/2 Day activities
 - Dance
 - Dress days
- Toward Zero Deaths here on Oct. 2 - thanks to the Minnesota State Patrol for their partnership!
- Thanks for all the community support at our events so far, our student athletes appreciate it greatly!



**Windom Area School District
Special Education Board Report
09/08/2025**

What's Happened:

- Our RISING Eagles program staff attended STAR Curriculum training in Slayton and had our first on-site coaching session. The team has put together a phenomenal program and begun providing services to students. There has been a lot of learning for both students and staff happening in our first days, and we have already celebrated a lot of wins!
- Staff development provided during inservice included training in using the CrisisGo system, preventing and de-escalating behavior situations that might arise in the classroom, and differentiating instruction to meet the needs of all learners.
- Welcomed 14 new students eligible for special education services to the district and begun working through the process of getting them set up with the services and supports they require.

Looking Ahead:

- Our team will continue to focus on build relationships and settling into instructional routines throughout the month of September to set a strong foundation for the learning that will take place this year.
- I will be participating in a state-wide cohort for new special education leaders sponsored by the MN Association of Special Education Leaders and attending regular monthly meetings of special education leaders in the SWWC Service Cooperative region. Both will give me the opportunity to learn from experienced leaders in the field and connect with people doing similar work in other districts.
- The special education department will begin preparing for monitoring, the process we go through with the every several years where the state reviews our special education paperwork to identify areas where we may need to strengthen our processes and ensure that we are in compliance with state and federal regulations.
- We'll continue to celebrate each other and the successes our students are having. This is going to be an amazing school year!

Respectfully submitted,

Amanda Wilson
Special Education Administrator & Nationally Certified School Psychologist
Windom Area Schools

TEACHER ON SPECIAL ASSIGNMENT (TOSA) AGREEMENT FOR POSITION OF
BEHAVIOR SPECIALIST

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

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

WHEREAS, Mr. Janssen will be placed on TOSA from his 0.5 F.T.E. teaching position.

WHEREAS, Mr. Janssen is interested in serving in the position of Behavior Specialist and

WHEREAS, Mr. Janssen does not wish to jeopardize his right to reinstatement to his 1.0 F.T.E. continuing contract position as a teacher by accepting a position which is not subject to the continuing contract law;

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

1. Mr. Janssen shall serve as Behavior Specialist for the School District for one (1) extended school year, from July 1, 2025 until mid-June 2026. He shall be paid at the same daily rate of pay he would have received as a teacher for 0.5 F.T.E. of the Behavior Specialist position.
2. Mr. Janssen expressly recognizes that the position of Behavior Specialist is not subject to the provisions of Minnesota Statute § 122A.40. He recognizes that he will have no continuing contract rights to the position of Behavior Specialist. He further recognizes that with respect to the position of Behavior Specialist, the Agreement constitutes the complete terms, conditions and rights with respect to that portion of his employment with the School District. Continuation of the position is based on guidelines and rules as set forth in the Master Contract under ARTICLE XV Leaves Section 11. Teacher on Special Assignment (TOSA).
3. Mr. Janssen expressly understands that the position of Behavior Specialist is not controlled by the collective bargaining agreement applicable to teachers. He recognizes that the terms and conditions of his employment as Behavior Specialist shall be governed solely by this Agreement.
4. Mr. Janssen agrees to perform those duties as Behavior Specialist as set forth in the job description for the position. Mr. Janssen will be paid a \$6,000 stipend for Assistant to the Principal duties done outside the normal contract day/calendar as a Behavior Specialist.
5. Mr. Janssen may be terminated from the position of Behavior Specialist during the term of this one (1) year appointment only for cause, based upon contractual employment law standards. If the District does not wish to employ Mr. Janssen as Behavior Specialist for the succeeding contract year (2026-2027), it must notify Mr. Janssen in writing by April 1, 2026. Conversely, if Mr. Janssen does not wish to hold the Behavior Specialist position for the succeeding contract year (2026-2027),

he must notify the District in writing by April 1, 2026.

6. By signing this Agreement, the parties hereto acknowledge and admit that they have read the Agreement, that they fully understand and agree to the terms and implications of the Agreement, and that they have had the opportunity to consult with their representative to obtain such advice as necessary with respect to the terms and conditions set forth in this Agreement.

Dated: 8-25-2025



Mr. Travis Janssen

INDEPENDENT SCHOOL DISTRICT
NO. 177, WINDOM

Dated: _____

Board Chair

Dated: _____

Board Clerk

memo

To: Board of Education
From: Holly Anderson
CC: Jamie Frank
Date: 8/12/2025
Re: Auditing Services

Abdo has been providing auditing services for our District since fiscal year 2011. We have created a successful working relationship with their firm, and they have spent a great deal of time understanding how our District operates. We have created a process that is mutually beneficial to both parties through good working relationships, resulting in efficiencies in the auditing process.

It is my recommendation that we accept the attached proposal from Abdo for auditing services for the fiscal years 2026, 2027, 2028. We are very satisfied with the services they have provided and think for consistency purposes it is better for the district to renew for another 3 years.

Please contact me if you have any questions or concerns. Thank you.



abdosolutions.com | info@abdosolutions.com

100 Warren Street, Ste 600 | Mankato, MN 56001 | P 507.625.2727

TO

Peggy Pfeffer

Indepentent School District No. 177

PROPOSED FEES

At Abdo, we partner with you to help navigate complex financial, operational, and strategic issues. Our team brings not only a wealth of knowledge and experience but also the foresight and perspective to see beyond where you are today—helping to lead you on the path forward.

We look forward to continuing this relationship and seeing your organization reach its goals. Below is a summary of the services we discussed and the anticipated fees for these services.

Service	Fees
2026 Audit Single Audit (per major program) Data Collection Form	2026 \$23,500 \$5,000 \$300
2027 Audit Single Audit (per major program) Data Collection Form	2027 \$24,700 \$5,150 \$300
2028 Audit Single Audit (per major program) Data Collection Form	2028 \$25,800 \$5,300 \$300

We're here as a partner, a catalyst, and a guide as you navigate the future. We truly value your business and look forward to sparking new ideas for your organization.

Abby Schmidt

Governmental Services Manager

abby.schmidt@abdosolutions.com

507.344.9282



abdosolutions.com | info@abdosolutions.com

Adopted: _____

MSBA/MASA Model Policy 417

Orig. 1995

Revised: _____

Rev. 2022~~15~~

417 CHEMICAL USE AND ABUSE

[Note: This policy reflects mandatory provisions of state and federal law and is not discretionary.]

I. PURPOSE

The school board recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of students and employees and significantly impedes the learning process. Chemical use and abuse also creates significant problems for society in general. The school board believes that the public school has a role in education, intervention, and prevention of chemical use and abuse. The purpose of this policy is to assist the school district in its goal to prevent chemical use and abuse by providing procedures for education and intervention.

II. GENERAL STATEMENT OF POLICY

- A. Use or possession of controlled substances, toxic substance, medical cannabis, ~~toxic substances~~, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited in ~~the school setting in~~ accordance with school district policies with respect to a Drug-Free Workplace/Drug-Free School.
- B. The ~~policy of this~~ school district shall develop, implement, and evaluate comprehensive programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievement. ~~is to provide an instructional program in every elementary and secondary school in chemical abuse and the prevention of chemical dependency.~~
- C. ~~Every~~The school ~~district that participates in a school district chemical abuse program~~ shall establish ~~and maintain in every school~~ a chemical abuse preassessment team. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
- ~~D. The superintendent, with the advice of the school board, shall be responsible for establishing a school and community advisory team to address chemical abuse problems in the district.~~
- ED. The school district shall establish ~~and maintain a~~ drug-free awareness program ~~to for educate and assist its employees, and may establish a students,~~ and others in understanding this policy and the goals of achieving drug-free schools and workplaces.

[Note: ~~School districts are required to establish a drug-free awareness program for school district employees pursuant to the Drug-Free Workplace Act. In addition, state law requires that the written districtwide school discipline policy must include procedures for detecting and addressing chemical abuse problems of a student while on the school premises. Further, school districts are required to develop, implement, and evaluate comprehensive programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievement if receiving funding under the federal Student Support and Academic Enrichment Grants law. Comprehensive drug prevention programs are required to be adopted and carried out by school districts pursuant to the Safe and Drug-Free Schools and Communities Act. In addition, school~~

~~districts are required by the Drug-Free Workplace Act to establish drug-free awareness programs for school district employees. Further, state law authorizes school districts to provide instructional programs in chemical abuse and the prevention of chemical dependency.]~~

III. DEFINITIONS

- A. ~~“Chemical abuse,” as applied to students,~~ means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the ~~minor’s student’s~~ normal function in academic, school, or social activities is chronically impaired.
- ~~B. “Chemicals” includes, but is not limited to, alcohol, toxic substances, medical cannabis, and controlled substances as defined in the school district’s Drug-Free Workplace/Drug-Free School policy.~~
- ~~B. “Controlled substances,” as applied to the chemical abuse assessment of students, means a drug, substance, or immediate precursor in Schedules I through V of Minnesota Statutes section 152.02 and “marijuana” as defined in Minnesota Statutes section 152.01, subdivision 9; but not distilled spirits, wine, malt beverages, intoxicating liquors or tobacco. As otherwise defined in this policy, “controlled substances” include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 United States Code section 812, including analogues and look-alike drugs.~~
- ~~C. “Drug prevention” means prevention, early intervention, rehabilitation referral, recovery support services, or education related to the illegal use of drugs, such as raising awareness about the consequences of drug use that are evidence based.~~
- ~~C. “Use” includes to sell, buy, manufacture, distribute, dispense, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration.~~
- ~~D. “School location” includes any school building or on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off-school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.~~
- ~~D. “Teacher” means all persons employed in a public school or education district or by a service cooperative as members of the instructional, supervisory, and support staff including superintendents, principals, supervisors, secondary vocational and other classroom teachers, librarians, counselors, school psychologists, school nurses, school social workers, audio-visual directors and coordinators, recreation personnel, media generalists, media supervisors, and speech therapists. *and contractual service providers.*~~

IV. STUDENTS

- ~~A. Districtwide School Discipline Policy~~
- ~~Procedures for detecting and addressing chemical abuse problems of a student while on school premises are included in the districtwide school student discipline policy.~~
- ~~AB. Programs and Activities Instruction~~

- ~~11. EveryThe school district shall develop, implement, and evaluate comprehensive provide an instructional programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievements. The programs and activities may include, among other programs and activities, drug prevention activities and programs that may be evidence based, including programs to educate students against the use of alcohol, tobacco, marijuana, smokeless tobacco products, and electronic cigarettes. in chemical abuse and the prevention of chemical dependency. The school district may involve parents, students, health care professionals, state department staff, and members of the community in developing the curriculum.~~

~~**[Note: The Safe and Drug-Free Schools and Communities Act requires school districts to adopt and carry out a comprehensive drug and violence prevention program with funds received. Since a comprehensive drug prevention program is required and a school district is specifically authorized by state law to provide instructional programs in chemical abuse and the prevention of chemical dependency, this should be a component of each school district's mandatory program. In addition, the Safe and Drug-Free Schools and Communities Act specifies additional items which that may be included as part of the mandatory comprehensive drug prevention program. Some of the suggested items relating to instruction or training are detailed in Paragraphs 2. Through 6. Below and a school district may wish to adopt one or all of the listed components as part of its mandatory program.]**~~

- ~~2. As part of its drug-free programs, the school district may implement the drug abuse resistance education program (DARE) that enables peace officers to undergo the training to teach a curriculum on drug abuse resistance in schools.~~

~~2. Each school shall have age appropriate and developmentally based activities that:~~

~~a. address the consequences of violence and the illegal use of drugs, as appropriate;~~

~~b. promote a sense of individual responsibility;~~

~~c. teach students that most people do not illegally use drugs;~~

~~d. teach students to recognize social and peer pressure to use drugs illegally and the skills for resisting illegal drug use;~~

~~e. teach students about the dangers of emerging drugs;~~

~~f. engage students in the learning process; and~~

~~g. incorporate activities in secondary schools that reinforce prevention activities implemented in elementary schools.~~

~~3. Each school shall have activities that involve families, community sectors (which may include appropriately trained seniors), and a variety of drug and violence prevention providers in setting clear expectations against violence and illegal use of drugs and appropriate consequences for violence and illegal use of drugs.~~

~~4. Each school shall disseminate drug and violence prevention information within the school and to the community.~~

~~5. — Each school shall have professional development and training for, and involvement of, school personnel, student services personnel, parents, and interested community members in prevention, education, early identification and intervention, mentoring, or rehabilitation referral, as related to drug and violence prevention.~~

~~6. — Each school shall have drug and violence prevention activities that may include the following:~~

~~a. — Community wide planning and organizing activities to reduce violence and illegal drug use, which may include gang activity prevention.~~

~~b. — The hiring and mandatory training, based on scientific research, of school security personnel who interact with students in support of youth drug and violence prevention activities under this policy that are implemented in the school.~~

~~c. — Conflict resolution programs, including peer mediation programs that educate and train peer mediators and a designated faculty supervisor, and youth anti-crime and anti-drug councils and activities.~~

~~d. — Counseling, mentoring, referral services, and other student assistance practices and programs, including assistance provided by qualified school-based mental health services providers and the training of teachers by school-based mental health services providers in appropriate identification and intervention techniques for students at risk of violent behavior and illegal use of drugs.~~

~~e. — Programs that encourage students to seek advice from, and to confide in, a trusted adult regarding concerns about violence and illegal drug use.~~

CB. Reports of Use, Possession, or Transfer of Alcohol or a Controlled Substance
Chemical Use and Abuse

~~1. — In the event that a school district employee knows that a student is abusing, possessing, transferring, distributing, or selling chemicals in a school location:~~

~~a. — The employee shall immediately either take the student to an administrator or notify an appropriate administrator of the observation and continue to observe the student until the administrator arrives.~~

~~b. — The administrator will notify the student's parents. If there is a medical emergency, the administrator will notify the school nurse and/or outside medical personnel as appropriate.~~

~~c. — The administrator will notify law enforcement officials, the student's counselor, and the chemical preassessment team.~~

~~d. — The administrator and/or law enforcement officials will confiscate the chemicals and/or conduct a search of the student's person, effects, locker, vehicle, or areas within the student's control. Searches by school district officials shall be in accordance with school board policies regarding search and seizure.~~

~~e. — The school district will take appropriate disciplinary action in compliance with the student discipline code. Such discipline may include immediate suspension, initiation of expulsion proceedings, and/or referral to a detoxification center or medical center.~~

~~2. — If a school district employee has reason to believe that a student is abusing, possessing, transferring, distributing, or selling chemicals:~~

~~a. The employee shall notify the building administrator or a member of the preassessment team and shall describe the basis for the suspicion. The building administrator and/or team will determine what action should be taken. Action may include conducting an investigation, gathering data, scheduling a conference with the student or parents, or providing a meeting between a single member of the team and the student to discuss the behaviors that have been reported and attempting to ascertain facts regarding chemical abuse.~~

~~b. The team may determine there is no chemical abuse. If the team determines there is chemical abuse, the team will select an appropriate course of action, which may include referral to a school counselor; referral to a treatment program; referral for screening, assessment, and treatment planning; participation in support groups; or other appropriate measures.~~

- ~~1. 1. A teacher in a nonpublic school participating in a school district chemical use program, or a public school teacher, who knows or has reason to believe that a student is using, possessing, or transferring alcohol or a controlled substance while on the school premises or involved in school-related activities, shall immediately notify the school's chemical abuse preassessment team, or staff member assigned duties similar to those of such a team, of this information.~~

[Note: School districts are not required to participate in a chemical abuse program or establish a chemical abuse preassessment team pursuant to state law. Schools are required to have procedures for detecting student chemical abuse and can obtain federal funding if they establish drug prevention, detection, intervention, and recovery support services. Thus, it is recommended that schools establish these programs and activities. For those schools that do not establish a chemical abuse preassessment team, those obligations could be assigned to a specified staff member such a school counselor or administrator.]

- ~~32. Students involved in the abuse, possession, transfer, distribution, or sale of chemicals shall may be suspended and proposed for expulsion in compliance with the student discipline policy and the Pupil Fair Dismissal Act, Minnesota Statutes section § 121A.40-121A.56, and proposed for expulsion.~~
- ~~43. Searches by school district officials in connection with the abuse, possession, or transfer, distribution, or sale of alcohol or a controlled substance chemicals will be conducted in accordance with school board policies related to search and seizure.~~
- ~~4. Nothing in paragraph IV.B.1. prevents a teacher or any other school employee from reporting to a law enforcement agency any violation of law occurring on school premises or at school sponsored events.~~

DE. Preassessment Team

1. Every school ~~that participates in a school district chemical abuse program shall establish~~ have a chemical abuse preassessment team designated by the superintendent or designee. The team ~~must~~ will be composed of classroom teachers, administrators, and ~~to the extent they exist in the school, school nurse, school counselor or psychologist, social worker, chemical abuse specialist, and other appropriate professional staff to the extent they exist in each school, such as the school nurse, school counselor or psychologist, social~~

~~worker, chemical abuse specialist, or others. For schools that do not have a chemical abuse program and team, the superintendent or designee will assign these duties to a designated school district employee.~~

2. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
3. Within forty-five (45) days after receiving an individual reported case, the team shall make a determination whether to provide the student and, in the case of a minor, the student's parents with information about school and community services in connection with chemical abuse.

~~ED.~~ Data Practices

1. Student data may be disclosed without consent in health and safety emergencies pursuant to Minnesota Statutes section§ 13.32 and applicable federal law and regulations.

2. Destruction of Records

- a. If the preassessment team decides not to provide a student and, in the case of a minor, the student's parents with information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the determination is made.
- b. If the team decides to provide the student and, in the case of a minor or a dependent student, the student's parents with ~~such~~ information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the student is no longer enrolled in the district.
- c. ~~This section shall govern d~~Destruction of records identifying individual students shall be governed by paragraph IV.E.2. notwithstanding provisions of the Records Management Act, Minnesota Statutes section§ 138.163 (Preservation and Disposal of Public Records).

~~FE.~~ Consent

Any minor may give effective consent for medical, mental, and other health services to determine the presence of or to treat conditions associated with alcohol and other drug abuse, and the consent of no other person is required.

[Note: State law permits schools to provide these services to minor students without the consent of a parent. If, however, a school district provides these or other services pursuant to a grant received under the Student Support and Academic Enrichment Grants law, this funding could be jeopardized if the requirements of federal law, to obtain prior written, informed consent from the parent of each child who is under 18 years of age is not obtained.]

~~1. The superintendent, with the advice of the school board, shall establish a school and community advisory team to address chemical abuse problems. The advisory team will be composed of representatives from the school preassessment teams to the extent possible, law enforcement agencies, county attorney's office, social service agencies, chemical abuse treatment programs, parents, and the business community.~~

~~2. The advisory team shall:~~

~~a. build awareness of the problem within the community, identify available treatment and counseling programs for students, and develop good working relationships and enhance communication between the schools and other community agencies; and~~

~~b. develop a written procedure clarifying the notification process to be used by the chemical abuse preassessment team when a student is believed to be in possession of or under the influence of alcohol or a controlled substance. The procedure must include contact with the student and the student's parents or guardian in the case of a minor student.~~

V. EMPLOYEES

~~A. The school district shall establish superintendent or designee shall undertake and maintain a drug-free awareness and prevention program to inform employees, students, and others about:~~

- ~~1. The dangers and health risks of chemical of drug abuse in the workplace/school.~~
- ~~2. The school district's drug-free workplace/drug-free school policy of maintaining a drug-free workplace.~~
- ~~3. Any available drug or alcohol counseling, treatment, rehabilitation, re-entry, and/or employee assistance programs available to employees and/or students.~~
- ~~4. The penalties that may be imposed on employees for drug abuse violations.~~

~~B. The school district superintendent or designee shall notify any federal granting agency required to be notified under the Drug-Free Workplace Act within ten (10) days after receiving notice from the employee or otherwise receiving actual notice of any criminal drug statute conviction of an employee for a criminal drug statute violation occurring in the workplace. To facilitate the giving of such notice, any employee aware of such a conviction shall report the same to the superintendent.~~

~~**[Note: Notification to the federal granting agency within ten (10) days is required by the Drug-Free Workplace Act. 41 U.S.C. § 8103.]**~~

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.25-121A.29 (Chemical Abuse)
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
Minn. Stat. § 124D.695 (Approved Recovery Program Funding)
Minn. Stat. § 126C.44 (Safe Schools Levy)
Minn. Stat. § 138.163 (Preservation and Disposal of Public Records) ~~Records Management Act~~
Minn. Stat. § 144.343 (Pregnancy, Venereal Disease, Alcohol or Drug Abuse,

Abortion)

[Minn. Stat. § 152.01 \(Definitions\)](#)

[Minn. Stat. § 152.02 \(Schedules of Controlled Substances; Administration of Chapter\)](#)

Minn. Stat. § 152.22 (~~Medical Cannabis~~; Definitions; [Medical Cannabis](#))

Minn. Stat. § 152.23 (~~Medical Cannabis~~; Limitations; [Medical Cannabis](#))

[Minn. Stat. § 299A.33 \(DARE Program\)](#)

[Minn. Stat. § 466.07, subd. 1 \(Indemnification Required\)](#)

[Minn. Stat. § 609.101, subd. 3\(e\) \(Controlled Substance Offenses; Minimum Fines\)](#)

20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

20 U.S.C. §§ 7101-716522 ([Student Support and Academic Enrichment Grants](#)~~Safe and Drug-Free Schools and Communities Act~~)

[20 U.S.C. § 5812 \(National Education Goals\)](#)

[20 U.S.C. § 7175 \(Local Activities\)](#)

41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)

34 C.F.R. Part 84 (Government-~~w~~[Wide](#) Requirements for Drug-Free Workplace)

Cross References:

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

MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)

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

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

MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)

Adopted: _____

MSBA/MASA Model Policy 501

Orig. 1995

Revised: _____

Rev.

202~~5~~1

501 SCHOOL WEAPONS POLICY

[NOTE: School districts are required by statute to have a policy addressing these issues. ATTENTION: This policy incorporates certain provisions of the Minnesota Citizens' Personal Protection Act (often referred to as the "conceal and carry" law).]

I. PURPOSE

The purpose of this policy is to assure a safe school environment for students, staff and the public.

II. GENERAL STATEMENT OF POLICY

No student or nonstudent, including adults and visitors, shall possess, use, or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

III. DEFINITIONS

- A. "Dangerous Weapon" means any firearm, whether loaded or unloaded, or any device designed as a weapon and capable of producing death or great bodily harm, any combustible or flammable liquid or other device or instrumentality that, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm, or any fire that is used to produce death or great bodily harm. As used in this definition, "flammable liquid" means any liquid having a flash point below 100 degrees Fahrenheit and having a vapor pressure not exceeding 40 pounds per square inch (absolute) at 100 degrees Fahrenheit but does not include intoxicating liquor. As used in this subdivision, "combustible liquid" is a liquid having a flash point at or above 100 degrees Fahrenheit.
- B. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location.
- C. "School Location" includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.
- D. "Weapon"
1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

2. No person shall possess, use, or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
3. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

[NOTE: In June 2025, MSBA organized these definitions in alphabetical order.]

IV. EXCEPTIONS

- A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon's location.
- B. It shall not be a violation of this policy if a nonstudent (or student where specified) falls within one of the following categories:
 1. active licensed peace officers;
 2. military personnel, or students or nonstudents participating in military training, who are on duty performing official duties;
 3. persons authorized to carry a pistol under Minnesota Statutes, section 624.714 while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
 4. persons who keep or store in a motor vehicle pistols in accordance with Minnesota Statutes, section 624.714 or 624.715 or other firearms in accordance with Minnesota Statutes, section 97B.045;
 - a. Minnesota Statutes, section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Minnesota Statutes, section 624.715 defines an exception to the pistol permit requirements for "antique firearms which are carried or possessed as curiosities or for their historical significance or value."
 - b. Minnesota Statutes, section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with sections 624.714 and 624.715.
 5. firearm safety or marksmanship courses or activities for students or nonstudents conducted on school property;
 6. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial

color guard;

7. a gun or knife show held on school property;
8. possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the school or the director of a child care center; or
9. persons who are on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related activity.

[NOTE: Nothing prevents a school district from being more stringent in its weapons policy with respect to students and school district employees than the criminal law, except that the school district may not prohibit the lawful carry or possession of firearms in a parking facility or parking area. Although some school districts may choose to incorporate all of the exceptions to the criminal law, other school districts may choose either not to incorporate some or all of the exceptions or to further limit them. For example, a school district may choose to require written permission from the superintendent, not just a principal, for someone to possess a dangerous weapon in a school location. This would impose a more stringent requirement than the exceptions to the general prohibition of having a weapon on school grounds set forth in Minnesota Statutes, section 609.66, Subdivision 1d (f) listed in Section IV.B. above. However, a school district may not regulate firearms, ammunition, or their respective components, when possessed or carried by nonstudents or nonemployees, in a manner that is inconsistent with Minnesota Statutes, section 609.66, Subdivision 1d.]

C. Policy Application to Instructional Equipment/Tools

While the school district does not allow the possession, use, or distribution of weapons by students or nonstudents, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or nonstudents. Such equipment and tools, when properly possessed, used, and stored, shall not be considered in violation of the rule against the possession, use, or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

D. Firearms in School Parking Lots and Parking Facilities

A school district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the "lawful" carry or possession of a firearm in a school parking lot or parking facility is specifically limited to nonstudent permit-holders authorized under Minnesota Statutes, section 624.714 to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder's vehicle shall constitute a violation of this policy.

V. CONSEQUENCES FOR STUDENT WEAPON POSSESSION/USE/ DISTRIBUTION

- A. The school district does not allow the possession, use, or distribution of weapons by students. Consequently, the minimum consequence for students willfully possessing, using, or distributing weapons shall include:

1. immediate out-of-school suspension;
 2. confiscation of the weapon;
 3. immediate notification of police;
 4. parent or guardian notification; and
 5. recommendation to the superintendent of dismissal for a period of time not to exceed one year.
- B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.
- C. The building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully.
- D. Administrative Discretion

While the school district does not allow the possession, use, or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

VI. CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY NONSTUDENTS

- A. Employees
1. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge as deemed appropriate by the school board.
 2. Sanctions against employees, including nonrenewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.
 3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.

[NOTE: An employer may establish policies that restrict the carry or possession of firearms by its employees while acting in the course and scope of employment. Employment-related sanctions may be invoked for a violation. Thus, for example, reasonable limitations may be imposed on the method of storing firearms by permit-holding employees while at work or performing employment-related duties. Reasonable limitations may include requiring firearms to have trigger locks and to be stored in a locked container or locked compartment of the vehicle.]

- B. Other Nonstudents
1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the

person is a student in another school district, that school district may be contacted concerning the policy violation.

2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

VII. REPORTS OF DANGEROUS WEAPON AND ACTIVE SHOOTER INCIDENTS IN SCHOOL ZONES

A. The school district must electronically report to the ~~Minnesota~~ Commissioner of the Minnesota Department of Education ("Commissioner") incidents involving the use or possession of a dangerous weapon in school zones, as required under Minnesota Statutes, section 121A.06.

B. The school district must electronically file an after-action review report for active shooter incidents and active shooter threats to the Minnesota Fusion Center as required under Minnesota Statutes, section 121A.06.

1. "Active shooter incident" means an event involving an armed individual or individuals on campus or an armed assailant in the immediate vicinity of the school.

2. "Active shooter threat" means a real or perceived threat that an active shooter incident will occur.

[NOTE: The 2025 Minnesota legislature enacted the addition to 2.c (Session Law Chapter 35)].

Legal References: Minn. Stat. § 97B.045 (Transporting Firearms)
Minn. Stat. § 121A.05 (Policy to Refer Firearms Possessor)
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)
Minn. Stat. § 152.01, subd. 14(a) (Definition of a School Zone)
Minn. Stat. § 609.02, subd. 6 (Definition of Dangerous Weapon)
Minn. Stat. § 609.605 (Trespass)
Minn. Stat. § 609.66 (Dangerous Weapons)
Minn. Stat. § 624.714 (Carrying of Weapons without Permit; Penalties)
Minn. Stat. § 624.715 (Exemptions; Antiques and Ornaments)
18 U.S.C. § 921 (Definition of Firearm)
In re C.R.M., 611 N.W.2d 802 (Minn. 2000)
In re A.D., 883 N.W.2d 251 (Minn. 2016)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)

Adopted: _____

MSBA/MASA Model Policy 506

Orig. 1995

Revised: _____

Rev. 2024 (June)

506 STUDENT DISCIPLINE

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

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

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

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

III. DEFINITIONS

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

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

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

IV. POLICY

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

V. AREAS OF RESPONSIBILITY

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

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

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

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

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

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

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

- F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.
- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.
- I. Reasonable Force Reports
 - 1. The school district must report data on its use of any reasonable force used on a student with a disability to correct or restrain the student to prevent bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c), as outlined in section 125A.0942, subdivision 3, paragraph (b).
 - 2. Beginning with the 2024-2025 school year, the school district must report annually by July 15, in a form and manner determined by the MDE Commissioner, data from the prior school year about any reasonable force used on a general education student to correct or restrain the student to prevent bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c).
 - 3. Any reasonable force used under Minnesota Statutes, sections 121A.582; 609.06, subdivision 1; and 609.379 which intends to hold a child immobile or limit a child's movement where body contact is the only source of physical restraint or confines a child alone in a room from which egress is barred shall be reported to the Minnesota Department of Education as a restrictive procedure, including physical holding or seclusion used by an unauthorized or untrained staff person.

VI. STUDENT RIGHTS

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

VII. STUDENT RESPONSIBILITIES

All students have the responsibility:

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

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

VIII. CODE OF STUDENT CONDUCT

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

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

cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;

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

the health, safety, or welfare of teachers, students, other school district personnel, or other persons;

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

IX. RECESS AND OTHER BREAKS

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

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

X. DISCIPLINARY ACTION OPTIONS

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

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

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

XI. REMOVAL OF STUDENTS FROM CLASS

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

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

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

removal of the student from class.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

H. Students with a Disability; Special Provisions.

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

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

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

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

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

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

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

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

O. Unscheduled Student Removal From Class

A public school is encouraged to adopt a school policy on parental notification for unscheduled student removal from class. The public school must consult with child abuse prevention experts to incorporate best practices into the school policy. A public school with a policy on parental notification must include the policy in the employee handbook and disseminate information to school staff regarding child abuse prevention in a school setting.

[NOTE: The 2024 Minnesota legislature enacted this provision, which does not require a school board to adopt policy language. School districts may

determine whether to adopt policy language.]

XII. DISMISSAL

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

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

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

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

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

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

- C. Disciplinary Dismissals Prohibited

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

D. Suspension Procedures

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

the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.

6. Alternative education services must be provided to a pupil who is suspended for more than five (5) consecutive school days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minnesota Statutes, section 123A.05 selected to allow the student to progress toward meeting graduation standards under Minnesota Statutes, section 120B.02, although in a different setting.
7. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
8. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
 - a. strongly encourage a parent or guardian of the student to attend school with the student for one day;
 - b. assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and
 - c. petition the juvenile court that the student is in need of services under Minnesota Statutes, chapter 260C.
9. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)
10. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
11. In the event a student is suspended without an informal administrative

conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.

12. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) consecutive school days.

E. Expulsion and Exclusion Procedures

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

9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of the Minnesota Department of Education (Commissioner) of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minnesota Statutes, section 121A.49. The decision of the school board shall be implemented during the appeal to the

Commissioner.

19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.
21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

XIII. ADMISSION OR READMISSION PLAN

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

XIV. NOTIFICATION OF POLICY VIOLATIONS

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

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

XV. STUDENT DISCIPLINE RECORDS

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

XVI. STUDENTS WITH DISABILITIES

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

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

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

XVII. OPEN ENROLLED STUDENTS

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

XVIII. DISCIPLINE COMPLAINT PROCEDURE

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

The Discipline Complaint Procedure must, at a minimum:

1. provide procedures for communicating this policy including the ability for a parent to appeal a decision under Minnesota Statutes, section 121A.49 that contains explicit instructions for filing the complaint;
2. provide an opportunity for involved parties to submit additional information related to the complaint;

3. provide a procedure to begin to investigate complaints within three school days of receipt, and identify personnel who will manage the investigation and any resulting record and are responsible for keeping and regulating access to any record;
4. provide procedures for issuing a written determination to the complainant that addresses each allegation and contains findings and conclusions;
5. if the investigation finds the requirements of Minnesota Statutes, sections 121A.40 to 121A.61, including any local policies that were not implemented appropriately, contain procedures that require a corrective action plan to correct a student's record and provide relevant staff with training, coaching, or other accountability practices to ensure appropriate compliance with policies in the future; and
6. prohibit reprisals or retaliation against any person who asserts, alleges, or reports a complaint, and provide procedures for applying appropriate consequences for a person who engages in reprisal or retaliation.

XIX. DISTRIBUTION OF POLICY

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

XX. REVIEW OF POLICY

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota Students)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.26 (School Preassessment Teams)
Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)
Minn. Stat. § 121A.58 (Corporal Punishment; Prone Restraint; And Certain Physical Holds)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. §§ 121A.60 (Definitions)
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
Minn. Stat. § 121A.611 (Recess and Other Breaks)
Minn. Stat. § 122A.42 (General Control of Schools)
Minn. Stat. § 123A.05 (State-Approved Alternative Program Organization)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (School Boards' Approval to Enroll in Nonresident District; Exceptions)
Minn. Stat. Ch. 125A (Special Education and Special Programs)
Minn. Stat. § 152.22, Subd. 6 (Definitions)
Minn. Stat. § 152.23 (Limitations)

Minn. Stat. Ch. 260A (Truancy)
Minn. Stat. Ch. 260C (Juvenile Safety and Placement)
20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Act)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

Cross References:

MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 419 (Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction)
MSBA/MASA Model Policy 501 (School Weapons)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 503 (Student Attendance)
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 507.5 (School Resource Officers)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)
MSBA/MASA Model Policy 610 (Field Trips)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)



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

<<Parent Name>>
<<Parent Address>>

NOTICE OF SUSPENSION

The purpose of this letter is to inform you that <<student name>> is being suspended from school for a period of <<one day>> beginning <<Date>>.

The grounds for suspension is due to the violation of the School Board <<Policy #>>.

<<State the violated policy>>

Briefly, the facts that have been determined are:

A description of the student's testimony is:

Conclusions:

The district reserves the right to assign further discipline upon completion of the full investigation.

An administrative conference to determine the above was conducted by <<principal>> on <<date>> in compliance with Minnesota Statutes Section 121A.40 to 121A.56 of the Pupil Fair Dismissal Act, a copy of which is enclosed.

Readmission Plan/Reentry Meeting: <Date>

While suspended, the student may not come on any school campus except with you for the purpose of discussing the conduct.

Any questions or concerns may be directed to the administrator indicated below during school hours at 831-6925.

Sincerely,

<<Principal>>

Enc: Minnesota Statutes 121A.40 through 121A.56

Adopted: _____

MSBA/MASA Model Policy 515

Orig. 1995

Revised: _____

Rev.

202~~5~~4

515 PROTECTION AND PRIVACY OF PUPIL RECORDS

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

I. PURPOSE

The school district recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding the protection and privacy of parents and students are adopted by the school district, pursuant to the requirements of 20 United States Code, section 1232g, *et seq.* (Family Educational Rights and Privacy Act (FERPA)) 34 Code of Federal Regulations, part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13, and Minnesota Rules, parts 1205.0100-1205.2000.

III. DEFINITIONS

A. Authorized Representative

“Authorized representative” means any entity or individual designated by the school district, state, or an agency headed by an official of the Comptroller of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities to conduct, with respect to federal or state supported education programs, any audit or evaluation or any compliance or enforcement activity in connection with federal legal requirements that relate to these programs.

B. Biometric Record

“Biometric record,” as referred to in “Personally Identifiable,” means a record of one or more measurable biological or behavioral characteristics that can be used for automated recognition of an individual (e.g., fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting).

C. Dates of Attendance

“Dates of attendance,” as referred to in “Directory Information,” means the period of time during which a student attends or attended a school or schools in the school district, including attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunications technologies for students who are not in the classroom, and including the period during which a student is working under a work-study program. The term does not include specific daily records of a student’s attendance at a school or schools in the school district.

D. Directory Information

1. **Insert school district definition of "directory information" here.**

[NOTE: Please see the MSBA ISD Policy Services Newsletter (June 2025) for detailed guidance on creating a definition of "directory information."]

E. Education Records

1. What constitutes "education records"

Education records means those records that are: (1) directly related to a student; and (2) maintained by the school district or by a party acting for the school district.

2. What does not constitute education records

The term "education records" does not include:

- a. Records of instructional personnel that are:
 - (1) kept in the sole possession of the maker of the record;
 - (2) used only as a personal memory aid;
 - (3) not accessible or revealed to any other individual except a temporary substitute teacher; and
 - (4) destroyed at the end of the school year.
- b. Records of a law enforcement unit of the school district, provided education records maintained by the school district are not disclosed to the unit, and the law enforcement records are:
 - (1) maintained separately from education records;
 - (2) maintained solely for law enforcement purposes; and
 - (3) disclosed only to law enforcement officials of the same jurisdiction.
- c. Records relating to an individual, including a student, who is employed by the school district which:
 - (1) are made and maintained in the normal course of business;
 - (2) relate exclusively to the individual in that individual's capacity as an employee; and
 - (3) are not available for use for any other purpose.

However, records relating to an individual in attendance at the school

district who is employed as a result of his or her status as a student are education records.

- d. Records relating to an eligible student, or a student attending an institution of post-secondary education, that are:
 - (1) made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity or assisting in that capacity;
 - (2) made, maintained, or used only in connection with the provision of treatment to the student; and
 - (3) disclosed only to individuals providing the treatment; provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are a part of the program of instruction within the school district.
- e. Records created or received by the school district after an individual is no longer a student at the school district and that are not directly related to the individual's attendance as a student.
- f. Grades on peer-related papers before the papers are collected and recorded by a teacher.

F. Education Support Services Data

"Education support services data" means data on individuals collected, created, maintained, used, or disseminated relating to programs administered by a government entity or entity under contract with a government entity designed to eliminate disparities and advance equities in educational achievement for youth by coordinating services available to participants, regardless of the youth's involvement with other government services. Education support services data does not include welfare data under Minnesota Statutes, section 13.46.

Unless otherwise provided by law, all education support services data are private data on individuals and must not be disclosed except according to Minnesota Statutes, section 13.05 or a court order.

G. Eligible Student

"Eligible student" means a student who has attained eighteen (18) years of age or is attending an institution of post-secondary education.

H. Juvenile Justice System

"Juvenile justice system" includes criminal justice agencies and the judiciary when involved in juvenile justice activities.

I. Legitimate Educational Interest

"Legitimate educational interest" includes an interest directly related to classroom

instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for education data. It includes a person's need to know in order to:

1. Perform an administrative task required in the school or employee's contract or position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student's education;
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid; or
4. Perform a task directly related to responding to a request for data.

J. Parent

"Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent of the student in the absence of a parent or guardian. The school district may presume the parent has the authority to exercise the rights provided herein, unless it has been provided with evidence that there is a state law or court order governing such matters as marriage dissolution, separation or child custody, or a legally binding instrument which provides to the contrary.

K. Personally Identifiable

"Personally identifiable" means that the data or information includes, but is not limited to: (a) a student's name; (b) the name of the student's parent or other family member; (c) the address of the student or student's family; (d) a personal identifier such as the student's social security number or student number or biometric record; (e) other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; (f) other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or (g) information requested by a person who the school district reasonably believes knows the identity of the student to whom the education record relates.

L. Record

"Record" means any information or data recorded in any way including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche.

M. Responsible Authority

"Responsible authority" means *[designate title and actual name of individual]*.

N. Student

"Student" includes any individual who is or has been in attendance, enrolled, or registered at the school district and regarding whom the school district maintains education records. "Student" also includes applicants for enrollment or registration at the school district and individuals who receive shared time educational services from the school district.

O. School Official

"School official" includes: (a) a person duly elected to the school board; (b) a person employed by the school board in an administrative, supervisory, instructional, or other professional position; (c) a person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and (d) a person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

[NOTE: School districts may wish to reference police liaison officers in the definition of a "school official." Depending on the circumstances of the relationship, this may be added in subpart (d) of the definition or in a new subpart (e). Caution should be used to ensure that police liaison officers are considered "school officials" only when performing duties as a police liaison officer and that they are trained as to their obligations pursuant to this policy. Consultation with the school district's legal counsel is recommended.]

P. Summary Data

"Summary data" means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify the individual is ascertainable.

Q. Other Terms and Phrases

All other terms and phrases shall be defined in accordance with applicable state and federal law or ordinary customary usage.

IV. GENERAL CLASSIFICATION

State law provides that all data collected, created, received, or maintained by a school district are public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a school district which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of FERPA and the regulations promulgated thereunder.

V. STATEMENT OF RIGHTS

A. Rights of Parents and Eligible Students

Parents and eligible students have the following rights under this policy:

1. The right to inspect and review the student's education records;
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal

law, or the regulations promulgated thereunder;

4. The right to refuse release of names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions;
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the federal law and the regulations promulgated thereunder;
6. The right to be informed about rights under the federal law; and
7. The right to obtain a copy of this policy at the location set forth in Section XXI. of this policy.

B. Eligible Students

All rights and protections given to parents under this policy transfer to the student when he or she reaches eighteen (18) years of age or enrolls in an institution of post-secondary education. The student then becomes an "eligible student." However, the parents of an eligible student who is also a "dependent student" are entitled to gain access to the education records of such student without first obtaining the consent of the student. In addition, parents of an eligible student may be given access to education records in connection with a health or safety emergency if the disclosure meets the conditions of any provision set forth in 34 Code of Federal Regulations, section 99.31(a).

C. Students with a Disability

The school district shall follow 34 Code of Federal Regulations, sections 300.610-300.617 with regard to the privacy, notice, access, recordkeeping, and accuracy of information related to students with a disability.

VI. DISCLOSURE OF EDUCATION RECORDS

A. Consent Required for Disclosure

1. The school district shall obtain a signed and dated written informed consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, except as provided herein.
2. The written consent required by this subdivision must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:
 - a. a specification of the records to be disclosed;
 - b. the purpose or purposes of the disclosure;
 - c. the party or class of parties to whom the disclosure may be made;
 - d. the consequences of giving informed consent; and
 - e. if appropriate, a termination date for the consent.

3. When a disclosure is made under this subdivision:
 - a. if the parent or eligible student so requests, the school district shall provide him or her with a copy of the records disclosed; and
 - b. if the parent of a student who is not an eligible student so requests, the school district shall provide the student with a copy of the records disclosed.
4. A signed and dated written consent may include a record and signature in electronic form that:
 - a. identifies and authenticates a particular person as the source of the electronic consent; and
 - b. indicates such person's approval of the information contained in the electronic consent.
5. If the responsible authority seeks an individual's informed consent to the release of private data to an insurer or the authorized representative of an insurer, informed consent shall not be deemed to have been given unless the statement is:
 - a. in plain language;
 - b. dated;
 - c. specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;
 - d. specific as to the nature of the information the subject is authorizing to be disclosed;
 - e. specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;
 - f. specific as to the purpose or purposes for which the information may be used by any of the parties named in Clause e. above, both at the time of the disclosure and at any time in the future; and
 - g. specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for: (i) life insurance or noncancellable or guaranteed renewable health insurance and identified as such, two years after the date of the policy, or (ii) medical assistance under Minnesota Statutes, chapter 256B or Minnesota Care under Minnesota Statutes, chapter 256L, which shall be ongoing during all terms of eligibility, for individualized education program health-related services provided by a school district that are subject to third party reimbursement.
6. Eligible Student Consent

Whenever a student has attained eighteen (18) years of age or is attending an institution of post-secondary education, the rights accorded to and the consent

required of the parent of the student shall thereafter only be accorded to and required of the eligible student, except as provided in Section V. of this policy.

B. Prior Consent for Disclosure Not Required

The school district may disclose personally identifiable information from the education records of a student without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. To other school officials, including teachers, within the school district whom the school district determines have a legitimate educational interest in such records;
2. To a contractor, consultant, volunteer, or other party to whom the school district has outsourced institutional services or functions provided that the outside party:
 - a. performs an institutional service or function for which the school district would otherwise use employees;
 - b. is under the direct control of the school district with respect to the use and maintenance of education records; and
 - c. will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made;
3. To officials of other schools, school districts, or post-secondary educational institutions in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. The records shall include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and with proper annual notice (see Section XIX.), suspension and expulsion information pursuant to section 7917 of the federal Every Student Succeeds Act, 20 United States Code, section 7917, *[insert the following if the school district has a policy regarding Staff Notification of Violent Behavior by Students]* and, if applicable, data regarding a student's history of violent behavior. The records also shall include a copy of any probable cause notice or any disposition or court order under Minnesota Statutes, section 260B.171, unless the data are required to be destroyed under Minnesota Statutes, section 120A.22, subdivision 7(c) or section 121A.75. On request, the school district will provide the parent or eligible student with a copy of the education records that have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with Section XV. of this policy;
4. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or the Commissioner of the State Department of Education or his or her representative, subject to the conditions relative to such disclosure provided under federal law;
5. In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:
 - a. determine eligibility for the aid;

- b. determine the amount of the aid;
- c. determine conditions for the aid; or
- d. enforce the terms and conditions of the aid.

“Financial aid” for purposes of this provision means a payment of funds provided to an individual or a payment in kind of tangible or intangible property to the individual that is conditioned on the individual’s attendance at an educational agency or institution;

- 6. To state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute adopted:
 - a. before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and such system’s ability to effectively serve the student whose records are released; or
 - b. after November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom the records are disclosed certify in writing to the school district that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the parent of the student. At a minimum, the school district shall disclose the following information to the juvenile justice system under this paragraph: a student’s full name, home address, telephone number, and date of birth; a student’s school schedule, attendance record, and photographs, if any; and parents’ names, home addresses, and telephone numbers;
- 7. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization who have a legitimate interest in the information, the information is destroyed when no longer needed for the purposes for which the study was conducted, and the school district enters into a written agreement with the organization that: (a) specifies the purpose, scope, and duration of the study or studies and the information to be disclosed; (b) requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement; (c) requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and (d) requires the organization to destroy all personally identifiable information when information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be destroyed. For purposes of this provision, the term, “organizations,” includes, but is not limited to, federal, state, and local agencies and independent organizations. In the event the Department of Education determines that a third party outside of the school district to whom information is disclosed violates this provision, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years;

8. To accrediting organizations in order to carry out their accrediting functions;
9. To parents of a student eighteen (18) years of age or older if the student is a dependent of the parents for income tax purposes;
10. To comply with a judicial order or lawfully issued subpoena, provided, however, that the school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance therewith so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 United States Code, section 2332b(g)(5)(B), an act of domestic or international terrorism as defined in 18 United States Code, section 2331, or a parent is a party to a court proceeding involving child abuse and neglect or dependency matters, and the order is issued in the context of the proceeding. If the school district initiates legal action against a parent or student, it may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as a plaintiff. Also, if a parent or eligible student initiates a legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself;
11. To appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health, including the mental health, or safety of the student or other individuals. The decision is to be based upon information available at the time the threat occurs that indicates that there is an articulable and significant threat to the health or safety of a student or other individuals. In making a determination whether to disclose information under this section, the school district may take into account the totality of the circumstances pertaining to a threat and may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other students. A record of this disclosure must be maintained pursuant to Section XIII.E. of this policy. In addition, an educational agency or institution may include in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. This information may be disclosed to teachers and school officials within the school district and/or teachers and school officials in other schools who have legitimate educational interests in the behavior of the student;
12. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals;
13. Information the school district has designated as "directory information" pursuant to Section VII. of this policy;

14. To military recruiting officers and post-secondary educational institutions pursuant to Section XI. of this policy;
15. To the parent of a student who is not an eligible student or to the student himself or herself;
16. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiologic investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted;
17. To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events sponsored by or endorsed by the educational agency or institution for students or former students;
18. To the juvenile justice system, on written request that certifies that the information will not be disclosed to any other person except as authorized by law without the written consent of the parent of the student:
 - a. the following information about a student must be disclosed: a student's full name, home address, telephone number, date of birth; a student's school schedule, daily attendance record, and photographs, if any; and any parents' names, home addresses, and telephone numbers;
 - b. the existence of the following information about a student, not the actual data or other information contained in the student's education record, may be disclosed provided that a request for access must be submitted on the statutory form and it must contain an explanation of why access to the information is necessary to serve the student: (1) use of a controlled substance, alcohol, or tobacco; (2) assaultive or threatening conduct that could result in dismissal from school under the Pupil Fair Dismissal Act; (3) possession or use of weapons or look-alike weapons; (4) theft; or (5) vandalism or other damage to property. Prior to releasing this information, the principal or chief administrative officer of a school who receives such a request must, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of the request to disclose information. If the student's parent or guardian notifies the school official of an objection to the disclosure within ten (10) days of receiving certified notice, the school official must not disclose the information and instead must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the school official must respond to the request for information.

The written requests of the juvenile justice system member(s), as well as a record of any release, must be maintained in the student's file;

19. To the principal where the student attends and to any counselor directly supervising or reporting on the behavior or progress of the student if it is information from a disposition order received by a superintendent under Minnesota Statutes, section 260B.171, subdivision 3. The principal must notify the counselor immediately and must place the disposition order in the student's permanent education record. The principal also must notify immediately any

teacher or administrator who directly supervises or reports on the behavior or progress of the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other school district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student, outline the offense, and describe any conditions of probation about which the school must provide information if this information is provided in the disposition order. Disposition order information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information may not be further disseminated by the counselor, teacher, administrator, staff member, substitute, or volunteer except as necessary to serve the student, to protect students and staff, or as otherwise required by law, and only to the student or the student's parent or guardian;

20. To the principal where the student attends if it is information from a peace officer's record of children received by a superintendent under Minnesota Statutes, section 260B.171, subdivision 5. The principal must place the information in the student's education record. The principal also must notify immediately any teacher, counselor, or administrator directly supervising the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student and describe the alleged offense if this information is provided in the peace officer's notice. Peace officer's record information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information must not be further disseminated by the counselor, teacher administrator, staff member, substitute, or volunteer except to communicate with the student or the student's parent or guardian as necessary to serve the student, to protect students and staff, or as otherwise required by law.

The principal must delete the peace officer's record from the student's education record, destroy the data, and make reasonable efforts to notify any teacher, counselor, staff member, administrator, substitute, or volunteer who received information from the peace officer's record if the county attorney determines not to proceed with a petition or directs the student into a diversion or mediation program or if a juvenile court makes a decision on a petition and the county attorney or juvenile court notifies the superintendent of such action;

21. To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service or contractors acting on behalf of the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more programs authorized under the National School Lunch Act or the Child Nutrition Act of

1966 for which the results will be reported in an aggregate form that does not identify any individual, on the conditions that: (a) any data collected shall be protected in a manner that will not permit the personal identification of students and their parents by other than the authorized representatives of the Secretary; and (b) any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements; or

22. To an agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined in 25 United States Code, section 5304), who has the right to access a student's case plan, as defined and determined by the State or tribal organization, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the State or tribal laws applicable to protecting the confidentiality of a student's education records.
23. When requested, [and in accordance with requirements for parental consent in 34 Code of Federal Regulations, section 300.622\(b\)\(2\), and part 99](#), educational agencies or institutions may share personal student contact information and directory information for students served in special education with postsecondary transition planning and services under Minnesota Statutes, section 125A.08, paragraph (b), clause (1), whether public or private, with the Minnesota Department of Employment and Economic Development, as required for coordination of services to students with disabilities under Minnesota Statutes, sections 125A.08, paragraph (b), clause (1); 125A.023; and 125A.027.

[NOTE: The 2025 Minnesota legislature amended Minnesota Statutes, section 13.32, subdivision 5, to include this update.]

C. Nonpublic School Students

The school district may disclose personally identifiable information from the education records of a nonpublic school student, other than a student who receives shared time educational services, without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. Pursuant to a valid court order;
2. Pursuant to a statute specifically authorizing access to the private data; or
3. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiological investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted.

VII. RELEASE OF DIRECTORY INFORMATION

A. Educational Data

1. Educational data designated as directory information is public data on individuals to the extent required under federal law. Directory information must be designated pursuant to the provisions of:
 - a. Minnesota Statutes, section 13.32, subdivision 5; and
 - b. 20 United States Code, section 1232g, and 34 Code of Federal Regulations, section 99.37, which were in effect on January 3, 2012.
2. The school district may not designate a student's home address, telephone number, email address, or other personal contact information as directory information under [Minnesota Statutes, section 13.32](#).
- ~~3. A parent's personal contact information must be treated as private data on individuals regardless of whether that contact information was previously designated as or treated as directory information under Minnesota Statutes, section 13.32, subdivision 2.~~
- ~~43. When requested, the school district must share personal contact information and directory information, whether public or private, with the Minnesota Department of Education, as required for federal reporting purposes.~~

~~**[NOTE: This section became effective on the day following final enactment (May 19, 2023). Beginning on the effective date, a student's personal contact information subject to this section must be treated as private educational data under Minnesota Statutes, section 13.32, regardless of whether that contact information was previously designated as directory information under Minnesota Statutes, section 13.32, subdivision 5].**~~

B. Former Students

Unless a former student validly opted out of the release of directory information while the student was in attendance and has not rescinded the opt out request at any time, the school district may disclose directory information from the education records generated by it regarding the former student without meeting the requirements of Paragraph C. of this section. In addition, under an explicit exclusion from the definition of an "education record," the school district may release records that only contain information about an individual obtained after he or she is no longer a student at the school district and that are not directly related to the individual's attendance as a student (e.g., a student's activities as an alumnus of the school district).

C. Present Students and Parents

The school district may disclose directory information from the education records of a student and information regarding parents without prior written consent of the parent of the student or eligible student, except as provided herein.

1. When conducting the directory information designation and notice process required by federal law, the school district shall give parents and students notice of the right to refuse to let the district designate specified data about the student as directory information.
2. The school district shall give annual notice by any means that are reasonably likely to inform the parents and eligible students of:

- a. the types of personally identifiable information regarding students and/or parents that the school district has designated as directory information;
- b. the parent's or eligible student's right to refuse to let the school district designate any or all of those types of information about the student and/or the parent as directory information; and
- c. the period of time in which a parent or eligible student has to notify the school district in writing that he or she does not want any or all of those types of information about the student and/or the parent designated as directory information.

[NOTE: Federal law allows a school district to specify that the disclosure of directory information will be limited to specific parties, for specific purposes, or both. If the school district chooses to impose these limitations, it is advisable to add a new paragraph VII.C.31.d. that specifies that disclosures of directory information will be limited to specific parties and/or for specific purposes and identify those parties and/or purposes.]

To the extent a school district adds these restrictions, it must then limit its directory information disclosures to those individuals and/or purposes specified in this public notice. Procedures to address how these restrictions will be enforced by the school district are advised. This is an important policy decision for the local school board which must balance not only the privacy interests of the student against public disclosure, but also the additional administrative requirements such restrictions will place on the school district.]

- 3. Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the school district in writing that any or all of the information so designated should not be disclosed without the parent's or eligible student's prior written consent, except as provided in Section VI. of this policy.
- 4. A parent or eligible student may not opt out of the directory information disclosures to:
 - a. prevent the school district from disclosing or requiring the student to disclose the student's name, ID, or school district e-mail address in a class in which the student is enrolled; or
 - b. prevent the school district from requiring a student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information that may be designated as directory information and that has been properly designated by the school district as directory information.
- 5. The school district shall not disclose or confirm directory information without meeting the written consent requirements contained in Section VI.A. of this policy if a student's social security number or other non-directory information is used alone or in combination with other data elements to identify or help identify the student or the student's records.

D. Procedure for Obtaining Nondisclosure of Directory Information

The parent's or eligible student's written notice shall be directed to the responsible authority and shall include the following:

1. Name of the student and/or parent, as appropriate;
2. Home address;
3. School presently attended by student;
4. Parent's legal relationship to student, if applicable; and
5. Specific categories of directory information to be made not public without the parent's or eligible student's prior written consent, which shall only be applicable for that school year.

E. Duration

The designation of any information as directory information about a student or parents will remain in effect for the remainder of the school year unless the parent or eligible student provides the written notifications provided herein.

VIII. DISCLOSURE OF PRIVATE RECORDS

A. Private Records

For the purposes herein, education records are records which are classified as private data on individuals by state law and which are accessible only to the student who is the subject of the data and the student's parent if the student is not an eligible student. The school district may not disclose private records or their contents except as summary data, or except as provided in Section VI. of this policy, without the prior written consent of the parent or the eligible student. The school district will use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other party to whom personally identifiable information from education records is disclosed.

B. Private Records Not Accessible to Parent

In certain cases, state law intends, and clearly provides, that certain information contained in the education records of the school district pertaining to a student be accessible to the student alone, and to the parent only under special circumstances, if at all.

1. The responsible authority may deny access to private data by a parent when a minor student who is the subject of that data requests that the responsible authority deny such access. The minor student's request must be submitted in writing setting forth the reasons for denying access to the parent and must be signed by the minor. Upon receipt of such request the responsible authority shall determine if honoring the request to deny the parent access would be in the best interest of the minor data subject. In making this determination the responsible authority shall consider the following factors:
 - a. whether the minor is of sufficient age and maturity to be able to explain the reasons for and understand the consequences of the request to deny access;
 - b. whether the personal situation of the minor is such that denying parental

access may protect the minor data subject from physical or emotional harm;

- c. whether there are grounds for believing that the minor data subject's reasons for precluding parental access are reasonably accurate;
- d. whether the data in question is of such a nature that disclosure of it to the parent may lead to physical or emotional harm to the minor data subject; and
- e. whether the data concerns medical, dental or other health services provided pursuant to Minnesota Statutes, sections 144.341-144.347, in which case the data may be released only if the failure to inform the parent would seriously jeopardize the health of the minor.

C. Private Records Not Accessible to Student

Students shall not be entitled to access to private data concerning financial records and statements of the student's parent or any information contained therein.

D. Military-Connected Youth Identifier

When a school district updates its enrollment forms in the ordinary course of business, the school district must include a box on the enrollment form to allow students to self-identify as a military-connected youth. For purposes of this section, a "military-connected youth" means having an immediate family member, including a parent or sibling, who is currently in the armed forces either as a reservist or on active duty or has recently retired from the armed forces. Data collected under this provision is private data on individuals, but summary data may be published by the Department of Education.

IX. DISCLOSURE OF CONFIDENTIAL RECORDS

A. Confidential Records

Confidential records are those records and data contained therein which are made not public by state or federal law, and which are inaccessible to the student and the student's parents or to an eligible student.

B. Reports Under the Maltreatment of Minors Reporting Act

Pursuant to Minnesota Statutes, chapter 260E, written copies of reports pertaining to a neglected and/or physically and/or sexually abused child shall be accessible only to the appropriate welfare and law enforcement agencies. In respect to other parties, such data shall be confidential and will not be made available to the parent or the subject individual by the school district. The subject individual, however, may obtain a copy of the report from either the local welfare agency, county sheriff, or the local police department subject to the provisions of Minnesota Statutes, chapter 260E.

Regardless of whether a written report is made under Minnesota Statutes, chapter 260E, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

C. Investigative Data

Data collected by the school district as part of an active investigation undertaken for the purpose of the commencement or defense of pending civil legal action, or are retained in anticipation of a pending civil legal action are classified as protected nonpublic data in the case of data not on individuals, and confidential data in the case of data on individuals.

1. The school district may make any data classified as protected non-public or confidential pursuant to this subdivision accessible to any person, agency, or the public if the school district determines that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.
2. A complainant has access to a statement he or she provided to the school district.
3. Parents or eligible students may have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably intertwined with data about other school district students, school district employees, and/or attorney data as defined in Minnesota Statutes, section 13.393.
4. Once a civil investigation becomes inactive, civil investigative data becomes public unless the release of the data would jeopardize another pending civil legal action, except for those portions of such data that are classified as not public data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record shall be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events:
 - a. a decision by the school district, or by the chief attorney for the school district, not to pursue the civil legal action. However, such investigation may subsequently become active if the school district or its attorney decides to renew the civil legal action;
 - b. the expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action; or
 - c. the exhaustion or expiration of rights of appeal by either party to the civil legal action.
5. A "pending civil legal action" for purposes of this subdivision is defined as including, but not limited to, judicial, administrative, or arbitration proceedings.

D. Chemical Abuse Records

To the extent the school district maintains records of the identity, diagnosis, prognosis, or treatment of any student which are maintained in connection with the performance of any drug abuse prevention function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, such records are classified as confidential and shall be disclosed only for the purposes and under the circumstances expressly authorized by law.

X. DISCLOSURE OF SCHOOL RECORDS PRIOR TO EXCLUSION OR EXPULSION HEARING

At a reasonable time prior to any exclusion or expulsion hearing, the student and the student's parent or guardian or representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the action proposed by the school district may be based, pursuant to the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, section 121A.40, *et seq.*

XI. DISCLOSURE OF DATA TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS

- A. The school district will release the names, addresses, electronic mail address (which shall be the electronic mail addresses provided by the school district, if available, that may be released to military recruiting officers only), and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request unless a parent or eligible student has refused in writing to release this data pursuant to Paragraph C. below.
- B. Data released to military recruiting officers under this provision:
 - 1. may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military;
 - 2. cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces; and
 - 3. copying fees shall not be imposed.
- C. A parent or eligible student has the right to refuse the release of the name, address, electronic mail addresses (which shall be the electronic mail addresses provided by the school, if available, that may be released to military recruiting officers only) or home telephone number to military recruiting officers and post-secondary educational institutions. To refuse the release of the above information to military recruiting officers and post-secondary educational institutions, a parent or eligible student must notify the responsible authority [**designate title of individual, i.e., building principal**] in writing by [**date**] each year. The written request must include the following information:
 - 1. Name of student and parent, as appropriate;
 - 2. Home address;
 - 3. Student's grade level;
 - 4. School presently attended by student;
 - 5. Parent's legal relationship to student, if applicable;
 - 6. Specific category or categories of information which are not to be released to military recruiting officers and post-secondary educational institutions; and
 - 7. Specific category or categories of information which are not to be released to the public, including military recruiting officers and post-secondary educational institutions.

- D. Annually, the school district will provide public notice by any means that are reasonably likely to inform the parents and eligible students of their rights to refuse to release the names, addresses, and home phone numbers of students in grades 11 and 12 without prior consent.
- E. A parent or eligible student's refusal to release the above information to military recruiting officers and post-secondary educational institutions does not affect the school district's release of directory information to the rest of the public, which includes military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in Section VII. of this policy also must be followed. Accordingly, to the extent the school district has designated the name, address, home phone number, and grade level of students as directory information, absent a request from a parent or eligible student not to release such data, this information will be public data and accessible to members of the public, including military recruiting officers and post-secondary educational institutions.

XII. LIMITS ON REDISCLOSURE

A. Redisclosure

Consistent with the requirements herein, the school district may only disclose personally identifiable information from the education records of a student on the condition that the party to whom the information is to be disclosed will not disclose the information to any other party without the prior written consent of the parent of the student or the eligible student, except that the officers, employees, and agents of any party receiving personally identifiable information under this section may use the information, but only for the purposes for which the disclosure was made.

B. Redisclosure Not Prohibited

- 1. Subdivision A. of this section does not prevent the school district from disclosing personally identifiable information under Section VI. of this policy with the understanding that the party receiving the information may make further disclosures of the information on behalf of the school district provided:
 - a. The disclosures meet the requirements of Section VI. of this policy; and
 - b. The school district has complied with the record-keeping requirements of Section XIII. of this policy.
- 2. Subdivision A. of this section does not apply to disclosures made pursuant to court orders or lawfully issued subpoenas or litigation, to disclosures of directory information, to disclosures to a parent or student or to parents of dependent students, or to disclosures concerning sex offenders and other individuals required to register under 42 United States Code, section 14071. However, the school district must provide the notification required in Section XII.D. of this policy if a redisclosure is made based upon a court order or lawfully issued subpoena.

[NOTE: 42 United States Code, section 14071 was repealed. School districts should retain this statutory reference, however, as it remains a reference in FERPA and the Minnesota Government Data Practices Act and still may apply to individuals required to register prior to the repeal of this law.]

C. Classification of Disclosed Data

The information disclosed shall retain the same classification in the hands of the party receiving it as it had in the hands of the school district.

D. Notification

The school district shall inform the party to whom a disclosure is made of the requirements set forth in this section, except for disclosures made pursuant to court orders or lawfully issued subpoenas, disclosure of directory information under Section VII. of this policy, disclosures to a parent or student, or disclosures to parents of a dependent student. In the event that the Family Policy Compliance Office determines that a state or local educational authority, a federal agency headed by an official listed in 34 Code of Federal Regulations, section 99.31(a)(3), or an authorized representative of a state or local educational authority or a federal agency headed by an official listed in section 99.31(a)(3), or a third party outside of the school district improperly rediscloses personally identifiable information from education records or fails to provide notification required under this section of this policy, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.

XIII. RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING

A. Responsible Authority

The responsible authority shall be responsible for the maintenance and security of student records.

B. Record Security

The principal of each school subject to the supervision and control of the responsible authority shall be the records manager of the school, and shall have the duty of maintaining and securing the privacy and/or confidentiality of student records.

C. Plan for Securing Student Records

The building principal shall submit to the responsible authority a written plan for securing students records by September 1 of each school year. The written plan shall contain the following information:

1. A description of records maintained;
2. Titles and addresses of person(s) responsible for the security of student records;
3. Location of student records, by category, in the buildings;
4. Means of securing student records; and
5. Procedures for access and disclosure.

D. Review of Written Plan for Securing Student Records

The responsible authority shall review the plans submitted pursuant to Paragraph C. of this section for compliance with the law, this policy, and the various administrative

policies of the school district. The responsible authority shall then promulgate a chart incorporating the provisions of Paragraph C. which shall be attached to and become a part of this policy.

E. Record Keeping

1. The principal shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record, with the education records of the student, that indicates:
 - a. the parties who have requested or received personally identifiable information from the education records of the student;
 - b. the legitimate interests these parties had in requesting or obtaining the information; and
 - c. the names of the state and local educational authorities and federal officials and agencies listed in Section VI.B.4. of this policy that may make further disclosures of personally identifiable information from the student's education records without consent.

2. In the event the school district discloses personally identifiable information from an education record of a student pursuant to Section XII.B. of this policy, the record of disclosure required under this section shall also include:
 - a. the names of the additional parties to which the receiving party may disclose the information on behalf of the school district;
 - b. the legitimate interests under Section VI. of this policy which each of the additional parties has in requesting or obtaining the information; and
 - c. a copy of the record of further disclosures maintained by a state or local educational authority or federal official or agency listed in Section VI.B.4. of this policy in accordance with 34 Code of Federal Regulations, section 99.32 and to whom the school district disclosed information from an education record. The school district shall request a copy of the record of further disclosures from a state or local educational authority or federal official or agency to whom education records were disclosed upon a request from a parent or eligible student to review the record of requests for disclosure.

3. Section XIII.E.1. does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other school officials under Section VI.B.1. of this policy, to requests for disclosures of directory information under Section VII. of this policy, or to a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or agency has ordered that the existence or the contents of the subpoena or the information provided in response to the subpoena not be disclosed or as directed by an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 United States Code, section 2332b(g)(5)(B) or an act of domestic or international terrorism.

[NOTE: While Section XIII.E.1. does not apply to requests for or disclosures of directory information under Section VII. of this policy, to the extent the school district chooses to limit the disclosure of directory information to specific parties, for specific purposes, or both, it is advisable that records be kept to identify the party to whom the disclosure was made and/or purpose for the disclosure.]

4. The record of requests of disclosures may be inspected by:
 - a. the parent of the student or the eligible student;
 - b. the school official or his or her assistants who are responsible for the custody of the records; and
 - c. the parties authorized by law to audit the record-keeping procedures of the school district.
5. The school district shall record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:
 - a. the articulable and significant threat to the health or safety of a student or other individual that formed the basis for the disclosure; and
 - b. the parties to whom the school district disclosed the information.
6. The record of requests and disclosures shall be maintained with the education records of the student as long as the school district maintains the student's education records.

XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS

A. Parent of a Student, an Eligible Student or the Parent of an Eligible Student Who is Also a Dependent Student

The school district shall permit the parent of a student, an eligible student, or the parent of an eligible student who is also a dependent student who is or has been in attendance in the school district to inspect or review the education records of the student, except those records which are made confidential by state or federal law or as otherwise provided in Section VIII. of this policy.

B. Response to Request for Access

The school district shall respond to any request pursuant to Subdivision A. of this section immediately, if possible, or within ten (10) days of the date of the request, excluding Saturdays, Sundays, and legal holidays.

C. Right to Inspect and Review

The right to inspect and review education records under Subdivision A. of this section includes:

1. The right to a response from the school district to reasonable requests for explanations and interpretations of records; and

2. If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the education records, the school district shall provide the parent or eligible student with a copy of the records requested or make other arrangements for the parent or eligible student to inspect and review the requested records.
3. Nothing in this policy shall be construed as limiting the frequency of inspection of the education records of a student with a disability by the student's parent or guardian or by the student upon the student reaching the age of majority.

D. Form of Request

Parents or eligible students shall submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect.

E. Collection of Student Records

If a student's education records are maintained in more than one location, the responsible authority may collect copies of the records or the records themselves from the various locations so they may be inspected at one site. However, if the parent or eligible student wishes to inspect these records where they are maintained, the school district shall attempt to accommodate those wishes. The parent or eligible student shall be notified of the time and place where the records may be inspected.

F. Records Containing Information on More Than One Student

If the education records of a student contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information which pertains to that student.

G. Authority to Inspect or Review

The school district may presume that either parent of the student has authority to inspect or review the education records of a student unless the school district has been provided with evidence that there is a legally binding instrument or a state law or court order governing such matters as marriage dissolution, separation, or custody which provides to the contrary.

H. Fees for Copies of Records

1. The school district shall charge a reasonable fee for providing photocopies or printed copies of records unless printing a copy is the only method to provide for the inspection of data. In determining the amount of the reasonable fee, the school district shall consider the following:
 - a. the cost of materials, including paper, used to provide the copies;
 - b. the cost of the labor required to prepare the copies;
 - c. any schedule of standard copying charges established by the school district in its normal course of operations;
 - d. any special costs necessary to produce such copies from machine-based

record-keeping systems, including but not limited to computers and microfilm systems; and

- e. mailing costs.
- 2. If 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used, and, instead, the charge shall be no more than 25 cents for each page copied.
- 3. The cost of providing copies shall be borne by the parent or eligible student.
- 4. The responsible authority, however, may not impose a fee for a copy of an education record made for a parent or eligible student if doing so would effectively prevent or, in the case of a student with a disability, impair the parent or eligible student from exercising their right to inspect or review the student's education records.

XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA

A. Request to Amend Education Records

The parent of a student or an eligible student who believes that information contained in the education records of the student is inaccurate, misleading, or violates the privacy rights of the student may request that the school district amend those records.

- 1. The request shall be in writing, shall identify the item the requestor believes to be inaccurate, misleading, or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the requestor wishes the school district to make. The request shall be signed and dated by the requestor.
- 2. The school district shall decide whether to amend the education records of the student in accordance with the request within thirty (30) days after receiving the request.
- 3. If the school district decides to refuse to amend the education records of the student in accordance with the request, it shall inform the parent of the student or the eligible student of the refusal and advise the parent or eligible student of the right to a hearing under Subdivision B. of this section.

B. Right to a Hearing

If the school district refuses to amend the education records of a student, the school district, on request, shall provide an opportunity for a hearing in order to challenge the content of the student's education records to ensure that information in the education records of the student is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. A hearing shall be conducted in accordance with Subdivision C. of this section.

- 1. If, as a result of the hearing, the school district decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall amend the education records of the student accordingly and so inform the parent of the student or the eligible student in writing.
- 2. If, as a result of the hearing, the school district decides that the information is

not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school district, or both.

3. Any statement placed in the education records of the student under Subdivision B. of this section shall:
 - a. be maintained by the school district as part of the education records of the student so long as the record or contested portion thereof is maintained by the school district; and
 - b. if the education records of the student or the contested portion thereof is disclosed by the school district to any party, the explanation shall also be disclosed to that party.

C. Conduct of Hearing

1. The hearing shall be held within a reasonable period of time after the school district has received the request, and the parent of the student or the eligible student shall be given notice of the date, place, and time reasonably in advance of the hearing.
2. The hearing may be conducted by any individual, including an official of the school district who does not have a direct interest in the outcome of the hearing. The school board attorney shall be in attendance to present the school board's position and advise the designated hearing officer on legal and evidentiary matters.
3. The parent of the student or eligible student shall be afforded a full and fair opportunity for hearing to present evidence relative to the issues raised under Subdivisions A. and B. of this section and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.
4. The school district shall make a decision in writing within a reasonable period of time after the conclusion of the hearing. The decision shall be based solely on evidence presented at the hearing and shall include a summary of evidence and reasons for the decision.

D. Appeal

The final decision of the designated hearing officer may be appealed in accordance with the applicable provisions of Minnesota Statutes, chapter 14 relating to contested cases.

XVI. PROBLEMS ACCESSING DATA

- A. The data practices compliance official is the designated employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.
- B. Data practices compliance official means ***[designate title and actual name of individual]***.
- C. Any request by an individual with a disability for reasonable modifications of the school

district's policies or procedures for purposes of accessing records shall be made to the data practices compliance official.

XVII. COMPLAINTS FOR NONCOMPLIANCE WITH FERPA

A. Where to File Complaints

Complaints regarding alleged violations of rights accorded parents and eligible students by FERPA, and the rules promulgated thereunder, shall be submitted in writing to the U.S. Department of Education, Student Privacy Policy Office, 400 Maryland Avenue S.W., Washington, D.C. 20202-8520.

B. Content of Complaint

A complaint filed pursuant to this section must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA and the rules promulgated thereunder has occurred.

XVIII. WAIVER

A parent or eligible student may waive any of his or her rights provided herein pursuant to FERPA. A waiver shall not be valid unless in writing and signed by the parent or eligible student. The school district may not require such a waiver.

XIX. ANNUAL NOTIFICATION OF RIGHTS

A. Contents of Notice

The school district shall give parents of students currently in attendance and eligible students currently in attendance annual notice by such means as are reasonably likely to inform the parents and eligible students of the following:

1. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;
2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;
3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;
4. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of FERPA and the rules promulgated thereunder;
5. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom the school district has determined to have legitimate educational interests; and

6. That the school district forwards education records on request to a school in which a student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer and that such records may include suspension and expulsion records pursuant to the federal Every Student Succeeds Act and, if applicable, a student's history of violent behavior.

B. Notification to Parents of Students Having a Primary Home Language Other Than English

The school district shall provide for the need to effectively notify parents of students identified as having a primary or home language other than English.

C. Notification to Parents or Eligible Students Who are Disabled

The school district shall provide for the need to effectively notify parents or eligible students identified as disabled.

XX. DESTRUCTION AND RETENTION OF RECORDS

Destruction and retention of records by the school district shall be controlled by state and federal law.

XXI. COPIES OF POLICY

Copies of this policy may be obtained by parents and eligible students at the superintendent's office.

- Legal References:**
- Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
 - Minn. Stat. § 13.32, Subd. 5 (Directory Information)
 - Minn. Stat. § 13.393 (Attorneys)
 - Minn. Stat. Ch. 14 (Administrative Procedures Act)
 - Minn. Stat. § 120A.22 (Compulsory Instruction)
 - Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)
 - Minn. Stat. § 121A.75 (Receipt of Records; Sharing)
 - Minn. Stat. § 127A.852 (Military-Connected Youth Identifier)
 - Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)
 - Minn. Stat. Ch. 256B (Medical Assistance for Needy Persons)
 - Minn. Stat. Ch. 256L (MinnesotaCare)
 - Minn. Stat. § 260B.171, Subds. 3 and 5 (Disposition Order and Peace Officer Records of Children)
 - Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
 - Minn. Stat. § 363A.42 (Public Records; Accessibility)
 - Minn. Stat. § 480.40 (Personal Information, Dissemination)
 - Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
 - Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
 - 10 U.S.C. § 503(b) and (c) (Enlistments: Recruiting Campaigns; Compilation of Directory Information)
 - 18 U.S.C. § 2331 (Definitions)
 - 18 U.S.C. § 2332b (Acts of Terrorism Transcending National Boundaries)
 - 20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
 - 20 U.S.C. § 6301 *et seq.* (Every Student Succeeds Act)
 - 20 U.S.C. § 7908 (Armed Forces Recruiting Information)
 - 20 U.S.C. § 7917 (Transfer of School Disciplinary Records)
 - 25 U.S.C. § 5304 (Definitions – Tribal Organization)
 - 26 U.S.C. §§ 151 and 152 (Internal Revenue Code)

42 U.S.C. § 1711 *et seq.* (Child Nutrition Act)
42 U.S.C. § 1751 *et seq.* (Richard B. Russell National School Lunch Act)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)
34 C.F.R. § 300.610-300.627 (Confidentiality of Information)
42 C.F.R. § 2.1 *et seq.* (Confidentiality of Drug Abuse Patient Records)
Gonzaga University v. Doe, 536 U.S. 273 309 (2002)
Dept. of Admin. Advisory Op. No. 21-008 (December 8, 2021)

Cross References: MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
MSBA/MASA Model Policy 520 (Student Surveys)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 722 (Public Data Requests)
MSBA/MASA Model Policy 906 (Community Notification of Predatory Offenders)
MSBA School Law Bulletin "I" (School Records – Privacy – Access to Data)

Additional Resources

U.S. Department of Education

FAQs on Photos and Videos under FERPA | Protecting Student Privacy (012325)
<https://studentprivacy.ed.gov/faq/faqs-photos-and-videos-under-ferpa>

Letter to Wachter Regarding Surveillance Video of Multiple Students | Protecting Student Privacy (012325)
<https://studentprivacy.ed.gov/resources/letter-wachter-regarding-surveillance-video-multiple-students>

School Resource Officers, School Law Enforcement Units, and the Family Educational Rights and Privacy Act (FERPA) | Protecting Student Privacy (012325)

Protecting Student Privacy While Using Online Educational Services: Requirements and Best Practices | Protecting Student Privacy (102325)

FERPA/IDEA Crosswalk | Protecting Student Privacy (012325)

What is the Protection of Pupil Rights Amendment? | Protecting Student Privacy (012325)

Adopted: _____

MSBA/MASA Model Policy 721

Orig. 2016

Revised: _____

Rev. 2024²

721 UNIFORM GRANT GUIDANCE POLICY REGARDING FEDERAL REVENUE SOURCES

[NOTE: School districts are required by the federal Uniform Grant Guidance (UGG) regulations, 2 Code of Federal Regulations, Part 200, to have the policies that establish uniform administrative requirements, cost principles, and audit requirements for federal awards to non-federal entities including school districts. In June 2018, the United States Office of Management and Budget increased the threshold dollar amounts for both simplified acquisition costs (\$250,000) and micro-purchases (\$10,000).]

I. PURPOSE

The purpose of this policy is to ensure compliance with the requirements of the federal Uniform Grant Guidance regulations by establishing uniform administrative requirements, cost principles, and audit requirements for federal grant awards received by the school district.

II. DEFINITIONS

[NOTE: In October 2024, MSBA updated Article II to ensure that the definitions are presented in alphabetical order. School districts may choose whether to adopt this change.]

- A. "Compensation for personal services" includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the federal award, including, but not necessarily limited to, wages and salaries. Compensation for personal services may also include fringe benefits which are addressed in 2 Code of Federal Regulations, section 200.431 (Compensation - Fringe Benefits).
- B. "Contract" means a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. The term, as used in 2 Code of Federal Regulations, Part 200, does not include a legal instrument, even if the non-federal entity considers it a contract, when the substance of the transaction meets the definition of a federal award or subaward.
- C. "Direct costs" are those costs that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.
- D. "Equipment" means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or \$10,000.
- E. "Federal award" has the meaning, depending on the context, in either paragraph 1. or 2. of this definition:
 - 1. a. The federal financial assistance that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 Code of Federal Regulations, section 200.101 (Applicability); or

- b. The cost-reimbursement contract under the federal Acquisition Regulations that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 Code of Federal Regulations, section 200.101 (Applicability).
2. The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (b) of 2 Code of Federal Regulations, section 200.40 (Federal Financial Assistance), or the cost-reimbursement contract awarded under the federal Acquisition Regulations.
3. "Federal award" does not include other contracts that a federal agency uses to buy goods or services from a contractor or a contract to operate federal-government-owned, contractor-operated facilities.

F. Grants

1. "State-administered grants" are those grants that pass through a state agency such as the Minnesota Department of Education (MDE).
2. "Direct grants" are those grants that do not pass through another agency such as MDE and are awarded directly by the federal awarding agency to the grantee organization. These grants are usually discretionary grants that are awarded by the U.S. Department of Education (DOE) or by another federal awarding agency.

[NOTE: All ~~of the~~ requirements outlined in this policy apply to both direct grants and state-administered grants.]

- G. "Non-federal entity" means a state, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out a federal award as a recipient or subrecipient.
- H. "Post-retirement health plans" refer to costs of health insurance or health services not included in a pension plan covered by 2 Code of Federal Regulations, section 200.431(g) for retirees and their spouses, dependents, and survivors.

I. Procurement Methods

1. "Procurement by micro-purchase" is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (generally \$10,000, except as otherwise discussed in 48 Code of Federal Regulations, Subpart 2.1 or as periodically adjusted for inflation).

[NOTE: Minnesota school districts may choose to increase their federal micro-purchase threshold to \$25,000, which would align with the Minnesota limit. School districts choosing to adopt this increase must annually certify the higher threshold and the justification for using the higher threshold. Acceptable reasons for justification must meet *one* of the following criteria: (1) a qualification as a low-risk auditee, in accordance with the criteria established in 2 Code of Federal Regulations, section 200.520; (2) an annual internal institutional risk assessment to identify, mitigate, and manage financial risks; or (3) a higher threshold consistent with state law.]

2. "Procurement by small purchase procedures" are those relatively simple and informal procurement methods for securing services, supplies, or other

property that do not cost more than ~~\$175,000~~\$250,000 (periodically adjusted for inflation).

[NOTE: Despite the federal government's increase in the dollar cap for small purchases, Minnesota law limits the cap to \$175,000.]

3. "Procurement by sealed bids (formal advertising)" is a publicly solicited and a firm, fixed-price contract (lump sum or unit price) awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.
4. "Procurement by competitive proposals" is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded. Competitive proposals are generally used when conditions are not appropriate for the use of sealed bids.
5. "Procurement by noncompetitive proposals" is procurement through solicitation of a proposal from only one source.
- J. "Relocation costs" are costs incident to the permanent change of duty assignment (for an indefinite period or for a stated period not less than 12 months) of an existing employee or upon recruitment of a new employee.
- K. "Severance pay" is a payment in addition to regular salaries and wages by the non-federal entities to workers whose employment is being terminated.
- L. "Travel costs" are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the school district.

III. CONFLICT OF INTEREST

A. Employee Conflict of Interest

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The employees, officers, and agents of the school district may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, the school district may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by employees, officers, or agents of the school district.

B. Organizational Conflicts of Interest

The school district is unable or appears to be unable to be impartial in conducting a procurement action involving the related organization because of relationships with a parent company, affiliate, or subsidiary organization.

C. Disclosing Conflicts of Interest

The school district must disclose in writing any potential conflict of interest to MDE in accordance with applicable federal awarding agency policies.

IV. ACCEPTABLE METHODS OF PROCUREMENT

A. General Procurement Standards

The school district must use its own documented procurement procedures which reflect applicable state laws, provided that the procurements conform to the applicable federal law and the standards identified in the Uniform Grant Guidance.

B. The school district must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

C. The school district's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives and any other appropriate analysis to determine the most economical approach.

D. The school district must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

E. The school district must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement; selection of the contract type; contractor selection or rejection; and the basis for the contract price.

F. The school district alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the school district of any contractual responsibilities under its contracts.

G. The school district must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms are considered~~used when possible~~.

[NOTE: This change appears in the 2024 amended UGG.]

H. Methods of Procurement

The school district must use one of the following methods of procurement:

1. Procurement by micro-purchases. To the extent practicable, the school district must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the school district considers the price to be reasonable.
2. Procurement by small purchase procedures. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.
3. Procurement by sealed bids (formal advertising).
4. Procurement by competitive proposals. If this method is used, the following requirements apply:

- a. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
 - b. Proposals must be solicited from an adequate number of qualified sources;
 - c. The school district must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
 - d. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
 - e. The school district may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method where price is not used as a selection factor can only be used in procurement of A/E professional services; it cannot be used to purchase other types of services, though A/E firms are a potential source to perform the proposed effort.
5. Procurement by noncompetitive proposals. Procurement by noncompetitive proposals may be used only when one or more of the following circumstances apply:
- a. The item is available only from a single source;
 - b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
 - c. The DOE or MDE expressly authorizes noncompetitive proposals in response to a written request from the school district; or
 - d. After solicitation of a number of sources, competition is determined inadequate.

I. Competition

The school district must have written procedures for procurement transactions. These procedures must ensure that all solicitations:

1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When making a clear and accurate description of the technical requirements is impractical or uneconomical, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and

2. Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
- J. The school district must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the school district must not preclude potential bidders from qualifying during the solicitation period.
- K. Non-federal entities are prohibited from contracting with or making subawards under "covered transactions" to parties that are suspended or debarred or whose principals are suspended or debarred. "Covered transactions" include procurement contracts for goods and services awarded under a grant or cooperative agreement that are expected to equal or exceed \$25,000.
- L. All nonprocurement transactions entered into by a recipient (i.e., subawards to subrecipients), irrespective of award amount, are considered covered transactions, unless they are exempt as provided in 2 Code of Federal Regulations, section 180.215.

V. MANAGING EQUIPMENT AND SAFEGUARDING ASSETS

A. Property Standards

The school district must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with federal funds as provided to property owned by the non-federal entity. Federally owned property need not be insured unless required by the terms and conditions of the federal award. The school district must adhere to the requirements concerning real property, equipment, supplies, and intangible property set forth in 2 Code of Federal Regulations, sections 200.311, 200.314, and 200.315.

B. Equipment

Management requirements.

Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until disposition takes place will, at a minimum, meet the following requirements:

1. Property records must be maintained that include a description of the property; a serial number or other identification number; the source of the funding for the property (including the federal award identification number (FAIN)); who holds title; the acquisition date; the cost of the property; the percentage of the federal participation in the project costs for the federal award under which the property was acquired; the location, use, and condition of the property; and any ultimate disposition data, including the date of disposition and sale price of the property.
2. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
3. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.
4. Adequate maintenance procedures must be developed to keep property in good condition.

5. If the school district is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

C. Cybersecurity

The school district must take reasonable cybersecurity and other measures to safeguard

1. Personally identifiable information;
2. Information that the federal agency or pass-through entity designates as sensitive; and
3. other information that the school district considers sensitive and is consistent with applicable Federal, State, local, and tribal laws regarding privacy and responsibility over confidentiality.

[NOTE: See 2 CFR 200.303, which establishes internal controls that the school district must implement.]

VI. FINANCIAL MANAGEMENT REQUIREMENTS

A. Financial Management.

The school district's financial management systems, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the federal statutes, regulations, and the terms and conditions of the federal award.

B. Payment

The school district must be paid in advance, provided it maintains or demonstrates the willingness to maintain both written procedures that minimize the time elapsing between the transfer of funds and disbursement between the school district and the financial management systems that meet the standards for fund control.

Advance payments to a school district must be limited to the minimum amounts needed and timed to be in accordance with the actual, immediate cash requirements of the school district in carrying out the purpose of the approved program or project. The timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements by the non-federal entity for direct program or project costs and the proportionate share of any allowable indirect costs. The school district must make timely payment to contractors in accordance with the contract provisions.

C. Internal Controls

The school district must establish and maintain effective internal control over the federal award that provides reasonable assurance that the school district is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should ~~align~~be in compliance with guidance in "Standards for Internal Control in the Federal Government," issued by the Comptroller General of the United States, or the "Internal Control Integrated Framework," issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

The school district must comply with the United States Constitution, federal statutes, regulations, and the terms and conditions of the federal award.

The school district must ~~also~~ evaluate and monitor the school district's compliance with statutes, regulations, and the terms and conditions of the federal award.

The school district must ~~also~~ take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.

The school district must take reasonable measures to safeguard protected personally identifiable information considered sensitive consistent with applicable federal and state laws regarding privacy and obligations of confidentiality.

VII. ALLOWABLE USE OF FUNDS AND COST PRINCIPLES

A. Allowable Use of Funds

The school district administration and board will enforce appropriate procedures and penalties for program, compliance, and accounting staff responsible for the allocation of federal grant costs based on their allowability and their conformity with federal cost principles to determine the allowability of costs.

B. Definitions

1. "Allowable cost" means a cost that complies with all legal requirements that apply to a particular federal education program, including statutes, regulations, guidance, applications, and approved grant awards.
2. "Education Department General Administrative Regulations (EDGAR)" means a compilation of regulations that apply to federal education programs. These regulations contain important rules governing the administration of federal education programs and include rules affecting the allowable use of federal funds (including rules regarding allowable costs, the period of availability of federal awards, documentation requirements, and grants management requirements). EDGAR can be accessed at: <http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>.
3. "Omni Circular" or "2 Code of Federal Regulations, Part 200s" or "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" means federal cost principles that provide standards for determining whether costs may be charged to federal grants.
4. "Advance payment" means a payment that a federal awarding agency or passthrough entity makes by any appropriate payment mechanism, including a predetermined payment schedule, before the non-federal entity disburses the funds for program purposes.

C. Allowable Costs

The following items are costs that may be allowable under the 2 Code of Federal Regulations, Part 200s under specific conditions:

1. Advisory councils;
2. Audit costs and related services;
3. Bonding costs;
4. Communication costs;

5. Compensation for personal services;
6. Depreciation and use allowances;
7. Employee morale, health, and welfare costs;
8. Equipment and other capital expenditures;
9. Gains and losses on disposition of depreciable property and other capital assets and substantial relocation of federal programs;
10. Insurance and indemnification;
11. Maintenance, operations, and repairs;
12. Materials and supplies costs;
13. Meetings and conferences;
14. Memberships, subscriptions, and professional activity costs;
15. Security costs;
16. Professional service costs;
17. Proposal costs;
18. Publication and printing costs;
19. Rearrangement and alteration costs;
20. Rental costs of building and equipment;
21. Training costs; and
22. Travel costs.

D. Costs Forbidden by Federal Law

2 Code of Federal Regulations, Part 200s and EDGAR identify certain costs that may never be paid with federal funds. The following list provides examples of such costs. If a cost is on this list, it may not be supported with federal funds. The fact that a cost is not on this list does not mean it is necessarily permissible. Other important restrictions apply to federal funds, such as those items detailed in the 2 Code of Federal Regulations, Part 200s; thus, the following list is not exhaustive:

1. Advertising and public relations costs (with limited exceptions), including promotional items and memorabilia, models, gifts, and souvenirs;
2. Alcoholic beverages;
3. Bad debts;
4. Contingency provisions (with limited exceptions);
5. Fundraising and investment management costs (with limited exceptions);
6. Donations;
7. Contributions;
8. Entertainment (amusement, diversion, and social activities and any associated costs);
9. Fines and penalties;

10. General government expenses (with limited exceptions pertaining to Indian tribal governments and Councils of Government (COGs));
11. Goods or services for personal use;
12. Interest, except interest specifically stated in 2 Code of Federal Regulations, section 200.441 as allowable;
13. Religious use;
14. The acquisition of real property (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs);
15. Construction (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs); and
16. Tuition charged or fees collected from students applied toward meeting matching, cost sharing, or maintenance of effort requirements of a program.

E. Program Allowability

1. Any cost paid with federal education funds must be permissible under the federal program that would support the cost.
2. Many federal education programs detail specific required and/or allowable uses of funds for that program. Issues such as eligibility, program beneficiaries, caps or restrictions on certain types of program expenses, other program expenses, and other program specific requirements must be considered when performing the programmatic analysis.
3. The two largest federal K-12 programs, Title I, Part A, and the Individuals with Disabilities Education Act (IDEA), do not contain a use of funds section delineating the allowable uses of funds under those programs. In those cases, costs must be consistent with the purposes of the program in order to be allowable.

F. Federal Cost Principles

1. The Omni Circular defines the parameters for the permissible uses of federal funds. While many requirements are contained in the Omni Circular, it includes five core principles that serve as an important guide for effective grant management. These core principles require all costs to be:
 - a. Necessary for the proper and efficient performance or administration of the program.
 - b. Reasonable. An outside observer should clearly understand why a decision to spend money on a specific cost made sense in light of the cost, needs, and requirements of the program.
 - c. Allocable to the federal program that paid for the cost. A program must benefit in proportion to the amount charged to the federal program – for example, if a teacher is paid 50% with Title I funds, the teacher must work with the Title I program/students at least 50% of the time. Recipients also need to be able to track items or services purchased with federal funds so they can prove they were used for federal program purposes.
 - d. Authorized under state and local rules. All actions carried out with federal funds must be authorized and not prohibited by state and local laws and policies.

- e. Adequately documented. A recipient must maintain proper documentation so as to provide evidence to monitors, auditors, or other oversight entities of how the funds were spent over the lifecycle of the grant.

G. Program Specific Fiscal Rules

The Omni Circular also contains specific rules on selected items of costs. Costs must comply with these rules in order to be paid with federal funds.

1. All federal education programs have certain program specific fiscal rules that apply. Determining which rules apply depends on the program; however, rules such as supplement, not supplant, maintenance of effort, comparability, caps on certain uses of funds, etc., have an important impact when analyzing whether a particular cost is permissible.
2. Many state-administered programs require local education agencies (LEAs) to use federal program funds to supplement the amount of state, local, and, in some cases, other federal funds they spend on education costs and not to supplant (or replace) those funds. Generally, the "supplement, not supplant" provision means that federal funds must be used to supplement the level of funds from non-federal sources by providing additional services, staff, programs, or materials. In other words, federal funds normally cannot be used to pay for things that would otherwise be paid for with state or local funds (and, in some cases, with other federal funds).
3. Auditors generally presume supplanting has occurred in three situations:
 - a. School district uses federal funds to provide services that the school district is required to make available under other federal, state, or local laws.
 - b. School district uses federal funds to provide services that the school district provided with state or local funds in the prior year.
 - c. School district uses Title I, Part A, or Migrant Education Program funds to provide the same services to Title I or Migrant students that the school district provides with state or local funds to nonparticipating students.
4. These presumptions apply differently in different federal programs and also in schoolwide program schools. Staff should be familiar with the supplement not supplant provisions applicable to their program.

H. Approved Plans, Budgets, and Special Conditions

1. As required by the Omni Circular, all costs must be consistent with approved program plans and budgets.
2. Costs must also be consistent with all terms and conditions of federal awards, including any special conditions imposed on the school district's grants.

I. Training

1. The school district will provide training on the allowable use of federal funds to all staff involved in federal programs.
2. The school district will promote coordination between all staff involved in federal programs through activities, such as routine staff meetings and training sessions.

J. Employee Sanctions

Any school district employee who violates this policy will be subject to discipline, as appropriate, up to and including the termination of employment.

K. Mandatory Disclosures

The school district must promptly disclose whenever, in connection with the Federal award (including any activities or subawards thereunder), it has credible evidence of the commission of a violation of Federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations found in 18 United States Code or a violation of the civil False Claims Act (31 United States Code, sections 3729–3733).

The disclosure must be made in writing to the Federal agency, the agency’s Office of Inspector General, and pass-through entity (if applicable). School districts are also required to report matters related to recipient integrity and performance in accordance with Appendix XII of this part. Failure to make required disclosures can result in any of the remedies described in 2 Code of Federal Regulations, section 200.339.

VIII. COMPENSATION – PERSONAL SERVICES EXPENSES AND REPORTING

A. Compensation – Personal Services

Costs of compensation are allowable to the extent that they satisfy the specific requirements of the Uniform Grant Guidance and that the total compensation for individual employees:

1. Is reasonable for the services rendered and conforms to the established written policy of the school district consistently applied to both federal and non-federal activities; and
2. Follows an appointment made in accordance with a school district’s written policies and meets the requirements of federal statute, where applicable.

Unless an arrangement is specifically authorized by a federal awarding agency, a school district must follow its written non-federal, entity-wide policies and practices concerning the permissible extent of professional services that can be provided outside the school district for non-organizational compensation.

B. Compensation – Fringe Benefits

1. During leave.

The costs of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if all of the following criteria are met:

- a. They are provided under established written leave policies;
 - b. The costs are equitably allocated to all related activities, including federal awards; and
 - c. The accounting basis (cash or accrual) selected for costing each type of leave is consistently followed by the school district.
2. The costs of fringe benefits in the form of employer contributions or expenses for social security; employee life, health, unemployment, and worker’s

compensation insurance (except as indicated in 2 Code of Federal Regulations, section 200.447(d)); pension plan costs; and other similar benefits are allowable, provided such benefits are granted under established written policies. Such benefits must be allocated to federal awards and all other activities in a manner consistent with the pattern of benefits attributable to the individuals or group(s) of employees whose salaries and wages are chargeable to such federal awards and other activities and charged as direct or indirect costs in accordance with the school district's accounting practices.

3. Actual claims paid to or on behalf of employees or former employees for workers' compensation, unemployment compensation, severance pay, and similar employee benefits (e.g., post-retirement health benefits) are allowable in the year of payment provided that the school district follows a consistent costing policy.
4. Pension plan costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with the written policies of the school district.
5. Post-retirement costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with established written policies of the school district.
6. Costs of severance pay are allowable only to the extent that, in each case, severance pay is required by law; employer-employee agreement; established policy that constitutes, in effect, an implied agreement on the school district's part; or circumstances of the particular employment.

C. Insurance and Indemnification

Types and extent and cost of coverage are in accordance with the school district's policy and sound business practice.

D. Recruiting Costs

Short-term travel visa costs (as opposed to longer-term, immigration visas) may be directly charged to a federal award, so long as they are:

1. Critical and necessary for the conduct of the project;
2. Allowable under the cost principles set forth in the Uniform Grant Guidance;
3. Consistent with the school district's cost accounting practices and school district policy; and
4. Meeting the definition of "direct cost" in the applicable cost principles of the Uniform Grant Guidance.

E. Relocation Costs of Employees

Relocation costs are allowable, subject to the limitations described below, provided that reimbursement to the employee is in accordance with the school district's reimbursement policy.

F. Travel Costs

Travel costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the school district's non-federally funded activities and in accordance with the school district's reimbursement policies.

Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the school district in its regular operations according to the school district's written reimbursement and/or travel policies.

In addition, when costs are charged directly to the federal award, documentation must justify the following:

1. Participation of the individual is necessary to the federal award; and
2. The costs are reasonable and consistent with the school district's established travel policy.

Temporary dependent care costs above and beyond regular dependent care that directly results from travel to conferences is allowable provided the costs are:

1. A direct result of the individual's travel for the federal award;
2. Consistent with the school district's documented travel policy for all school district travel; and
3. Only temporary during the travel period.

[NOTE: Noncompliance. If a school district fails to comply with federal statutes, regulations, or the terms and conditions of a federal award, the DOE or MDE may impose additional conditions, as described in 2 Code of Federal Regulations, section 200.208 (Specific Conditions). If the DOE or MDE determines that noncompliance cannot be remedied by imposing additional conditions, the DOE or MDE may take one or more of the following actions, as appropriate under the circumstances: 1) Temporarily withhold cash payments pending correction of the deficiency by the school district or more severe enforcement action by the DOE or MDE; 2) Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance; 3) Wholly or partly suspend or terminate the federal award; 4) Initiate suspension or debarment proceedings as authorized under 2 Code of Federal Regulations, Part 180 and DOE regulations (or, in the case of MDE, recommend such a proceeding be initiated by the DOE); 5) Withhold further federal awards for the project or program; and/or 6) Take other remedies that may be legally available.]

Legal References: [2 C.F.R. § 200.1](#) (Definitions: Capital Assets)
[2 C.F.R. § 200.112](#) (Conflict of Interest)
[2 C.F.R. § 200.113](#) (Mandatory Disclosures)
[2 C.F.R. § 200.205\(d\)](#) (Federal Awarding Agency Review of [Merit of Proposals](#)~~Risk-Posed by Applicants~~)
[2 C.F.R. § 200.214](#) (Suspension and Debarment)
[2 C.F.R. § 200.300\(b\)](#) (Statutory and National Policy Requirements)
[2 C.F.R. § 200.302](#) (Financial Management)
[2 C.F.R. § 200.303](#) (Internal Controls)
[2 C.F.R. § 200.305\(b\)\(1\)](#) (Federal Payment)

[2 C.F.R. § 200.310](#) (Insurance Coverage)
[2 C.F.R. § 200.311](#) (~~Federally-owned and Exempt~~Real Property)
[2 C.F.R. § 200.312](#) (~~Federally-owned and Exempt~~ Property)
[2 C.F.R. § 200.313\(d\)](#) (Equipment)
[2 C.F.R. § 200.314](#) (Supplies)
[2 C.F.R. § 200.315](#) (Intangible Property)
[2 C.F.R. § 200.318](#) (General Procurement Standards)
[2 C.F.R. § 200.319\(c\)](#) (Competition)
[2 C.F.R. § 200.320](#) (Methods of Procurement to be Followed)
[2 C.F.R. § 200.321](#) (Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms)
[2 C.F.R. § 200.328](#) (Financial Reporting)
[2 C.F.R. § 200.339](#) (Remedies for Noncompliance)
[2 C.F.R. § 200.403\(c\)](#) (Factors Affecting Allowability of Costs)
[2 C.F.R. § 200.430](#) (Compensation – Personal Services)
[2 C.F.R. § 200.431](#) (Compensation – Fringe Benefits)
[2 C.F.R. § 200.447](#) (Insurance and Indemnification)
[2 C.F.R. § 200.463](#) (Recruiting Costs)
[2 C.F.R. § 200.464](#) (Relocation Costs of Employees)
[2 C.F.R. § 200.474](#) (Transportation Costs)
[2 C.F.R. § 200.475](#) (Travel Costs)

Cross References: MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)
MSBA/MASA Model Policy 210 (Conflict of Interest – School Board Members)
~~MSBA/MASA Model Policy 210.1 (Conflict of Interest – Charter School Board Members)~~
MSBA/MASA Model Policy 412 (Expense Reimbursement)
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
MSBA/MASA Model Policy 701.1 (Modification of School District Budget)
MSBA/MASA Model Policy 702 (Accounting)
MSBA/MASA Model Policy 703 (Annual Audit)

Adopted: _____

MSBA/MASA Model Policy 503

Orig. 1995

Revised: _____

Rev.

2025⁴

503 STUDENT ATTENDANCE

[NOTE: The provisions of this policy substantially reflect statutory requirements.]

I. PURPOSE

- A. The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.
- B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class.

II. GENERAL STATEMENT OF POLICY

A. Responsibilities

1. Student's Responsibility

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.

2. Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

3. Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

4. Administrator's Responsibility

- a. It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.
- b. In accordance with the Minnesota Compulsory Instruction Law, Minnesota Statutes, section 120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

B. Attendance Procedures

Attendance procedures shall be presented to the school board for review and approval. When approved by the school board, the attendance procedures will be included as an addendum to this policy.

1. Excused Absences

- a. A parent, guardian, or other person having **control of a child authority** may apply to a school district to have the child excused from attendance for the whole or any part of the time school is in session during any school year. Application may be made to ~~any member of the board, a truant officer, or the school official designated by the principal, or the superintendent.~~ A note from a physician or a licensed mental health professional stating that the child cannot attend school is a valid excuse.

[NOTE: The 2025 Minnesota legislature amended Minnesota Statutes, section 120A.22 as indicated above.]

- b. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school.

[NOTE: The school district may choose to include subparagraph (b).]

- c. The board of the district in which the child resides may approve the application under subparagraph (a) above upon a legitimate exception being demonstrated to the satisfaction of that board.

d. Legitimate Exceptions

The following reasons shall be sufficient to constitute excused absences:

- (1) that the child's physical or mental health is such as to prevent attendance at school or application to study for the period required, which includes:

- (a) child illness, medical, dental, orthodontic, or counseling appointments; including appointments conducted through telehealth
 - (b) family emergencies;
 - (c) the death or serious illness or funeral of an immediate family member;
 - (d) active duty in any military branch of the United States;
 - (e) the child has a condition that requires ongoing treatment for a mental health diagnosis; or
 - (f) other exemptions included in this attendance policy.
- (2) that the child has already completed state and district standards required for graduation from high school; or
- (3) that it is the wish of the parent, guardian, or **other** person having **control authority** of the child, that the child attend for a period or periods not exceeding in the aggregate three hours in any week, instruction conducted by a Tribal spiritual or cultural advisor, or a school for religious instruction conducted and maintained by a church, or association of churches, or any Sunday school association incorporated under the laws of this state, or any auxiliary thereof. This instruction must be conducted and maintained in a place other than a public school building, and it must not, in whole or in part, be conducted and maintained at public expense. A child may be absent from school on days that the child attends upon instruction according to this clause.

[NOTE: Subparagraph iii above incorporates the 2024 amendment to Minnesota Statutes, section 120A.22, subdivision 12.]

[NOTE: In 2024, the Minnesota legislature amended Minnesota Statutes, section 120A.22, subdivision 12. The legitimate exceptions set forth above quote this statute. Minnesota law provides that a school board may include other exemptions in the school district's attendance policy. When considering whether to add other exemptions, school boards should consider the intent of the compulsory attendance law, which recognizes the educational value of regular attendance and class participation, and whether the proposed exemption is consistent with the intent of the law.]

- (4) Vacations with family **& personal trips.**
- (5) Personal trips to schools or colleges.

c. Consequences of Excused Absences

- (1) Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
- (2) Work missed because of absence must be made up within ____ days from the date of the student's return to school. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

2. Unexcused Absences

a. The following are examples of absences which will not be excused:

- (1) Truancy. An absence by a student which was not approved by the parent and/or the school district.
- (2) Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
- (3) Work at home.
- (4) Work at a business, except under a school-sponsored work release program.
- (7) Absences resulting from cumulated unexcused tardies (____ tardies equal one unexcused absence).
- (8) Any other absence not included under the attendance procedures set out in this policy.

b. Consequences of Unexcused Absences

- (1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56.
- (2) Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.
- (3) In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.
- (4) Students with unexcused absences shall be subject to discipline in the following manner:
 - (a) After the 3rd cumulated unexcused absence in a

[quarter or semester], a student's parent or guardian will be notified by certified mail that his or her child is nearing a total of 7 unexcused absences and that, after the 7th unexcused absence, the student's grade shall be reduced by one increment for each unexcused absence thereafter.

- (b) After such notification, the student or his or her parent or guardian may, within a reasonable time, request a conference with school officials regarding the student's absences and the prescribed discipline. The notification will state that the school strongly urges the student's parent or guardian to request such a conference.
- (c) After 10 days cumulated unexcused absences in a quarter, the administration may impose the loss of academic credit in the class or classes from which the student has been absent. However, prior to loss of credit, an administrative conference must be held among the principal, student, and parent.
- (d) If the result of a grade reduction or loss of credit has the effect of an expulsion, the school district will follow the procedures set forth in the Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56.

[NOTE: MSBA encourages school boards to consider whether imposition of academic penalties for unexcused absences is consistent with the district's mission and pedagogical approach. If a school board determines that academic penalties should not be imposed, section 2(b) should be deleted or rewritten.]

C. Tardiness

1. Definition

Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.

2. Procedures for Reporting Tardiness

- a. Students tardy at the start of school must report to the school office for an admission slip.
- b. Tardiness between periods will be handled by the teacher.

3. Excused Tardiness

Valid excuses for tardiness are:

- a. Illness.
- b. Serious illness in the student's immediate family.
- c. A death or funeral in the student's immediate family or of a close friend

or relative.

- d. Medical, dental, orthodontic, or mental health treatment.
- e. Court appearances occasioned by family or personal action.
- f. Physical emergency conditions such as fire, flood, storm, etc.
- g. Any tardiness for which the student has been excused in writing by an administrator or faculty member.

4. Unexcused Tardiness

- a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.
- b. Consequences of tardiness may include detention after 3 unexcused tardies. In addition, 3 unexcused tardies are equivalent to one unexcused absence.

D. Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Programs

- 1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.
- 2. School-initiated absences will be accepted and participation permitted.
- 3. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.
- 4. If a student is suspended from any class, he or she may not participate in any activity or program that day.
- 5. If a student is absent from school due to medical reasons, he or she must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.

III. RELIGIOUS OBSERVANCE ACCOMMODATION

Reasonable efforts will be made by the school district to accommodate any student who wishes to be excused from a curricular activity for a religious observance. Requests for accommodation should be directed to the building principal.

IV. DISSEMINATION OF POLICY

- A. Copies of this policy shall be made available to all students and parents at the commencement of each school year. This policy shall also be available upon request in each principal's office.
- B. The school district will provide annual notice to parents of the school district's policy relating to a student's absence from school for religious observance.

V. REQUIRED REPORTING

A. Continuing Truant

Minnesota Statutes, section 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minnesota Statutes, section 120A.22 and is absent from instruction in a school, as defined in Minnesota Statutes, section 120A.05, without valid excuse within a single school year for:

1. Three days if the child is in elementary school; or
2. Three or more class periods on three days if the child is in middle school, junior high school, or high school.

B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minnesota Statutes, section 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

1. That the child is truant;
2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minnesota Statutes, section 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minnesota Statutes, section 120A.34;
4. That this notification serves as the notification required by Minnesota Statutes, section 120A.34;
5. That alternative educational programs and services may be available in the child's enrolling or resident district;
6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minnesota Statutes, chapter 260C;
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minnesota Statutes, section 260C.201; and
9. That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

[NOTE: Where truancy services and programs under Minnesota Statutes chapter 260A are available within the school district, the following provisions should also be included in the policy.]

C. Habitual Truant

1. A habitual truant is a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or for one or more class periods on seven school days per school year if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school.
2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minnesota Statutes, chapter 260A.

Legal References: Minn. Stat. § 120A.05 (Definitions)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 120A.26 (Enforcement and Prosecution)
Minn. Stat. § 120A.34 (Violations; Penalties)
Minn. Stat. § 120A.35 (Absence from School for Religious Observance)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 260A.02 (Definitions)
Minn. Stat. § 260A.03 (Notice to Parent or Guardian When Child is a Continuing Truant)
Minn. Stat. § 260C.007, subd. 19 (Habitual Truant Defined)
Minn. Stat. § 260C.201 (Dispositions; Children in Need of Protection or Services or Neglected and in Foster Care)
Goss v. Lopez, 419 U.S. 565 (1975)
Slocum v. Holton Bd. of Educ., 429 N.W.2d 607 (Mich. App. Ct. 1988)
Campbell v. Bd. of Educ. of New Milford, 475 A.2d 289 (Conn. 1984)
Hamer v. Bd. of Educ. of Twp. High Sch. Dist. No. 113, 66 Ill. App.3d 7, 383 N.E.2d 231 (1978)
Gutierrez v. Sch. Dist. R-1, 585 P.2d 935 (Co. Ct. App. 1978)
Knight v. Bd. of Educ., 38 Ill. App. 3d 603, 348 N.E.2d 299 (1976)
Dorsey v. Bale, 521 S.W.2d 76 (Ky. 1975)

Cross References: MSBA/MASA Model Policy 506 (Student Discipline)



2025-2026 ACTIVITY ASSIGNMENTS

Fall Athletics:

Cross Country	Head Coach Assistant Coach Assistant Coach	Melissa Pletcher Kylie Nielsen Les Knutson
Football	Head Coach Assistant Coach Assistant Coach Volunteer Assistant Varsity 9 th Grade Coach 9 th Grade Coach 7th/8th Grade Coach 7 th /8 th Grade Coach 7 th /8 th Grade Coach	Wyatt Minion Zach Steen Devin Homer Ryan Zamzow Mason Anderson Tyler Morgan TBD Jake Tauer Dylan Colbert
Volleyball	Head Coach B Squad Coach C Squad Coach 8 th Grade Coach 7 th Grade Coach Volunteer Coach Volunteer Coach	Crystal Fast Leah Lovell Samantha Flatgard Rebecca Hacker Paige Pigman Makenzie Hall Dane Nielsen
Fall Cheerleading	Advisor Volunteer	Alyssa Schroeder Rachel Minion
<u>Winter Athletics:</u>		
Boys Basketball	Head Coach Volunteer Assistant Varsity Volunteer Assistant Varsity Volunteer Assistant Varsity B Squad Coach C Squad Coach 8 th Grade Coach 7 th Grade Coach	Mitch Boeck Juhl Erickson Luke Gilbertson Dane Nielsen Kobe Lovell Jake Tauer Dennis Johnson Jacob Olson
Girls Basketball	Head Coach Volunteer Assistant Varsity Volunteer Assistant Varsity B Squad Coach C Squad Coach 8th Grade Coach 7 th Grade Coach	Jacob Johnson Autumn Hauge Halle Jackson Lindsey Power Lance Jackson TBD Dylan Colbert
Gymnastics	Head Coach Assistant Coach	Mareah Roman Parada Courtney Hauglid
Boys Hockey	Head Coach Assistant Coach Assistant Coach Volunteer Assistant Volunteer Assistant Volunteer Assistant	Travis Janssen Kyle Espenson Wyatt Schumacher Justin Espenson Jason Espenson Todd Janssen

Girls Hockey	Head Coach Assistant Coach Volunteer Assistant Volunteer Assistant	Emilee Anderson Ryan Evers Jerome Robillard Annie Tippin
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Wrestling	Head Coach Asst. Coach JH Coach Volunteer Assistant	Nick Kulseth Joe Fischenich TBD Dave Fischenich
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Winter Cheerleading	Advisor	Alyssa Schroeder
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Spring Athletics:

Baseball	Head Coach Assistant Coach B Squad Coach 8 th Grade Coach 7 th Grade Coach Volunteer Assistant Volunteer Assistant Volunteer Assistant	Alex Fink Mike Jackson Kobe Lovell Jacob Olson Jake Tauer Collin Lovell Joel Riordan Travis Janssen
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Softball	Head Coach Assistant Coach B Squad Coach 8 th Grade Coach 7 th Grade Coach	Jessica Smith Jeff Huska TBD Kelly Homer Brianna Mischke
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Track and Field	Head Coach Assistant Coach Assistant Coach JH Coach JH Coach	Craig Taylor Erin Elder Les Knutson Amanda Smith Melissa Pletcher
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Golf	Head Coach Volunteer Assistant	Paige Pigman Glenn Lund
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Clay Target League	Volunteer Coach Volunteer Assistant	Travis Hodkin? Jerome Robillard
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Other Activities:

Band for Athletic Events	Director	Jamie Pohlmann
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Senior High Band	Advisor	Jamie Pohlmann
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Stage Band	Director	Jamie Pohlmann
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Pop Group	Advisor	Rachel Axford
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Senior High Vocal	Advisor	Rachel Axford
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Knowledge Bowl	Head Coach	TBD
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JH Knowledge Bowl	Head Coach Assistant Coach	Charlotte Suess TBD
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Video Board Electronic & Event Technician	Advisor	Jacob Johnson
National Honor Society	Co-Advisor Co-Advisor	Jennifer Eberhard Sonja Piotter
Prom	Advisor	Jennifer Quick
FFA	Advisor Assistant Volunteer Assistant	Betsy Harwood Jace Harwood Jaclyn Engen
Robotics	Advisor JH Advisor	Susan Buss TBD
Speech	Head Coach Assistant Coach JH Coach	Elsa Mendoza Irene Swanson Erin Sebring
Fall Musical	Director Vocal Assistant Set/Technical Assistant Director	Emily Riordan Rachel Axford Sarah Theesfeld
Winter Play	Director Instrumental Assistant Director Assistant Director	Emily Riordan Rachel Axford Sarah Theesfeld
Middle School Play	Co-Director Co-Director	Dana Wallace Jackie Jurgens
High School Student Council	Co-Advisors Co-Advisors	Emily Riordan James Burton
Middle School Student Council	Advisor	Sydney Mortenson
High School Yearbook	Advisor	Patricia Jack
Middle School Yearbook	Advisor	Jamie Pohlmann
Elementary Yearbook	Advisor	Sam Melkert
Literacy Coach	Windom Elementary	Sam Melkert
ECFE Coordinator		Angela Geesman



Proposal: Strength and Conditioning Coach

Windom Area Schools



Current Situation



- - After school supervision (3:30–5:00 p.m.)
- - Morning supervision 3 days/week (6:30–7:30 a.m.)
- - Paid \$15 per shift (~\$4,000 annually)
- - Difficult to fill due to low pay & limited role
- - Responsibilities: safety, emergencies, lock-up

Proposal: Strength & Conditioning Coach



- - Active coaching and athlete development
- - Create in- & out-of-season programs
- - Daily supervision + structured plans
- - Collaborate with coaches & Windom Area Health
- - Enhance student safety and performance



Financial Considerations



- - Current: ~\$4,000 annually
- - Proposed: $\$2,756 \times 3 \text{ seasons} = \$8,268$
- - Summer covered by Power Program fees
- - Comparable schools: \$2,500–\$3,500/season
- - Some pay more in winter or for head/assistant roles



Certification & Qualifications



- - Preferred certifications:
 - • CSCS (Strength & Conditioning Specialist)
 - • Power Athlete Certification
- - Or proven experience designing programs
- - Flexibility to hire different coaches each season



Time Commitment Options



- 1. Open weight room times set in coordination with AD and communicated with student body.
- 2. Work with coaches to develop plans for teams and what times teams will lift.
- 3. At least 5 open weight room times a week, flexibility to schedule in the morning or afternoon.



Program Development



- - Create structured programs & periodization
- - Align training with practices & games
- - Collaborate with coaches
- - Success factors:
 - Match intensity with practices
 - Coach & athlete buy-in



Facility Management



- - Co-manage weight room with AD
- - Equipment inventory & maintenance
- - Develop policies & procedures
- - Ensure safe, structured environment



Benefits



- - Professional safety oversight
- - Structured, sport-specific programs
- - Support athletic growth & recruitment
- - Rehab collaboration with Windom Area Health
- - Aligned with peer schools' practices



Recommendation



- Approve Strength & Conditioning Coach position:
 - - Improve student safety
 - - Support athletic excellence
 - - Year-round programming
 - - Position Windom as a leader in athlete development