

**AGENDA**  
**BOLD BOARD OF EDUCATION REGULAR MEETING**  
**BIRD ISLAND-OLIVIA-LAKE LILLIAN**  
**INDEPENDENT SCHOOL DISTRICT #2534**  
**MONDAY, DECEMBER 22, 2025**  
**7:00 PM**  
**BOLD MEDIA CENTER**

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**Mission Statement:** Provide all learners in the BOLD community an education designed to develop the creativity, character, confidence, and skills essential to flourish in a changing global society.

- I. Call to Order and Roll Call  
Chair Frank
- II. Pledge of Allegiance
- III. Approval of Agenda
- IV. Recognition of Visitors to the School Board
- V. Public Forum  
BOLD Students attending the MSHSL Together 4.0 Conference  
**Public Forum will be placed on the agenda for regular board meetings. During this part of each regular school board meeting time will be allowed for district constituents to address the school board. Pursuant to Policy 206 Section VI the board will make every effort to allow district constituents to speak, but may limit discussion to ensure all business is addressed for the interest of the district. This is a time of "listening" by the school board.**
- VI. Consent Items  
**Only one motion is needed to approve all consent items. Any item that is requested to be removed from the consent agenda by a school board member will be discussed and acted on for independent consideration immediately following approval of the consent agenda.**
  - **Approve Bills for Payment (Attachments)**
  - **Approve Minutes (Attachment)**
    - November 24, 2025 Regular School Board Meeting
    - November 25, 2025 Special School Board Meeting
  - **Approve Personnel Changes (Attachment)**
- VII. Reports
  - A. **Superintendent Report**

- B. **PK-6 Principal Report**
- C. **7-12 Principal Report**
- D. **Activities Report**
- E. **Community Education Report**
- F. Food Service Director Report  
Margaret Fleming  
Attached is an informational update for the board relating to BOLD's Food Service. This includes informing and providing information on where the board may need to provide legislative feedback that is impacting students in the district.
- G. **Pool Report**
- H. **Facilities Report**
- I. **School Board Committee Reports**

VIII. New Business

- A. 2024-2025 Fiscal Year Audit presentation by representative from Conway, Deuth, & Schmiesing, PLLP.  
Justin McGraw  
Presentation with Q&A that has recommendations and findings.
- B. Approve the 2024-2025 Fiscal Year Audit Report. (Action)  
(Attachments)
- C. Approve the 2025-2026 Budget Publication. (Action) (Attachment)
- D. Adopt the BOLD ISD #2534 2025 Payable 2026 Final Property Tax Levy Resolution. (Action) (Enclosure)  
Chair Frank  
Superintendent Tim Tydlacka to certify our final levy so it can be provided to the county before the end of December.

**Proposed 2025 Payable 2026 Final Levy**

<b>Levy by Fund:</b>	<b>Proposed Levy Amount:</b>
General Fund	\$ 1,466,409.27
Community Service	\$ 74,045.91
Debt Service	\$ 2,733,150.00
<b>Tax Levy Grand Total</b>	<b>\$ 4,273,605.18</b>

- E. Third and Final Reading of Policy 425, Staff Development and Mentoring. (Attachment) (Action)  
Member Frank  
This is an entirely new policy that would be put in place. It will require three readings, the first being in October and would be up for tentative

adoption in December 2025. This policy has application across current contracts and through Minnesota Statute, hence why it is being introduced as a prioritized new policy.

- F. Third and Final Reading of Policy 614, School District Testing Plan and Procedure. (Attachment) (Action)

Member Clouse

The policy was last adopted on January 24, 2022. There have been new edits with the latest revision occurring on November 14, 2024. The policy committee recommends that we have three readings of this policy and it would be up for tentative adoption on December 22, 2025.

- G. Third and Final Reading of Policy 620, Credit For Learning. (Attachment) (Action)

Member Clouse

The policy was last adopted on January 24, 2022. There have been new edits with the latest revision occurring on June 16, 2025. The policy committee recommends that we have three readings of this policy and it would be up for tentative adoption on December 22, 2025.

- H. Single and Final Reading of Policy 713, Student Activity Accounting. (Action) (Attachment)

Member Clouse

The addition of the two notes in red type reiterates the section above it. The difference is that it specifically references the stature that addresses the role of the school board in regard to monies associated with student activities. Since this is a minor addition, the policy committee recommends a single and final reading at the December board meeting for approval. The previous version was adopted on September 20, 2021 based on a 2019 revision.

- I. Third and Final Reading of Policy 760, Credit Card Use. (Attachment) (Action)

Member Clouse

To ensure the policy is fully compliant with current district policies and Minnesota statutes we will be conducting three readings and this policy would be up for tentative approval at the December 22, 2025 meeting. The policy was last approved on January 24, 2022.

- J. Second Reading of Policy 103, Complaints - Students, Employees, Parents, Other Persons. (Attachment)

Member Frank

Policy 103 will be a new policy added to BOLD. It is referenced in Policy 423, which will concurrently be up for discussion and approval. We will have three readings with tentative approval at the January 26, 2026 board meeting.

- K. Second Reading of Policy 418, Drug-Free Workplace/Drug Free School, and 418.1, Drug-Free Workplace\_Drug-Free School Acknowledgment Form. (Attachments)  
Member Clouse  
Policy 418 was last approved on June 23, 2025 using the 06-04-24 revision. However, MN Statute was updated in the 2025 legislative session. The policy now reflects those changes put into Statute in the later half of 2025.  
418.1, Drug-Free Workplace\_Drug-Free School Acknowledgment Form is new. This will be incorporated as part of the update policy 418. We will do three readings and the both would be up for tentative approval at the January 26, 2026 board meeting.
- L. Second Reading of Policy 423, Employee-Student Relationships. (Attachment)  
Member Clouse  
Policy 423 Employee-Student Relationships is new to the BOLD District. the document follows the MSBA template. Please read it thoroughly and send any comments to Todd or MaryElla. It would be tentative adopted at the January 26, 2026 board meeting.
- M. Second Reading of Policy 427, Workload Limits for Certain Special Education Teachers. (Attachment)  
Member Clouse  
Policy 427 was last updated and approved on August 24, 2015. This policy will have three readings and is scheduled for tentative adoption at the January 26, 2026 board meeting. A red-line version is provided and the changes are primarily related to updated language.
- N. Second Reading of Policy 705, Investments. (Attachment)  
Member Frank  
Policy 705 was last updated and approved on April 27, 2009 with a 2008 revision. This policy will have three readings and is scheduled for tentative adoption at the January 26, 2026 board meeting. Due to substantial changes a red-line version is not provided. The main sections that changed are IX and XIV.
- O. Second reading of Policy 709, Student Transportation Safety, and 709.1, Notification to Employer Forms. (Attachment)  
Member Frank  
Policy 709 was last updated and approved on December 19, 2011, using a 2010 revision. The forms (709.1) are an addition with this reading. The policy and forms will have three readings and is scheduled for tentative adoption at the January 26, 2026 board meeting. Due to substantial changes a red-line version is not provided.

- P. First reading of Policy 722, Public Data and Data Subject Requests and 722.1, Public Data and Data Subject Request Form. (Attachments)  
Member Frank

We will complete three readings due to the addition of a full paragraph into the policy from a October 2025 recommended update. 722.1, the form, is an addition, and currently is not in use. A red line version of Policy 722 is provided. Tentative adoption will be February 23, 2026.

- Q. First Reading of Policy 802, Disposition of Obsolete Equipment and Material. (Attachement)

Member Clouse

Policy 802 as last reviewed and adopted on May 23, 2022 using a 2019 revision. A new revision is available and the Poicy Committee recommends the board conduct three readings with a tentative approval at the February 23, 2026 Regular Board Meeting.

- R. Resolution for Acceptance of Gifts  
Approval of the Acceptance of Gifts.

IX. **Upcoming dates:**

Chair Frank

January 5, 2026 7:00 p.m. Organizational Board Meeting in the BOLD Media Center

January 15 & 16, 2026 MSBA Leadership Conference at the Minneapolis Convention Center

January 26, 2026 7:00 p.m. Regular School Board Meeting in the BOLD Media Center

X. **Adjourn**

**BOLD BOARD OF EDUCATION**  
**REGULAR MEETING**  
Monday, November 24, 2025 7:00 PM Central

BOLD Media Center  
701 South 9th Street  
Olivia, MN 56277

Brad Aaseth: Present  
Sandy Benson: Present  
Mary Ella Clouse: Present  
Dr. Todd Frank: Present  
Greg Peppel: Present  
Todd Sheehan: Present  
Michael Zimmerman: Present  
Present: 7.

**I. Call to Order and Roll Call**  
Meeting called to order at 7:01 PM

**II. Pledge of Allegiance**

**III. Approval of Agenda**

I move to approve the agenda as published in the board packet. This motion, made by Mary Ella Clouse and seconded by Greg Peppel, Carried.  
Brad Aaseth: Yea, Sandy Benson: Yea, Mary Ella Clouse: Yea, Dr. Todd Frank: Yea, Greg Peppel: Yea, Todd Sheehan: Yea, Michael Zimmerman: Yea  
Yea: 7, Nay: 0

**IV. Recognition of Visitors to the School Board**

**V. Public Forum**

**VI. Consent Items**

I move to approve the consent items of approving bill payments, the October 27, 2025 minutes, and personnel changes as published in the board packet. This motion, made by Brad Aaseth and seconded by Todd Sheehan, Carried.

Greg Peppel: Abstain (With Conflict), Brad Aaseth: Yea, Sandy Benson: Yea, Mary Ella Clouse: Yea, Dr. Todd Frank: Yea, Todd Sheehan: Yea, Michael Zimmerman: Yea  
Yea: 6, Nay: 0, Abstain (With Conflict): 1

**VII. Reports**

**VII.A. Superintendent Report**

**VII.B. PK-6 Principal Report**

**VII.C. 7-12 Principal Report**

**VII.D. Activities Report**

**VII.E. Community Education Report**

## VII.F. Pool Report

## VII.G. Facilities Report

## VII.H. School Board Committee Reports

### VIII. New Business

VIII.A. Discussion on the proposal to switch insurance broker to North Risk Partners. (Attachments)

VIII.B. Statement regarding the closed session held on October 27, 2025.

VIII.C. Approve the 2025-26 Winter Coaching Assignments. (Action) (Attachment)  
action. This motion, made by Brad Aaseth and seconded by Michael Zimmerman, Carried.  
Todd Sheehan: Abstain (With Conflict), Brad Aaseth: Yea, Sandy Benson: Yea, Mary Ella Clouse: Yea, Dr. Todd Frank: Yea, Greg Peppel: Yea, Michael Zimmerman: Yea  
Yea: 6, Nay: 0, Abstain (With Conflict): 1

VIII.D. Single and Final Reading of Policy 414, Mandated Reporting of Child Neglect or Physical or Sexual Abuse and related Form 414.1, MDE Confidential Student Maltreatment Reporting Form Nov2020, for Policy 414. (Action) (Attachments)  
I move to approve Policy 414, Mandated Reporting of Child Neglect or Physical or Sexual Abuse and the related Form 414.1, MDE Confidential Student Maltreatment Reporting Form Nov2020, for Policy 414 as published in the board packet. This motion, made by Sandy Benson and seconded by Greg Peppel, Carried.  
Brad Aaseth: Yea, Sandy Benson: Yea, Mary Ella Clouse: Yea, Dr. Todd Frank: Yea, Greg Peppel: Yea, Todd Sheehan: Yea, Michael Zimmerman: Yea  
Yea: 7, Nay: 0

VIII.E. Third and Final Reading of Policy 416, Drug, Alcohol, and Cannabis Testing and 416.1, Drug, Alcohol, and Cannabis Testing Forms. (Action) (Attachments)  
I move to adopt Policy 416, Drug, Alcohol, and Cannabis Testing and 416.1, Drug, Alcohol, and Cannabis Testing Forms as published in the board packet. This motion, made by Sandy Benson and seconded by Mary Ella Clouse, Carried.  
Brad Aaseth: Yea, Sandy Benson: Yea, Mary Ella Clouse: Yea, Dr. Todd Frank: Yea, Greg Peppel: Yea, Todd Sheehan: Yea, Michael Zimmerman: Yea  
Yea: 7, Nay: 0

VIII.F. Third and final Reading of Policy 612.1, Development of Parent and Family Engagement Policies for Title I Programs. (Action) (Attachment)  
I move to adopt Policy 612.1, Development of Parent and Family Engagement Policies for Title I Programs as published in the board packet. This motion, made by Brad Aaseth and seconded by Sandy Benson, Carried.  
Brad Aaseth: Yea, Sandy Benson: Yea, Mary Ella Clouse: Yea, Dr. Todd Frank: Yea, Greg Peppel: Yea, Todd Sheehan: Yea, Michael Zimmerman: Yea  
Yea: 7, Nay: 0

VIII.G. Second Reading of Policy 425, Staff Development and Mentoring. (Attachment)

VIII.H. Second Reading of Policy 614, School District Testing Plan and Procedure. (Attachment)

VIII.I. Second Reading of Policy 620, Credit For Learning. (Attachment)

VIII.J. Second Reading of Policy 760, Credit Card Use. (Attachment)

VIII.K. First Reading of Policy 103, Complaints - Students, Employees, Parents, Other Persons. (Attachment)

VIII.L. First Reading of Policy 418, Drug-Free Workplace/Drug Free School, and 418.1, Drug-Free Workplace\_Drug-Free School Acknowledgment Form. (Attachments)

VIII.M. First Reading of Policy 423, Employee-Student Relationships. (Attachment)

VIII.N. First Reading of Policy 427, Workload Limits for Certain Special Education Teachers. (Attachment)

VIII.O. First Reading of Policy 705, Investments. (Attachment)

VIII.P. First reading of Policy 709, Student Transportation Safety, and 709.1, Notification to Employer Forms. (Attachment)

VIII.Q. Resolution for Acceptance of Gifts

Approve. This motion, made by Mary Ella Clouse and seconded by Brad Aaseth, Carried.

Brad Aaseth: Yea, Sandy Benson: Yea, Mary Ella Clouse: Yea, Dr. Todd Frank: Yea, Greg

Peppel: Yea, Todd Sheehan: Yea, Michael Zimmerman: Yea

Yea: 7, Nay: 0

#### **IX. Upcoming dates:**

#### **X. Adjourn**

I move to adjourn the meeting. This motion, made by Sandy Benson and seconded by Michael Zimmerman, Carried.

Brad Aaseth: Yea, Sandy Benson: Yea, Mary Ella Clouse: Yea, Dr. Todd Frank: Yea, Greg

Peppel: Yea, Todd Sheehan: Yea, Michael Zimmerman: Yea

Yea: 7, Nay: 0

Meeting was adjourned at 8:13 PM.

**BOLD BOARD OF EDUCATION  
PUBLIC HEARING**  
Tuesday, November 25, 2025 6:30 PM Central

BOLD Media Center  
701 South 9th Street  
Olivia, MN 56277

Brad Aaseth: Present  
Sandy Benson: Present  
Mary Ella Clouse: Present  
Dr. Todd Frank: Present  
Greg Peppel: Present  
Todd Sheehan: Present  
Michael Zimmerman: Present  
Present: 7.

**I. Call Truth in Taxation Hearing to Order and Roll Call**

The meeting was called to order at 6:40 pm.

**II. Approval of Agenda**

I move to approve the agenda as published in the board packet. This motion, made by Greg Peppel and seconded by Michael Zimmerman, Carried.

Brad Aaseth: Yea, Sandy Benson: Yea, Mary Ella Clouse: Yea, Dr. Todd Frank: Yea, Greg Peppel: Yea, Todd Sheehan: Yea, Michael Zimmerman: Yea  
Yea: 7, Nay: 0

**III. New Business**

III.A. Public Truth in Taxation Hearing for the 2025 Payable 2026 Property Tax Levy.

Public comments closed at 7:06 pm.

**IV. Adjourn**

I move to adjourn the truth in taxation public hearing. This motion, made by Mary Ella Clouse and seconded by Brad Aaseth, Carried.

Brad Aaseth: Yea, Sandy Benson: Yea, Mary Ella Clouse: Yea, Dr. Todd Frank: Yea, Greg Peppel: Yea, Todd Sheehan: Yea, Michael Zimmerman: Yea  
Yea: 7, Nay: 0

The meeting was adjourned at 7:07 pm.

**BIRD ISLAND - OLIVIA - LAKE LILLIAN ISD #2534**  
**Operating Cash Balance**  
**11/30/2025**

Bank Name	Account Name	Account Type	Account No.	Interest Rate	Balance
Citizens Alliance Bank, Lake Lillian Branch	ISD #2534 Bold Public School	Money Market - MMDA	471224	0.70%	\$256,549.86
		Checking - Regular DDA	471160	0.00%	\$1,966.40
Home Town Bank	ISD 2534	CD Marnold Ostby Estate	209216944	2.75%	\$83,436.48
		Marnold Ostby Savings	201002552	3.03%	\$9,835.69
		Lentz Music Department	2426	3.04%	\$7,992.53
		Lentz Scholarships	2440	3.04%	\$31,033.66
		Money Market	202000939	0.25%	\$421,394.45
		IntraFi Cash for premium checking	282	3.00%	\$4,775,191.93
		Value Checking (Petty Cash)	2300846	0.00%	\$216.13
		Premium Checking	2701282	3.04%	(\$217,930.27)
F&M Bank Minnesota, Olivia	Independent School Dist 2534	Robert Remsberg Scholar Savings Fund	1905418	0.50%	\$6,203.67
		Zetah Scholarship Savings Fund	1905143	0.50%	\$13,333.41
		Robert Remsberg Scholarship 24 Mo. CD	7793	2.23%	\$19,000.00
		Zetah Scholarship 24 Mo.CD	7775	2.23%	\$23,090.00
		Robertson Scholarship Savings Fund	6321	0.50%	\$5,201.90
		Robertson Scholarship CD	20271	1.77%	\$5,000.00
Frandsen Financial Corporation, BI	ISD #2534	Sheila Madsen Mem. Scholarship 12 Mo. CD	111690	0.50%	\$819.28
<b>Total Cash Deposits</b>					<b>\$5,442,864.20</b>

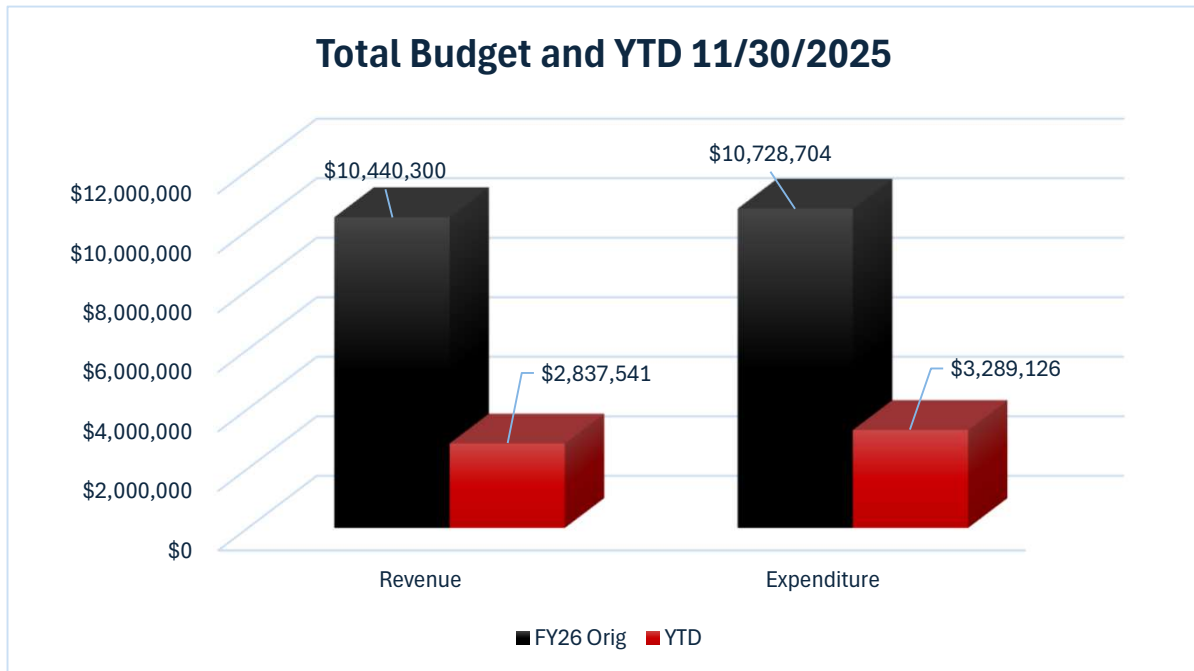
Fund Summary:

District Funds	\$ 5,237,917.58
Trust Funds	<u>-\$ 204,946.62</u>
<b>Total</b>	<b><u>\$ 5,442,864.20</u></b>

**BOLD ISD #2534**  
**Monthly Operating Budget Report November 30, 2025**

	<u>Revenue</u>		<u>Expense</u>	
<b>FY26 Original</b>	\$10,440,300		\$10,728,704	
<b>Month Ending:</b>		<b>% of Total FY25 ORIG</b>		<b>% of Total FY25 ORIG</b>
7/31/2025*	\$60,743	0.6%	\$417,951	3.9%
8/31/2025*	\$998,997	9.6%	\$284,443	2.7%
9/30/2025	\$511,587	4.9%	\$852,134	7.9%
10/31/2025	\$951,676	9.1%	\$954,835	8.9%
11/30/2025	\$314,538	3.0%	\$779,762	7.3%
12/31/2025		0.0%		0.0%
1/31/2026		0.0%		0.0%
2/28/2026		0.0%		0.0%
3/31/2026		0.0%		0.0%
4/30/2026		0.0%		0.0%
5/31/2026		0.0%		0.0%
6/30/2026		0.0%		0.0%
<b>Total YTD</b>	<b>\$2,837,541</b>	<b>27.2%</b>	<b>\$3,289,126</b>	<b>30.66%</b>

\* subject to change pending year end adjustments



**BIRD ISLAND - OLIVIA - LAKE LILLIAN ISD #2534**

**Referendum Construction Cash Balance**

11/30/2025

Bank Name	Account Name	Account Type	Account No.	Interest Rate	Balance
Home Town Bank	ISD #2534	Referendum Checking	1607	4.07%	(\$1,296,395.01)
Home Town Bank	Independent School Dist 2534	Referendum IntraFi Sweep	607	4.00%	\$1,554,050.75
UMB	Independent School Dist 2534	Construction CDARS	22941	5.05%	\$17,352,320.41

Construction Balance \$17,609,976.15

**Bird Island - Olivia - Lake Lillian District #2534**

**Payment Reg by Check-No Voids**

Check Number: 0-2147483647 Payment Date: 11/20/2025-12/18/2025

Pay/Void											
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description	
HOME	53375	CH	1	5134	BRIAN FREDRICK	11/25/2025	\$150.00	97849	E 01 020 296 974 000 305	11/25 GBB Official	
<b>Check Total:</b>							<b>\$150.00</b>				
HOME	53376	CH	1	6035	Gary Kaczmarek	11/25/2025	\$150.00	97850	E 01 020 296 974 000 305	11/25 GBB Official	
<b>Check Total:</b>							<b>\$150.00</b>				
HOME	53377	CH	1	6185	Kanoa Baynard	11/25/2025	\$150.00	97851	E 01 020 296 974 000 305	11/25 GBB Official	
<b>Check Total:</b>							<b>\$150.00</b>				
HOME	53378	CH	1	6161	Melrose Area School	11/25/2025	\$260.00	97854	E 01 020 294 976 000 369	11/27 Wrestling Entry Fee	
<b>Check Total:</b>							<b>\$260.00</b>				
HOME	53379	CH	1	4185	NISSEN'S DAIRY DELIVERY	11/25/2025	\$1,366.85	97852	E 02 005 770 000 701 495	Olivia-Lunch-Milk	
HOME	53379	CH	1	4185	NISSEN'S DAIRY DELIVERY	11/25/2025	\$1,026.61	97853	E 02 005 770 000 701 495	Olivia-Lunch-Milk	
<b>Check Total:</b>							<b>\$2,393.46</b>				
HOME	53380	CH	1	00063	AFLAC	11/28/2025	\$1,148.32	97855	B 01 215 031	AFLAC, Mn Mut, NCPERS, HoraceMannLif	
<b>Check Total:</b>							<b>\$1,148.32</b>				
HOME	53381	CH	1	01474	BOLD EDUCATION ASSOCIATION	11/28/2025	\$2,473.80	97859	B 01 215 040	B.O.L.D. Ed Asso Dues	
<b>Check Total:</b>							<b>\$2,473.80</b>				
HOME	53382	CH	1	4924	F&M BANK MINNESOTA	11/28/2025	\$30.00	97874	B 01 215 028	Payroll Deductions - HSA	
<b>Check Total:</b>							<b>\$30.00</b>				
HOME	53383	CH	1	5552	Greater Community Credit Union	11/28/2025	\$250.00	97867	B 01 215 028	Payroll Deductions - HSA	
<b>Check Total:</b>							<b>\$250.00</b>				
HOME	53384	CH	1	2812	HOMETOWN BANK	11/28/2025	\$1,751.17	97866	B 01 215 028	Payroll Deductions - HSA	
<b>Check Total:</b>							<b>\$1,751.17</b>				
HOME	53385	CH	1	4158	KENSINGTON BANK	11/28/2025	\$75.00	97871	B 01 215 028	Payroll Deductions - HSA	
<b>Check Total:</b>							<b>\$75.00</b>				
HOME	53386	CH	1	5963	Magnifi Financial	11/28/2025	\$75.00	97870	B 01 215 028	Payroll Deductions - HSA	
<b>Check Total:</b>							<b>\$75.00</b>				
HOME	53387	CH	1	5581	Mid Country Bank	11/28/2025	\$210.00	97869	B 01 215 028	Payroll Deductions - HSA	
<b>Check Total:</b>							<b>\$210.00</b>				
HOME	53388	CH	1	02290	MN COUNCIL 65 AFSCME	11/28/2025	\$531.24	97856	B 01 215 044	Union Dues	
<b>Check Total:</b>							<b>\$531.24</b>				
HOME	53389	CH	1	5894	Rodenburg Law Firm	11/28/2025	\$135.09	97876	B 01 215 079	Garnish 1	
<b>Check Total:</b>							<b>\$135.09</b>				

Bird Island - Olivia - Lake Lillian District #2534

Payment Reg by Check-No Voids

Check Number: 0-2147483647 Payment Date: 11/20/2025-12/18/2025

Pay/Void										
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
HOME	53390	CH	1	6247	UMB HSA	11/28/2025	\$518.75	97873	B 01 215 028	Payroll Deductions - HSA
<b>Check Total:</b>								<b>\$518.75</b>		
HOME	53391	CH	1	4847	UNITED WAY OF WEST CENTRAL MN	11/28/2025	\$15.00	97880	B 01 215 000	Payroll Deductions
<b>Check Total:</b>								<b>\$15.00</b>		
HOME	53392	CH	1	6246	US Bank	11/28/2025	\$214.97	97872	B 01 215 028	Payroll Deductions - HSA
<b>Check Total:</b>								<b>\$214.97</b>		
HOME	53393	CH	1	5559	WELLS FARGO-Willmar	11/28/2025	\$62.50	97868	B 01 215 028	Payroll Deductions - HSA
<b>Check Total:</b>								<b>\$62.50</b>		
HOME	53394	CH	1	5134	BRIAN FREDRICK	12/02/2025	\$150.00	97881	E 01 020 294 974 000 305	12/2 BBB Official
<b>Check Total:</b>								<b>\$150.00</b>		
HOME	53395	CH	1	5733	DAN DOLAN	12/02/2025	\$150.00	97883	E 01 020 294 974 000 305	12/2 BBB Official
<b>Check Total:</b>								<b>\$150.00</b>		
HOME	53396	CH	1	5733	DAN DOLAN	12/02/2025	\$150.00	97884	E 01 020 296 974 000 305	12/5 GBB Official
<b>Check Total:</b>								<b>\$150.00</b>		
HOME	53397	CH	1	5514	MATTHEW KOENEN	12/02/2025	\$150.00	97882	E 01 020 294 974 000 305	12/2 BBB Official
<b>Check Total:</b>								<b>\$150.00</b>		
HOME	53398	CH	1	6027	Reid Bot	12/02/2025	\$150.00	97886	E 01 020 296 974 000 305	12/5 GBB Official
<b>Check Total:</b>								<b>\$150.00</b>		
HOME	53399	CH	1	5408	RICK MARKS	12/02/2025	\$150.00	97885	E 01 020 296 974 000 305	12/5 GBB Official
<b>Check Total:</b>								<b>\$150.00</b>		
HOME	53400	CH	1	4500	B & D MARKET # 2500(FOOD SERVICE)	12/04/2025	\$4.98	97893	E 02 005 770 000 701 490	tct#0024
<b>Check Total:</b>								<b>\$4.98</b>		
HOME	53401	CH	1	4488	B & D MARKET ACCT#2501/1278 (COMM	12/04/2025	\$27.26	97891	E 04 005 582 000 337 490	tct# 0028 Preschool
HOME	53401	CH	1	4488	B & D MARKET ACCT#2501/1278 (COMM	12/04/2025	\$26.09	97891	E 04 005 582 000 337 490	tct#0043 preschool
HOME	53401	CH	1	4488	B & D MARKET ACCT#2501/1278 (COMM	12/04/2025	\$31.98	97891	E 04 005 582 000 337 490	tct#0017 community ed
<b>Check Total:</b>								<b>\$85.33</b>		
HOME	53402	CH	1	4487	B & D MARKET ACCT#2511(FACS)	12/04/2025	\$37.14	97892	E 01 020 331 000 830 490	tct#0188
HOME	53402	CH	1	4487	B & D MARKET ACCT#2511(FACS)	12/04/2025	\$7.50	97892	E 01 020 331 000 830 490	tct#0181
HOME	53402	CH	1	4487	B & D MARKET ACCT#2511(FACS)	12/04/2025	\$58.22	97892	E 01 020 331 000 830 490	tct#0131
HOME	53402	CH	1	4487	B & D MARKET ACCT#2511(FACS)	12/04/2025	\$21.61	97892	E 01 020 331 000 830 490	tct#0149
<b>Check Total:</b>								<b>\$124.47</b>		

**Bird Island - Olivia - Lake Lillian District #2534**

**Payment Reg by Check-No Voids**

Check Number: 0-2147483647 Payment Date: 11/20/2025-12/18/2025

Pay/Void

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description	
HOME	53403	CH	1	5976	Bearcat Coaching & Mindset	12/04/2025	\$6,000.00	97889	E 04 001 590 000 350 305	Classroom Mindset Session Days- 9 month	
<b>Check Total:</b>							<b>\$6,000.00</b>				
HOME	53404	CH	1	00061	CHAPPELL CENTRAL	12/04/2025	\$270.00	97939	E 01 005 865 000 380 350	126682 Boiler: checked for leaks then dra	
<b>Check Total:</b>							<b>\$270.00</b>				
HOME	53405	CH	1	5658	COLLEGE BOARD	12/04/2025	\$119.88	97936	E 01 020 211 000 000 461	PSAT/NMSQT Fall 11 grade	
<b>Check Total:</b>							<b>\$119.88</b>				
HOME	53406	CH	1	6258	DSC Communications	12/04/2025	\$68.00	97897	E 01 005 630 257 100 555	ear piece	
HOME	53406	CH	1	6258	DSC Communications	12/04/2025	\$20.00	97897	E 01 005 630 257 100 555	shipping	
HOME	53406	CH	1	6258	DSC Communications	12/04/2025	\$35.00	97934	E 01 005 630 257 100 555	Reprogramming of portable radio	
<b>Check Total:</b>							<b>\$123.00</b>				
HOME	53407	CH	1	02205	ECOLAB PEST ELIMINATION DIVISION, IN	12/04/2025	\$152.82	97895	E 01 015 050 000 000 401	pest control	
<b>Check Total:</b>							<b>\$152.82</b>				
HOME	53408	CH	1	4477	EDUCATORS BENEFIT CONSULTANTS, L	12/04/2025	\$68.20	97917	E 01 005 160 000 000 305	ACS TPA Monthly Fee	
<b>Check Total:</b>							<b>\$68.20</b>				
HOME	53409	CH	1	5686	EKON-O-PAC LLC	12/04/2025	\$95.00	97903	E 02 005 770 000 701 401	Nature seal	
<b>Check Total:</b>							<b>\$95.00</b>				
HOME	53410	CH	1	1128	ELECTRO WATCHMAN INC	12/04/2025	\$89.85	97899	E 01 005 865 000 363 305	Fire Alarm Monitoring Olivia	
HOME	53410	CH	1	1128	ELECTRO WATCHMAN INC	12/04/2025	\$90.00	97899	E 01 005 865 000 363 305	Fire Alarm Monitoring Bird Island	
<b>Check Total:</b>							<b>\$179.85</b>				
HOME	53411	CH	1	02501	FARMER'S CO-OP OIL COMPANY OF REI	12/04/2025	\$193.35	97894	E 01 005 760 000 733 442	vehicle supplies	
<b>Check Total:</b>							<b>\$193.35</b>				
HOME	53412	CH	1	5315	HERC-U-LIFT INC	12/04/2025	\$357.00	97898	E 01 005 865 000 369 305	Service and labor	
<b>Check Total:</b>							<b>\$357.00</b>				
HOME	53413	CH	1	4620	HUTCHINSON PUBLIC SCHOOLS	12/04/2025	\$90.00	97918	E 01 020 294 975 000 369	Entry Fee	
<b>Check Total:</b>							<b>\$90.00</b>				
HOME	53414	CH	1	5470	Indianhead Foodservice Distributor, Inc.	12/04/2025	\$3,229.09	97929	E 02 005 770 000 701 490	SY - Lunch	
HOME	53414	CH	1	5470	Indianhead Foodservice Distributor, Inc.	12/04/2025	\$594.00	97928	E 02 005 770 000 705 490	SY - Breakfast	
HOME	53414	CH	1	5470	Indianhead Foodservice Distributor, Inc.	12/04/2025	\$113.21	97923	E 02 005 770 000 701 401	SY - SUPPLIES	
HOME	53414	CH	1	5470	Indianhead Foodservice Distributor, Inc.	12/04/2025	\$1,046.01	97905	E 02 005 770 000 705 490	SY - Breakfast	
HOME	53414	CH	1	5470	Indianhead Foodservice Distributor, Inc.	12/04/2025	\$3,978.19	97924	E 02 005 770 000 701 490	SY - Lunch	
HOME	53414	CH	1	5470	Indianhead Foodservice Distributor, Inc.	12/04/2025	\$30.05	97925	E 02 005 770 000 701 490	SY - Lunch	
HOME	53414	CH	1	5470	Indianhead Foodservice Distributor, Inc.	12/04/2025	\$2,884.64	97906	E 02 005 770 000 701 490	SY - Lunch	

Bird Island - Olivia - Lake Lillian District #2534

Payment Reg by Check-No Voids

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Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description	
HOME	53414	CH	1	5470	Indianhead Foodservice Distributor, Inc.	12/04/2025	\$165.10	97926	E 02 005 770 000 701 490	SY - Lunch	
HOME	53414	CH	1	5470	Indianhead Foodservice Distributor, Inc.	12/04/2025	\$1,046.91	97927	E 02 005 770 000 705 490	SY - Breakfast	
HOME	53414	CH	1	5470	Indianhead Foodservice Distributor, Inc.	12/04/2025	\$158.63	97907	E 02 005 770 000 701 401	SY - SUPPLIES	
HOME	53414	CH	1	5470	Indianhead Foodservice Distributor, Inc.	12/04/2025	\$190.50	97904	E 02 005 770 000 701 490	SY - Lunch	
HOME	53414	CH	1	5470	Indianhead Foodservice Distributor, Inc.	12/04/2025	\$158.71	97930	E 02 005 770 000 701 401	SY - SUPPLIES	
<b>Check Total:</b>							<b>\$13,595.04</b>				
HOME	53415	CH	1	1962	INNOVATIVE OFFICE SOLUTIONS LLC	12/04/2025	\$1,200.00	97922	E 01 005 110 000 000 401	Furniture	
<b>Check Total:</b>							<b>\$1,200.00</b>				
HOME	53416	CH	1	00453	J. W. PEPPER & SON, INC	12/04/2025	\$3.00	97937	E 01 020 258 233 000 430	US Armed Forces Salute - Bb Tenor Saxo	
HOME	53416	CH	1	00453	J. W. PEPPER & SON, INC	12/04/2025	\$3.00	97937	E 01 020 258 233 000 430	US Armed Forces Salute - Baritone Treble	
HOME	53416	CH	1	00453	J. W. PEPPER & SON, INC	12/04/2025	\$5.99	97937	E 01 020 258 233 000 430	Shipping	
HOME	53416	CH	1	00453	J. W. PEPPER & SON, INC	12/04/2025	\$52.50	97938	E 01 015 258 231 000 430	Choir music	
<b>Check Total:</b>							<b>\$64.49</b>				
HOME	53417	CH	1	4842	KANDIYOHI-RENVILLE COMMUNITY HEA	12/04/2025	\$450.00	97887	E 05 005 120 000 000 305	License Renewal Pool-2026	
HOME	53417	CH	1	4842	KANDIYOHI-RENVILLE COMMUNITY HEA	12/04/2025	\$640.00	97887	E 01 005 860 000 347 305	BOLD Kitchen License	
<b>Check Total:</b>							<b>\$1,090.00</b>				
HOME	53418	CH	1	00219	MARCO TECHNOLOGIES LLC	12/04/2025	\$2,243.00	97931	E 01 005 110 000 000 560	contract payment	
<b>Check Total:</b>							<b>\$2,243.00</b>				
HOME	53419	CH	1	1883	MARCO TECHNOLOGIES, LLC	12/04/2025	\$57.50	97915	E 01 005 110 000 000 305	shred service	
<b>Check Total:</b>							<b>\$57.50</b>				
HOME	53420	CH	1	2801	MCGRAW-HILLSCHOOL EDUCATION HOI	12/04/2025	\$126.47	97933	E 01 020 219 000 317 430	US Gov. and Civics in Spanish	
<b>Check Total:</b>							<b>\$126.47</b>				
HOME	53421	CH	1	5835	NAPA Auto Parts	12/04/2025	\$64.99	97935	E 01 020 301 000 000 430	battery	
<b>Check Total:</b>							<b>\$64.99</b>				
HOME	53422	CH	1	00765	PAN-0-GOLD BAKING CO	12/04/2025	\$16.80	97919	E 02 005 770 000 701 490	Bread	
HOME	53422	CH	1	00765	PAN-0-GOLD BAKING CO	12/04/2025	\$100.80	97921	E 02 005 770 000 701 490	Bread	
HOME	53422	CH	1	00765	PAN-0-GOLD BAKING CO	12/04/2025	\$63.60	97908	E 02 005 770 000 701 490	Bread	
HOME	53422	CH	1	00765	PAN-0-GOLD BAKING CO	12/04/2025	\$78.08	97920	E 02 005 770 000 701 490	Bread	
<b>Check Total:</b>							<b>\$259.28</b>				
HOME	53423	CH	1	6264	Rise Vision	12/04/2025	\$138.00	97900	E 01 005 630 257 000 405	1 Education/Non-Profit Advanced Display	
<b>Check Total:</b>							<b>\$138.00</b>				
HOME	53424	CH	1	6118	Robert W. Carlstrom Co., Inc	12/04/2025	\$962.50	97902	E 01 020 810 000 000 350	Bird Island- Adjust 2 exterior doors so the	
HOME	53424	CH	1	6118	Robert W. Carlstrom Co., Inc	12/04/2025	\$13,067.00	97932	E 01 005 850 000 302 530	Handrail	

Bird Island - Olivia - Lake Lillian District #2534

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Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
HOME	53424	CH	1	6118	Robert W. Carlstrom Co., Inc	12/04/2025	\$17,301.90	97901	E 01 005 865 000 384 305	Bird Island - Gym Double Door
<b>Check Total:</b>							<b>\$31,331.40</b>			
HOME	53425	CH	1	02219	SHEEHAN'S GAS CO	12/04/2025	\$9.00	97896	E 01 015 810 000 000 440	monthly meter
HOME	53425	CH	1	02219	SHEEHAN'S GAS CO	12/04/2025	\$1.34	97896	E 01 015 810 000 000 440	monthly meter,
<b>Check Total:</b>							<b>\$10.34</b>			
HOME	53426	CH	1	02504	SOUTHWEST MN STATE UNIVERSITY	12/04/2025	\$6,600.00	97888	E 01 020 211 020 000 305	Fall Semester 2025 Concurrent Enrollment
<b>Check Total:</b>							<b>\$6,600.00</b>			
HOME	53427	CH	1	5217	SUPERIOR TRANSPORTATION SERVICES	12/04/2025	\$916.90	97916	E 01 005 760 000 720 360	Camera Install
<b>Check Total:</b>							<b>\$916.90</b>			
HOME	53428	CH	1	00113	SW/WC SERVICE COOP	12/04/2025	\$1,725.00	97912	E 01 005 640 000 316 305	1/2 Instructional Coaching
HOME	53428	CH	1	00113	SW/WC SERVICE COOP	12/04/2025	\$1,950.00	97914	E 01 005 630 257 302 305	Data Privacy Program
HOME	53428	CH	1	00113	SW/WC SERVICE COOP	12/04/2025	\$10,000.00	97909	E 01 005 110 000 000 305	Business Management - Payroll/Finance
HOME	53428	CH	1	00113	SW/WC SERVICE COOP	12/04/2025	\$10,090.75	97913	E 01 005 210 000 514 303	Technology Support
HOME	53428	CH	1	00113	SW/WC SERVICE COOP	12/04/2025	\$586.65	97913	E 01 005 630 257 302 305	Cybersecurity Service
HOME	53428	CH	1	00113	SW/WC SERVICE COOP	12/04/2025	\$455.90	97910	E 01 005 630 257 000 305	3 Snom D815W SIP Phone
HOME	53428	CH	1	00113	SW/WC SERVICE COOP	12/04/2025	\$4,393.42	97911	E 01 005 110 000 000 316	RMIC Bus/SMART Systems
HOME	53428	CH	1	00113	SW/WC SERVICE COOP	12/04/2025	\$686.89	97911	E 01 005 110 000 000 316	RMIC MARSS
HOME	53428	CH	1	00113	SW/WC SERVICE COOP	12/04/2025	\$2,740.00	97911	E 01 005 865 000 352 305	EOHSM Program
<b>Check Total:</b>							<b>\$32,628.61</b>			
HOME	53429	CH	1	01894	VALLEY ELECTRIC OF OLIVIA,INC.	12/04/2025	\$363.66	97890	E 01 020 810 000 000 350	electric cord for musical
<b>Check Total:</b>							<b>\$363.66</b>			
HOME	53430	CH	1	6271	Andover High School	12/11/2025	\$225.00	97947	E 01 020 294 976 000 369	12/13 Wrestling Entry Fee
<b>Check Total:</b>							<b>\$225.00</b>			
HOME	53431	CH	1	6176	Collin Swedzinski	12/11/2025	\$150.00	97942	E 01 020 296 974 000 305	12/12 GBB Official
<b>Check Total:</b>							<b>\$150.00</b>			
HOME	53432	CH	1	5733	DAN DOLAN	12/11/2025	\$150.00	97944	E 01 020 296 974 000 305	12/15 GBB Official
<b>Check Total:</b>							<b>\$150.00</b>			
HOME	53433	CH	1	5905	Eric Hanson	12/11/2025	\$150.00	97941	E 01 020 296 974 000 305	12/12 GBB Official
<b>Check Total:</b>							<b>\$150.00</b>			
HOME	53434	CH	1	1771	I.S.D. #2890 RCW	12/11/2025	\$75.00	97940	E 01 020 292 970 000 369	9/18 Cross Country Entry Fee
<b>Check Total:</b>							<b>\$75.00</b>			

**Bird Island - Olivia - Lake Lillian District #2534**

**Payment Reg by Check-No Voids**

Check Number: 0-2147483647 Payment Date: 11/20/2025-12/18/2025

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description	
HOME	53435	CH	1	6270	Joseph Pagel	12/11/2025	\$150.00	97943	E 01 020 296 974 000 305	12/12 GBB Official	
<b>Check Total:</b>							<b>\$150.00</b>				
HOME	53436	CH	1	2385	SCOTT SCHWIEGER	12/11/2025	\$150.00	97946	E 01 020 296 974 000 305	12/15 GBB Official	
<b>Check Total:</b>							<b>\$150.00</b>				
HOME	53437	CH	1	5914	Wayne Hennen	12/11/2025	\$150.00	97945	E 01 020 296 974 000 305	12/15 GBB Official	
<b>Check Total:</b>							<b>\$150.00</b>				
HOME	53438	CH	1	01474	BOLD EDUCATION ASSOCIATION	12/15/2025	\$2,473.80	97951	B 01 215 040	B.O.L.D. Ed Asso Dues	
<b>Check Total:</b>							<b>\$2,473.80</b>				
HOME	53439	CH	1	4924	F&M BANK MINNESOTA	12/15/2025	\$30.00	97966	B 01 215 028	Payroll Deductions - HSA	
<b>Check Total:</b>							<b>\$30.00</b>				
HOME	53440	CH	1	5552	Greater Community Credit Union	12/15/2025	\$250.00	97959	B 01 215 028	Payroll Deductions - HSA	
<b>Check Total:</b>							<b>\$250.00</b>				
HOME	53441	CH	1	2812	HOMETOWN BANK	12/15/2025	\$1,721.17	97958	B 01 215 028	Payroll Deductions - HSA	
<b>Check Total:</b>							<b>\$1,721.17</b>				
HOME	53442	CH	1	4158	KENSINGTON BANK	12/15/2025	\$75.00	97963	B 01 215 028	Payroll Deductions - HSA	
<b>Check Total:</b>							<b>\$75.00</b>				
HOME	53443	CH	1	5963	Magnifi Financial	12/15/2025	\$75.00	97962	B 01 215 028	Payroll Deductions - HSA	
<b>Check Total:</b>							<b>\$75.00</b>				
HOME	53444	CH	1	5581	Mid Country Bank	12/15/2025	\$210.00	97961	B 01 215 028	Payroll Deductions - HSA	
<b>Check Total:</b>							<b>\$210.00</b>				
HOME	53445	CH	1	02290	MN COUNCIL 65 AFSCME	12/15/2025	\$510.32	97948	B 01 215 044	Union Dues	
<b>Check Total:</b>							<b>\$510.32</b>				
HOME	53446	CH	1	5894	Rodenburg Law Firm	12/15/2025	\$33.22	97968	B 01 215 079	Garnish 1	
<b>Check Total:</b>							<b>\$33.22</b>				
HOME	53447	CH	1	6247	UMB HSA	12/15/2025	\$518.75	97965	B 01 215 028	Payroll Deductions - HSA	
<b>Check Total:</b>							<b>\$518.75</b>				
HOME	53448	CH	1	4847	UNITED WAY OF WEST CENTRAL MN	12/15/2025	\$15.00	97972	B 01 215 000	Payroll Deductions	
<b>Check Total:</b>							<b>\$15.00</b>				
HOME	53449	CH	1	6246	US Bank	12/15/2025	\$214.97	97964	B 01 215 028	Payroll Deductions - HSA	
<b>Check Total:</b>							<b>\$214.97</b>				
HOME	53450	CH	1	5559	WELLS FARGO-Willmar	12/15/2025	\$62.50	97960	B 01 215 028	Payroll Deductions - HSA	
<b>Check Total:</b>							<b>\$62.50</b>				

**Bird Island - Olivia - Lake Lillian District #2534**

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Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
HOME	53451	CH	1	6268	BOLD Touchdown Club	12/17/2025	\$800.00	97979	E 01 020 810 000 000 350	Field Painting X 4
							<b>Check Total:</b>	<b>\$800.00</b>		
HOME	53452	CH	1	2199	BRIAN BOEN	12/17/2025	\$100.00	97986	E 01 020 296 978 000 305	Athletic trainer for volleyball sections
							<b>Check Total:</b>	<b>\$100.00</b>		
HOME	53454	CH	1	5693	JORDAN THOMPSON	12/17/2025	\$150.00	97991	E 01 020 294 974 000 305	12/20 BBB Official
							<b>Check Total:</b>	<b>\$150.00</b>		
HOME	53455	CH	1	3815	MINNTEX CITRUS, INC.	12/17/2025	\$1,952.08	97978	E 21 020 298 902 301 401	FFA Fruit Sales w/ discount
							<b>Check Total:</b>	<b>\$1,952.08</b>		
HOME	53456	CH	1	2478	MN FFA	12/17/2025	\$409.00	97981	E 21 020 298 902 301 820	State and National Membership dues
							<b>Check Total:</b>	<b>\$409.00</b>		
HOME	53457	CH	1	5274	MNIAAA	12/17/2025	\$420.00	97985	E 01 005 640 000 316 366	Annual Conference Registration Fee
							<b>Check Total:</b>	<b>\$420.00</b>		
HOME	53458	CH	1	5385	NATIONAL FFA ORGANIZATION	12/17/2025	\$345.00	97983	E 21 020 298 902 301 369	CNR89468 Fees
							<b>Check Total:</b>	<b>\$345.00</b>		
HOME	53459	CH	1	5928	NICK DAUGHERTY	12/17/2025	\$150.00	97992	E 01 020 294 974 000 305	12/20 BBB Official
							<b>Check Total:</b>	<b>\$150.00</b>		
HOME	53460	CH	1	6269	Patrons of the Arts and Activities	12/17/2025	\$1,000.00	97982	E 01 020 298 955 000 401	Rental of Audrey 2, props and costumes
							<b>Check Total:</b>	<b>\$1,000.00</b>		
HOME	53461	CH	1	5409	RYAN STOTESBERY	12/17/2025	\$150.00	97988	E 01 020 294 974 000 305	12/19 BBB Official
							<b>Check Total:</b>	<b>\$150.00</b>		
HOME	53462	CH	1	3618	TIM PRAHL	12/17/2025	\$150.00	97990	E 01 020 294 974 000 305	12/20 BBB Official
							<b>Check Total:</b>	<b>\$150.00</b>		
HOME	53463	CH	1	5914	Wayne Hennen	12/17/2025	\$150.00	97987	E 01 020 294 974 000 305	12/19 BBB Official
							<b>Check Total:</b>	<b>\$150.00</b>		
HOME	53464	CH	1	01942	WEST CENTRAL TROPHIES	12/17/2025	\$74.75	97984	E 01 020 296 978 000 401	Volleyball Award Plaques
							<b>Check Total:</b>	<b>\$74.75</b>		
HOME	53465	CH	1	3334	WYHE'S CHOICE FUNDRAISING	12/17/2025	\$1,627.50	97980	E 21 020 298 902 301 401	Butterbraids for FFA
							<b>Check Total:</b>	<b>\$1,627.50</b>		
HOME	53466	CH	1	6266	ADOBE Inc.	12/18/2025	\$699.65	98014	E 01 005 630 257 000 405	Adobe Acrobat Pro Subscription
							<b>Check Total:</b>	<b>\$699.65</b>		
HOME	53467	CH	1	4500	B & D MARKET # 2500(FOOD SERVICE)	12/18/2025	\$17.91	98032	E 02 005 770 000 701 490	tct#0047
							<b>Check Total:</b>	<b>\$17.91</b>		

Bird Island - Olivia - Lake Lillian District #2534

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Pay/Void

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HOME	53468	CH	1	00555	B & D MARKET Acct#1277	12/18/2025	\$120.29	98031	E 21 020 298 901 301 401	student council tct#0329	
<b>Check Total:</b>								<b>\$120.29</b>			
HOME	53469	CH	1	4488	B & D MARKET ACCT#2501/1278 (COMM	12/18/2025	\$15.66	98034	E 04 005 582 000 337 490	tct#0169	
HOME	53469	CH	1	4488	B & D MARKET ACCT#2501/1278 (COMM	12/18/2025	\$5.54	98034	E 04 005 582 000 337 490	tct#0069	
HOME	53469	CH	1	4488	B & D MARKET ACCT#2501/1278 (COMM	12/18/2025	\$9.24	98034	E 04 005 582 000 337 490	tct#0066	
<b>Check Total:</b>								<b>\$30.44</b>			
HOME	53470	CH	1	4487	B & D MARKET ACCT#2511(FACS)	12/18/2025	\$17.82	98033	E 01 020 331 000 830 490	tct#0194	
HOME	53470	CH	1	4487	B & D MARKET ACCT#2511(FACS)	12/18/2025	\$101.18	98033	E 01 020 331 000 830 490	tct#0224	
HOME	53470	CH	1	4487	B & D MARKET ACCT#2511(FACS)	12/18/2025	\$145.92	98033	E 01 020 331 000 830 490	tct#0292	
HOME	53470	CH	1	4487	B & D MARKET ACCT#2511(FACS)	12/18/2025	\$76.17	98033	E 01 020 331 000 830 490	tct#0124	
<b>Check Total:</b>								<b>\$341.09</b>			
HOME	53471	CH	1	6074	Baker Tilly Muncipal Advisors, LLC	12/18/2025	\$5,775.00	98035	E 06 005 870 000 000 305	BOLD Monitoring Bond- Project Monitoring	
<b>Check Total:</b>								<b>\$5,775.00</b>			
HOME	53472	CH	1	6108	BetterU Solutions LLC	12/18/2025	\$2,633.00	98028	E 01 020 640 000 316 366	Staff Dev: total contract \$7900.00 (2 of 3	
<b>Check Total:</b>								<b>\$2,633.00</b>			
HOME	53473	CH	1	00061	CHAPPELL CENTRAL	12/18/2025	\$324.00	98001	E 05 005 120 000 000 350	Repair on Water Line-Source Water Line	
HOME	53473	CH	1	00061	CHAPPELL CENTRAL	12/18/2025	\$53.94	98029	E 01 020 810 000 000 350	Misc. parts for boiler	
HOME	53473	CH	1	00061	CHAPPELL CENTRAL	12/18/2025	\$243.00	98042	E 01 020 810 000 000 350	Repair a connection for boiler. Turned on c	
HOME	53473	CH	1	00061	CHAPPELL CENTRAL	12/18/2025	\$1,231.90	98000	E 01 020 810 000 000 350	127088 Replaced 4 flush valves for urnina	
<b>Check Total:</b>								<b>\$1,852.84</b>			
HOME	53474	CH	1	4471	CMF TREE SERVICE	12/18/2025	\$659.44	98030	E 01 020 810 000 000 332	20 yd roll off, landfill fee	
<b>Check Total:</b>								<b>\$659.44</b>			
HOME	53475	CH	1	6258	DSC Communications	12/18/2025	\$70.00	98019	E 01 005 630 257 100 555	Programmed radios	
<b>Check Total:</b>								<b>\$70.00</b>			
HOME	53476	CH	1	6265	Early Learning Solutions Inc.	12/18/2025	\$550.00	98020	E 04 001 590 000 351 460	Math Shelf License Tablet Supplemental M:	
<b>Check Total:</b>								<b>\$550.00</b>			
HOME	53477	CH	1	5874	ECKROTH MUSIC CO.	12/18/2025	\$49.70	98025	E 01 015 258 233 000 430	Rico Royal Clarinet Reeds 2.5 -	
HOME	53477	CH	1	5874	ECKROTH MUSIC CO.	12/18/2025	\$12.00	98025	E 01 015 258 233 000 430	Trophy Clarinet Thum Eez	
<b>Check Total:</b>								<b>\$61.70</b>			
HOME	53478	CH	1	02501	FARMER'S CO-OP OIL COMPANY OF REI	12/18/2025	\$135.35	98039	E 01 005 760 000 733 442	vehicle supplies	
<b>Check Total:</b>								<b>\$135.35</b>			

Bird Island - Olivia - Lake Lillian District #2534

Payment Reg by Check-No Voids

Check Number: 0-2147483647 Payment Date: 11/20/2025-12/18/2025

Pay/Void										
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
HOME	53479	CH	1	5798	Gophermods, LLC	12/18/2025	\$1,456.00	98015	E 01 005 630 257 000 352	MacBook repairs
<b>Check Total:</b>							<b>\$1,456.00</b>			
HOME	53480	CH	1	02203	HILLYARD / HUTCHINSON	12/18/2025	\$1,448.35	98023	E 01 020 810 000 000 401	dust mops, soap, batteries, misc supplies
HOME	53480	CH	1	02203	HILLYARD / HUTCHINSON	12/18/2025	\$209.00	98041	E 01 020 810 000 000 401	service call, hardware
<b>Check Total:</b>							<b>\$1,657.35</b>			
HOME	53481	CH	1	5072	HORIZON COMMERCIAL POOL SUPPLY	12/18/2025	\$61.70	98044	E 05 005 120 000 000 350	Paragon Wedge Ass Anchor Socket
HOME	53481	CH	1	5072	HORIZON COMMERCIAL POOL SUPPLY	12/18/2025	\$16.49	98044	E 05 005 120 000 000 350	Shipping
HOME	53481	CH	1	5072	HORIZON COMMERCIAL POOL SUPPLY	12/18/2025	\$570.15	98043	E 05 005 120 000 000 350	Hydrochloric Acid
HOME	53481	CH	1	5072	HORIZON COMMERCIAL POOL SUPPLY	12/18/2025	\$90.00	98043	E 05 005 120 000 000 350	Deposit on Containers
HOME	53481	CH	1	5072	HORIZON COMMERCIAL POOL SUPPLY	12/18/2025	\$85.00	98043	E 05 005 120 000 000 350	Delivery
<b>Check Total:</b>							<b>\$823.34</b>			
HOME	53482	CH	1	00453	J. W. PEPPER & SON, INC	12/18/2025	\$45.00	98027	E 01 015 258 233 000 430	Party Rock Anthem - 10317199E - Band S
HOME	53482	CH	1	00453	J. W. PEPPER & SON, INC	12/18/2025	\$61.00	98027	E 01 015 258 233 000 430	25 or Six to Four - 10279780E - Band Set
<b>Check Total:</b>							<b>\$106.00</b>			
HOME	53483	CH	1	6109	LAKELAND MEDIA	12/18/2025	\$235.29	98016	E 01 005 110 000 000 380	advertising
<b>Check Total:</b>							<b>\$235.29</b>			
HOME	53484	CH	1	6272	Lisa Meints	12/18/2025	\$90.00	98069	E 01 005 110 000 000 401	Cookies for staff
<b>Check Total:</b>							<b>\$90.00</b>			
HOME	53485	CH	1	5214	MAC'S HARDWARE	12/18/2025	\$37.99	98046	E 01 005 110 000 000 401	904778 drill bits
HOME	53485	CH	1	5214	MAC'S HARDWARE	12/18/2025	\$13.59	98005	E 01 020 810 000 000 350	904382 screws for blinds
HOME	53485	CH	1	5214	MAC'S HARDWARE	12/18/2025	\$23.96	98004	E 01 020 810 000 000 401	904389 garden hose washer
HOME	53485	CH	1	5214	MAC'S HARDWARE	12/18/2025	\$15.99	98063	E 01 020 810 000 000 401	904588 styrofoam cooler
HOME	53485	CH	1	5214	MAC'S HARDWARE	12/18/2025	\$33.48	98071	E 01 005 110 000 000 401	904694 heat tape, insulation
HOME	53485	CH	1	5214	MAC'S HARDWARE	12/18/2025	\$19.73	98073	E 01 020 810 000 000 401	904729 bulk fasters, drill bits
HOME	53485	CH	1	5214	MAC'S HARDWARE	12/18/2025	\$0.77	98048	E 01 020 810 000 000 350	904848 nuts, bolts
HOME	53485	CH	1	5214	MAC'S HARDWARE	12/18/2025	\$104.00	98003	E 01 020 810 000 000 401	904429 corded heat gun
HOME	53485	CH	1	5214	MAC'S HARDWARE	12/18/2025	\$4.99	98068	E 01 020 810 000 000 401	904617 glue
HOME	53485	CH	1	5214	MAC'S HARDWARE	12/18/2025	\$53.45	98047	E 01 020 810 000 000 350	904821 fuel jug, tape, misc
HOME	53485	CH	1	5214	MAC'S HARDWARE	12/18/2025	\$15.98	98045	E 01 020 301 000 628 430	Nails
HOME	53485	CH	1	5214	MAC'S HARDWARE	12/18/2025	\$0.36	98072	E 01 020 810 000 000 401	904701 nuts, washers
HOME	53485	CH	1	5214	MAC'S HARDWARE	12/18/2025	\$6.49	999999999	E 01 020 810 000 000 350	904590 electrical terminals for machine
HOME	53485	CH	1	5214	MAC'S HARDWARE	12/18/2025	\$12.99	98008	E 01 020 810 000 000 350	904290 punch set
HOME	53485	CH	1	5214	MAC'S HARDWARE	12/18/2025	\$337.86	98026	E 01 020 810 000 000 350	904895 Dehumidifier for classroom in elem

**Bird Island - Olivia - Lake Lillian District #2534**

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Check Number: 0-2147483647 Payment Date: 11/20/2025-12/18/2025

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HOME	53485	CH	1	5214	MAC'S HARDWARE	12/18/2025	\$21.98	98009	E 01 020 810 000 000 350	904282 door stops
HOME	53485	CH	1	5214	MAC'S HARDWARE	12/18/2025	\$50.33	98010	E 01 020 810 000 000 350	904301 hinges
HOME	53485	CH	1	5214	MAC'S HARDWARE	12/18/2025	\$38.51	98049	E 01 020 810 000 000 350	904867 paint pail, lid, scoop
HOME	53485	CH	1	5214	MAC'S HARDWARE	12/18/2025	\$31.99	98011	E 01 020 810 000 000 401	904323 drill bits
HOME	53485	CH	1	5214	MAC'S HARDWARE	12/18/2025	\$56.38	97996	E 01 020 810 000 000 401	904525 spring bar holder, gear/wrech set
HOME	53485	CH	1	5214	MAC'S HARDWARE	12/18/2025	\$13.47	98012	E 01 020 810 000 000 401	904368 duct tape
HOME	53485	CH	1	5214	MAC'S HARDWARE	12/18/2025	\$45.59	98052	E 01 005 110 000 000 401	904850 fasters, clips
HOME	53485	CH	1	5214	MAC'S HARDWARE	12/18/2025	\$56.98	98070	E 01 005 110 000 000 401	904628 batteries/ misc.
HOME	53485	CH	1	5214	MAC'S HARDWARE	12/18/2025	\$59.00	98007	E 01 020 810 000 000 350	904336 poly
HOME	53485	CH	1	5214	MAC'S HARDWARE	12/18/2025	\$12.30	98006	E 01 020 810 000 000 350	904352 bulk fastners
HOME	53485	CH	1	5214	MAC'S HARDWARE	12/18/2025	\$29.99	98002	E 01 020 810 000 000 401	904450 broom/dust pan, pliers
HOME	53485	CH	1	5214	MAC'S HARDWARE	12/18/2025	\$9.56	97997	E 01 020 301 000 000 430	screws
HOME	53485	CH	1	5214	MAC'S HARDWARE	12/18/2025	\$6.11	97997	E 01 020 301 000 000 430	drill bit
<b>Check Total:</b>								<b>\$1,113.82</b>		
HOME	53486	CH	1	00101	MN DEPT. OF LABOR & INDUSTRY	12/18/2025	\$145.00	98038	E 01 005 865 000 382 350	05242 Elevator
HOME	53486	CH	1	00101	MN DEPT. OF LABOR & INDUSTRY	12/18/2025	\$145.00	98038	E 01 005 865 000 382 350	05031 Elevator H.S
<b>Check Total:</b>								<b>\$290.00</b>		
HOME	53487	CH	1	5835	NAPA Auto Parts	12/18/2025	\$117.99	97995	E 01 020 301 000 000 430	battery EXT14
HOME	53487	CH	1	5835	NAPA Auto Parts	12/18/2025	\$145.99	97995	E 01 020 301 000 000 430	battery EXT 15
HOME	53487	CH	1	5835	NAPA Auto Parts	12/18/2025	\$110.16	97993	E 01 020 301 000 000 430	lower unit oil
HOME	53487	CH	1	5835	NAPA Auto Parts	12/18/2025	\$4.29	98013	E 01 020 301 000 000 430	oil filter
HOME	53487	CH	1	5835	NAPA Auto Parts	12/18/2025	\$3.99	98017	E 01 020 301 000 000 430	spark plug
HOME	53487	CH	1	5835	NAPA Auto Parts	12/18/2025	\$50.58	98017	E 01 020 301 000 000 430	oil filter
HOME	53487	CH	1	5835	NAPA Auto Parts	12/18/2025	\$25.29	98018	E 01 020 301 000 000 430	oil filter
HOME	53487	CH	1	5835	NAPA Auto Parts	12/18/2025	\$26.99	98018	E 01 020 301 000 000 430	Oil filter
HOME	53487	CH	1	5835	NAPA Auto Parts	12/18/2025	\$12.49	97994	E 01 020 301 000 000 430	oil filter
HOME	53487	CH	1	5835	NAPA Auto Parts	12/18/2025	\$8.49	97998	E 01 020 301 000 000 430	oil
HOME	53487	CH	1	5835	NAPA Auto Parts	12/18/2025	\$9.24	97999	E 01 020 301 000 000 430	Bearing
HOME	53487	CH	1	5835	NAPA Auto Parts	12/18/2025	\$25.29	97999	E 01 020 301 000 000 430	oil filter
HOME	53487	CH	1	5835	NAPA Auto Parts	12/18/2025	\$189.99	98022	E 01 020 810 000 000 350	batteries
<b>Check Total:</b>								<b>\$730.78</b>		
HOME	53488	CH	1	00439	OLIVIA MACHINE SHOP	12/18/2025	\$147.95	98024	E 01 020 301 000 628 430	Welding tank exchange

**Bird Island - Olivia - Lake Lillian District #2534**

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HOME	53488	CH	1	00439	OLIVIA MACHINE SHOP	12/18/2025	\$8.95	98024	E 01 020 301 000 628 430	hazmat fee	
							<b>Check Total:</b>	<b>\$156.90</b>			
HOME	53489	CH	1	00089	OLIVIA TIRE & SERVICE INC.	12/18/2025	\$40.00	98036	E 01 005 850 000 302 530	Tire repair - skidloader	
							<b>Check Total:</b>	<b>\$40.00</b>			
HOME	53490	CH	1	2611	READ NATURALLY	12/18/2025	\$780.00	98054	E 01 015 216 000 401 430	Read Live Licenses (BOLD)	
							<b>Check Total:</b>	<b>\$780.00</b>			
HOME	53491	CH	1	2196	RENCO PUBLISHING, INC.	12/18/2025	\$67.50	98040	E 01 005 110 000 000 380	advertising	
							<b>Check Total:</b>	<b>\$67.50</b>			
HOME	53492	CH	1	6147	Scripps National Spelling Bee, Inc.	12/18/2025	\$206.50	97723	E 01 015 206 000 433 430	Enrollment	
							<b>Check Total:</b>	<b>\$206.50</b>			
HOME	53493	CH	1	02219	SHEEHAN'S GAS CO	12/18/2025	\$1,883.64	98021	E 01 015 810 000 000 440	monthly meter, refill	
							<b>Check Total:</b>	<b>\$1,883.64</b>			
HOME	53494	CH	1	4721	SQUIRES, WALDSPURGER, & MACE, PA.	12/18/2025	\$1,540.00	98037	E 01 005 150 000 000 305	Legal Correspondence	
							<b>Check Total:</b>	<b>\$1,540.00</b>			
							<b>Bank HOME Total:</b>	<b>\$149,039.75</b>			
REFC	5256	CH	1	6195	Design Electric Inc.	12/18/2025	\$23,750.00	98060	E 06 005 870 000 000 305	BOLD BP02 Olivia and Bird Island Additior	
							<b>Check Total:</b>	<b>\$23,750.00</b>			
REFC	5257	CH	1	5463	DUIINCK INC. - MN	12/18/2025	\$78,024.79	98062	E 06 005 870 000 000 305	BOLD BP02 Olivia and Bird Island Additior	
							<b>Check Total:</b>	<b>\$78,024.79</b>			
REFC	5258	CH	1	6188	Evenson Concrete Systems	12/18/2025	\$53,112.94	98053	E 06 005 870 000 000 305	BOLD BP02 Olivia Bird Island Additions ar	
							<b>Check Total:</b>	<b>\$53,112.94</b>			
REFC	5259	CH	1	6167	FORD METRO , Inc.	12/18/2025	\$215,303.25	98056	E 06 005 870 000 000 305	BOLD BP02 Olivia and BI Additions and Re	
							<b>Check Total:</b>	<b>\$215,303.25</b>			
REFC	5260	CH	1	1962	INNOVATIVE OFFICE SOLUTIONS LLC	12/18/2025	\$19,922.70	98066	E 06 005 870 000 000 530	Furniture for offices	
							<b>Check Total:</b>	<b>\$19,922.70</b>			
REFC	5261	CH	1	3611	JOHNSON CONTROLS, INC	12/18/2025	\$23,828.52	98065	E 06 005 870 000 000 530	App 5 Project: School District Olivia Bird Is	
							<b>Check Total:</b>	<b>\$23,828.52</b>			
REFC	5262	CH	1	6210	Lakeside Construction& Masonry	12/18/2025	\$19,000.00	98055	E 06 005 870 000 000 305	BOLD BP02 Olivia and Bird Island Additior	
							<b>Check Total:</b>	<b>\$19,000.00</b>			
REFC	5263	CH	1	6158	Masters Plumbing, Heating & Cooling LLC	12/18/2025	\$141,379.27	98058	E 06 005 870 000 000 305	BOLD BP02 Olivia and Bird Island Additior	
							<b>Check Total:</b>	<b>\$141,379.27</b>			

**Bird Island - Olivia - Lake Lillian District #2534**

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REFC	5264	CH	1	5040	MCDOWALL COMPANY	12/18/2025	\$24,820.81	98059	E 06 005 870 000 000 305	BOLD BP02 Olivia and Bird Island Additior	
<b>Check Total:</b>							<b>\$24,820.81</b>				
REFC	5265	CH	1	6054	Nexus Solutions LLc	12/18/2025	\$131,244.87	98050	E 06 005 870 000 000 305	Project Development, Program Managemer	
<b>Check Total:</b>							<b>\$131,244.87</b>				
REFC	5266	CH	1	6118	Robert W. Carlstrom Co., Inc	12/18/2025	\$234,551.75	98051	E 06 005 870 000 000 305	BOLD BP02 Olivia and Bird Island Additons	
<b>Check Total:</b>							<b>\$234,551.75</b>				
REFC	5267	CH	1	6231	Schwab Vollhaber Lubratt	12/18/2025	\$246,871.75	98064	E 06 005 870 000 000 305	254984, BOLD BP02 Olivia and Bird Island	
<b>Check Total:</b>							<b>\$246,871.75</b>				
REFC	5268	CH	1	6223	St. Cloud Acoustics	12/18/2025	\$19,617.50	98057	E 06 005 870 000 000 305	BOLD BP02 Olivia and Bird Island Additior	
<b>Check Total:</b>							<b>\$19,617.50</b>				
REFC	5269	CH	1	6166	WILLMAR ELECTRIC	12/18/2025	\$5,931.71	98061	E 06 005 870 000 000 305	BOLD BP02 Olivia and Bird Island Additior	
<b>Check Total:</b>							<b>\$5,931.71</b>				
<b>Bank REFC Total:</b>							<b>\$1,237,359.86</b>				
<b>Report Total:</b>							<b>\$1,386,399.61</b>				

**Bird Island - Olivia - Lake Lillian District #2534**

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Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
HOME		NX	1	01320	AMERIPRISE FINANCIAL SERVICES	11/28/2025	\$332.50	97858	B 01 215 005	Payroll Deductions Annuity W/H
HOME		NX	1	01321	HORACE MANN INS CO	11/28/2025	\$687.54	97865	B 01 215 005	Payroll Deductions Annuity W/H
HOME		NX	1	02250	EDUCATION OF MINNESOTA/ ESI	11/28/2025	\$904.18	97861	B 01 215 000	Payroll Deductions
HOME		NX	1	02250	EDUCATION OF MINNESOTA/ ESI	11/28/2025	\$479.21	97861	B 01 215 005	Payroll Deductions Annuity W/H
HOME		NX	1	1677	AMERICAN FUNDS GROUP	11/28/2025	\$2,845.90	97857	B 01 215 005	Payroll Deductions Annuity W/H
HOME		NX	1	2484	THRIVENT FINANCIAL	11/28/2025	\$908.39	97878	B 01 215 005	Payroll Deductions Annuity W/H
HOME		NX	1	3531	Farm Bureau Financial Services	11/28/2025	\$116.68	97862	B 01 215 005	Payroll Deductions Annuity W/H
HOME		NX	1	4419	TASC	11/28/2025	\$41.67	97860	B 01 215 095	Flex-Dep Care Odd Year
HOME		NX	1	4419	TASC	11/28/2025	\$304.17	97860	B 01 215 096	Flex-Med Care Odd Year
HOME		NX	2	3093	IRS USA DEPARTMENT OF TREASURY	11/28/2025	\$30,958.44	97863	B 01 215 010	Payroll Deductions FICA W/H-Brd Share
HOME		NX	2	3093	IRS USA DEPARTMENT OF TREASURY	11/28/2025	\$11,782.13	97864	B 01 215 011	Payroll Deductions Fed W/H
HOME		NX	2	3094	PUBLIC EMPLOYEES RETIREMENT	11/28/2025	\$8,226.86	97875	B 01 215 017	Payroll Deductions PERA W/H-Brd Share
HOME		NX	2	3095	MN DEPT. OF REVENUE	11/28/2025	\$6,882.76	97877	B 01 215 013	Payroll Deductions MN St W/H
HOME		NX	2	3096	TEACHERS RETIREMENT ASSN.	11/28/2025	\$27,485.18	97879	B 01 215 018	Payroll Deductions TRA W/H-Brd Share
HOME		NX	1	01320	AMERIPRISE FINANCIAL SERVICES	12/15/2025	\$332.50	97950	B 01 215 005	Payroll Deductions Annuity W/H
HOME		NX	1	01321	HORACE MANN INS CO	12/15/2025	\$687.54	97957	B 01 215 005	Payroll Deductions Annuity W/H
HOME		NX	1	02250	EDUCATION OF MINNESOTA/ ESI	12/15/2025	\$904.18	97953	B 01 215 000	Payroll Deductions
HOME		NX	1	02250	EDUCATION OF MINNESOTA/ ESI	12/15/2025	\$479.21	97953	B 01 215 005	Payroll Deductions Annuity W/H
HOME		NX	1	1677	AMERICAN FUNDS GROUP	12/15/2025	\$2,845.90	97949	B 01 215 005	Payroll Deductions Annuity W/H
HOME		NX	1	2484	THRIVENT FINANCIAL	12/15/2025	\$908.39	97970	B 01 215 005	Payroll Deductions Annuity W/H
HOME		NX	1	3531	Farm Bureau Financial Services	12/15/2025	\$116.68	97954	B 01 215 005	Payroll Deductions Annuity W/H
HOME		NX	1	4419	TASC	12/15/2025	\$41.67	97952	B 01 215 095	Flex-Dep Care Odd Year
HOME		NX	1	4419	TASC	12/15/2025	\$304.17	97952	B 01 215 096	Flex-Med Care Odd Year
HOME		NX	2	3093	IRS USA DEPARTMENT OF TREASURY	12/15/2025	\$30,485.16	97955	B 01 215 010	Payroll Deductions FICA W/H-Brd Share
HOME		NX	2	3093	IRS USA DEPARTMENT OF TREASURY	12/15/2025	\$11,447.83	97956	B 01 215 011	Payroll Deductions Fed W/H
HOME		NX	2	3094	PUBLIC EMPLOYEES RETIREMENT	12/15/2025	\$7,971.09	97967	B 01 215 017	Payroll Deductions PERA W/H-Brd Share
HOME		NX	2	3095	MN DEPT. OF REVENUE	12/15/2025	\$6,711.42	97969	B 01 215 013	Payroll Deductions MN St W/H
HOME		NX	2	3096	TEACHERS RETIREMENT ASSN.	12/15/2025	\$26,932.33	97971	B 01 215 018	Payroll Deductions TRA W/H-Brd Share
HOME		NX	1	00064	BREMER BANK, NA10	11/30/2025	\$59.90	97976	E 01 005 110 000 000 305	ACH Billing ONB ISD Program
HOME		NX	1	2812	HOMETOWN BANK	11/30/2025	\$44.95	97977	E 01 005 110 000 000 305	Merch Bank Billing
HOME		NX	1	4419	TASC	11/30/2025	\$377.68	97973	E 01 005 160 000 000 305	Admin fees
HOME		NX	1	4419	TASC	11/30/2025	\$0.16	98074	E 01 005 160 000 000 305	Admin fees - addl
HOME		NX	1	4671	DELTA DENTAL MINNESOTA	11/30/2025	\$1,663.89	98075	B 01 215 032	Dental Ins
HOME		NX	1	5933	CENTURYLINK	11/30/2025	\$182.91	97974	E 01 020 810 000 000 320	Communications/Phone

Bird Island - Olivia - Lake Lillian District #2534

Payment Reg by Check-No Voids

Check Number: 0-2147483647 Payment Date: 11/20/2025-12/18/2025

Pay/Void

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
HOME		NX	1	5933	CENTURYLINK	11/30/2025	\$255.56	97975	E 01 020 810 000 000 320	Communications/Phone
HOME		NX	1	3683	Amazon	11/30/2025	\$18.49	98078	E 01 020 810 000 000 401	Custodial supplies
HOME		NX	1	3683	Amazon	11/30/2025	\$103.05	98079	E 01 005 630 257 302 555	tech supplies, cords, install supplies
HOME		NX	1	3683	Amazon	11/30/2025	\$689.31	98080	E 01 005 630 257 302 555	tech supplies, cords, install supplies
HOME		NX	1	3683	Amazon	11/30/2025	\$239.08	98081	E 01 005 630 257 302 555	tech supplies, cords, install supplies
HOME		NX	1	3683	Amazon	11/30/2025	\$2,885.96	98082	E 01 005 630 257 302 555	tech supplies, cords, install supplies, sour
HOME		NX	1	3683	Amazon	11/30/2025	\$40.17	98083	E 01 005 110 000 000 401	Office Supplies
HOME		NX	1	3683	Amazon	11/30/2025	\$349.00	98084	E 01 005 110 000 000 305	Annual membership fee
HOME		NX	1	3683	Amazon	11/30/2025	\$234.00	98085	E 01 005 420 000 740 401	Special ed printing supplies
HOME		NX	1	3683	Amazon	11/30/2025	\$11.87	98086	E 01 015 203 000 000 430	MISCELLANEOUS <a href="https://a.co/d/dsJWTfc">https://a.co/d/dsJWTfc</a>
HOME		NX	1	3683	Amazon	11/30/2025	\$32.24	98086	E 01 015 203 000 000 430	<a href="https://www.amazon.com/dp/B08FBHVLWF">https://www.amazon.com/dp/B08FBHVLWF</a>
HOME		NX	1	3683	Amazon	11/30/2025	\$54.76	98086	E 01 015 203 000 000 430	MISCELLANEOUS SUPPLIES <a href="https://www.">https://www.</a>
HOME		NX	1	3683	Amazon	11/30/2025	\$17.98	98087	E 01 015 258 233 000 430	Winlyn 48 Sets 6 Styles Magic Color Scrat
HOME		NX	1	3683	Amazon	11/30/2025	\$7.99	98087	E 01 015 258 233 000 430	Paper Bookmarks for Kids, 160 Colored La
HOME		NX	1	3683	Amazon	11/30/2025	\$6.78	98087	E 01 015 258 233 000 430	CJiangpo 60Pcs Inspirational Star Erasers
HOME		NX	1	3683	Amazon	11/30/2025	\$8.89	98087	E 01 015 258 233 000 430	60 Pcs Motivational Pencils Bulk
HOME		NX	1	3683	Amazon	11/30/2025	\$39.95	98087	E 01 015 258 233 000 430	Chocolate Assorted Bulk Candy Variety Pa
HOME		NX	1	3683	Amazon	11/30/2025	\$39.44	98087	E 01 015 258 233 000 430	Bulk Party Mix - 8 Pounds - Variety Parade
HOME		NX	1	3683	Amazon	11/30/2025	\$34.37	98087	E 01 015 203 000 000 430	Post-it Self-Stick Mini Easel Pad, 15 in x 18
HOME		NX	1	3683	Amazon	11/30/2025	\$41.68	98087	E 01 015 203 000 000 430	Post-it Super Sticky Easel Pad 25 in x 30 ir
HOME		NX	1	3683	Amazon	11/30/2025	\$16.99	98087	E 01 015 203 000 000 430	Magnetic Rod for Classroom Whiteboard, /
HOME		NX	1	3683	Amazon	11/30/2025	\$13.98	98087	E 01 015 203 000 000 430	X-bet MAGNET Round Flexible Magnets v
HOME		NX	1	3683	Amazon	11/30/2025	\$10.49	98087	E 01 015 203 000 000 430	97 Decor Vintage WW2 Poster - Us Histor
HOME		NX	1	3683	Amazon	11/30/2025	\$11.99	98087	E 01 015 203 000 000 430	Decorably 12 US History Posters 1900-20
HOME		NX	1	3683	Amazon	11/30/2025	\$12.38	98087	E 01 015 203 000 000 430	US Presidents Poster For Classroom Upda
HOME		NX	1	3683	Amazon	11/30/2025	\$48.21	98087	E 01 015 203 000 000 430	Crayola Washable Paint for Kids (12ct), Te
HOME		NX	1	3683	Amazon	11/30/2025	\$39.95	98087	E 01 015 050 000 000 401	Bulk Candy Individually Wrapped - 10 Pou
HOME		NX	1	3683	Amazon	11/30/2025	\$13.71	98087	E 01 015 050 000 000 401	ArtCreativity Teacher Reward Stickers for
HOME		NX	1	3683	Amazon	11/30/2025	\$39.95	98087	E 01 015 050 000 000 401	Chocolate Assorted Bulk Candy Variety Pa
HOME		NX	1	3683	Amazon	11/30/2025	\$178.35	98088	E 01 020 301 000 628 430	welding gloves
HOME		NX	1	3683	Amazon	11/30/2025	\$29.99	98088	E 01 020 301 000 628 430	safety glasses
HOME		NX	1	3683	Amazon	11/30/2025	\$111.70	98088	E 01 020 301 000 628 430	safety glasses
HOME		NX	1	3683	Amazon	11/30/2025	\$31.01	98089	E 01 015 201 000 000 430	Chart Tablet Set of 3 1 1/2 inch ruled
HOME		NX	1	3683	Amazon	11/30/2025	\$15.49	98089	E 01 015 201 000 000 430	EXPO Wet Erase Markers 12 count

**Bird Island - Olivia - Lake Lillian District #2534**

**Payment Reg by Check-No Voids**

Check Number: 0-2147483647 Payment Date: 11/20/2025-12/18/2025

				Pay/Void							
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description	
HOME		NX	1	3683	Amazon	11/30/2025	\$7.74	98090	E 01 015 203 000 000 401	Pencils	
HOME		NX	1	3683	Amazon	11/30/2025	\$14.58	98090	E 01 015 203 000 000 401	Colored pencils	
HOME		NX	1	3683	Amazon	11/30/2025	\$57.98	98090	E 01 015 203 000 000 401	EUDAX 465PCS DC Motor Kit STEM Mini El	
HOME		NX	1	3683	Amazon	11/30/2025	\$19.79	98090	E 01 015 203 000 000 430	Green rug for classroom	
HOME		NX	1	3683	Amazon	11/30/2025	\$87.98	98090	E 01 015 203 000 000 430	Green bean bag chairs	
HOME		NX	1	3683	Amazon	11/30/2025	\$136.52	98091	E 21 020 298 902 301 401	FFA Storage Items	
HOME		NX	1	3683	Amazon	11/30/2025	\$235.99	98092	E 01 020 292 970 000 401	Canopy Tent for Cross Country	
HOME		NX	1	3683	Amazon	11/30/2025	\$139.48	98093	E 01 020 211 908 000 401	VIPEK V5 Portable Closet Wardrobe Heav	
HOME		NX	1	3683	Amazon	11/30/2025	\$34.99	98093	E 01 020 050 000 000 401	Wire Metal Clothes Hangers Bulk 100 Pack	
HOME		NX	1	3683	Amazon	11/30/2025	\$13.99	98093	E 01 020 050 000 000 401	Kids Clothes Hangers for Baby Clothes, Sr	
HOME		NX	1	3683	Amazon	11/30/2025	\$18.99	98076	E 01 020 810 000 000 401	Custodial supplies	
HOME		NX	1	3683	Amazon	11/30/2025	\$18.99	98077	E 01 020 810 000 000 401	Custodial supplies	
HOME		NX	2	3614	HARRIS MASTERCARD	11/30/2025	\$236.22	98096	E 04 005 505 000 321 401	10/14 Comm Ed Programming supplies	
HOME		NX	2	3614	HARRIS MASTERCARD	11/30/2025	\$17.72	98096	E 04 005 505 000 321 401	10/24 Comm Ed Programming supplies	
HOME		NX	2	3614	HARRIS MASTERCARD	11/30/2025	\$21.42	98096	E 04 005 505 000 321 401	10/14 Comm Ed Programming supplies	
HOME		NX	2	3614	HARRIS MASTERCARD	11/30/2025	\$138.81	98096	E 04 005 505 000 321 490	10/23 Paren't Night Out Food	
HOME		NX	2	3614	HARRIS MASTERCARD	11/30/2025	\$212.00	98094	E 01 020 298 964 000 401	10/13 Ramvow	
HOME		NX	2	3614	HARRIS MASTERCARD	11/30/2025	\$207.50	98094	E 01 020 298 964 000 401	10/24 Director - Dassel	
HOME		NX	2	3614	HARRIS MASTERCARD	11/30/2025	\$34.83	98094	E 01 020 298 964 000 401	9/28 Cub - Supplies	
HOME		NX	2	3614	HARRIS MASTERCARD	11/30/2025	\$107.16	98095	E 01 020 640 000 316 366	9/29 Staff Dev	
HOME		NX	2	3614	HARRIS MASTERCARD	11/30/2025	\$33.77	98095	E 01 020 640 000 316 366	9/29 Conf meal	
HOME		NX	2	3614	HARRIS MASTERCARD	11/30/2025	\$386.60	98095	E 01 020 640 000 316 366	9/30 Conf lodging	
HOME		NX	2	3614	HARRIS MASTERCARD	11/30/2025	\$71.43	98095	E 01 005 760 000 720 360	9/30 CCT - Transport	
HOME		NX	2	3614	HARRIS MASTERCARD	11/30/2025	\$2,250.00	98095	E 01 005 630 257 000 405	10/3 Charmtech Capti Subscription	

**Check Total: \$194,642.41**

**Bank HOME Total: \$194,642.41**

**Report Total: \$194,642.41**

December 22, 2025 Board Meeting

NEW HIRES:

1. Samantha Schneider, K-4 Paraprofessional

RESIGNATIONS:

1. Derek Flann, Assistant Baseball Coach
2. Will Hanson, Junior High Football Coach

LEAVES OF ABSENCES:

- 1.



1420 East College Drive  
Marshall, MN 56258  
www.swsc.org

## SWWC Service Cooperative Contracts Summary

	24-25 Contracts	25-26 Contracts
<b>Member: BOLD Public School</b>		
<b>Child Count on Contracts</b>	623	619
Membership Dues (One-Time)	\$0.00	\$0.00
<b>Administrative Solutions</b>		
Environmental/Occupational Health & Safety Management Program	\$7,830.00	\$8,220.00
Health & Safety Management Assistance	\$2,517.69	\$2,517.69
Regional Management Information Center		
<ul style="list-style-type: none"> <li>• Business/SMART Systems Services</li> </ul>	\$12,646.60	\$13,180.25
<ul style="list-style-type: none"> <li>• Business UFARS Support Services without access to SMART Systems</li> </ul>	\$0.00	\$0.00
<ul style="list-style-type: none"> <li>• MARSS/Other Revenue Reporting Services</li> </ul>	\$1,998.40	\$2,060.68
<ul style="list-style-type: none"> <li>• Extended Services Subscription</li> </ul>	\$82,650.00	\$120,000.00
Technology Services		
<ul style="list-style-type: none"> <li>• Basic Technology Services</li> </ul>	Included with WAN	Included with WAN
<ul style="list-style-type: none"> <li>• Technology Coordination Support</li> </ul>	\$110,400.00 full time; year 2 of 3 years	\$121,089.00 full time; year 3 of 3 years; \$1,815 WAN Tech Subscriber Deduction
<ul style="list-style-type: none"> <li>• Technology Integration Support</li> </ul>	\$0.00	\$0.00
<ul style="list-style-type: none"> <li>• E-Rate Coordination Services</li> </ul>	Included with WAN	Included with WAN
<ul style="list-style-type: none"> <li>• Comprehensive Cyber Security</li> </ul>	\$10,502.95	\$7,039.90
<ul style="list-style-type: none"> <li>• Student Data Privacy Program</li> </ul>	\$1,545.00	\$1,950.00
<ul style="list-style-type: none"> <li>• WAN Consortium Member</li> </ul>	Yes	Yes
<ul style="list-style-type: none"> <li>• Email Security Service</li> </ul>	No	No
<ul style="list-style-type: none"> <li>• Email Archiving Service</li> </ul>	No	No
<ul style="list-style-type: none"> <li>• Secured Remote Backup Service</li> </ul>	No	No
<ul style="list-style-type: none"> <li>• Website ADA Accessibility and Usability Support with Siteimprove</li> </ul>	No	No
<ul style="list-style-type: none"> <li>• OnDemand IT Certification and Training Solution with Stormwind Studios</li> </ul>	No	No

• Moodle Course Hosting Service	No	No
• Moodle in Your School Service	No	No
• SWWC Private Cloud Server Hosting	No	Yes
• SWWC Managed FilterED ILT Services	No	No
<b>Educational Solutions</b>		
Special Education Services:		
• School Psychologist	\$49,200.00	\$51,200.00
• Speech/Language Pathologist	\$116,130.00	\$119,560.00
• Teacher of the Visually Impaired	\$1,205.00	\$2,500.00
• Early Childhood Special Education Teacher	\$0.00	\$0.00
• Teacher of the Deaf/Hard of Hearing	\$8,470.00	\$8,040.00
• DAPE Teacher	\$0.00	\$0.00
• Occupational Therapy	\$60,155.00	\$63,180.00
• Orientation and Mobility Services	\$0.00	\$0.00
• Physical Therapy	\$29,325.00	\$39,835.00
• Regional ECSE Coordination	\$2,009.00	\$2,100.00
• Special Education Cooperative Membership Fee	\$15,845.00	\$20,423.00
• Shared Special Education Administrative Services	\$40,908.00	\$43,683.00
• Single District Special Education Administrator	\$0.00	\$0.00
<b>TOTAL SPECIAL EDUCATION SERVICES</b>	<b>\$323,247.00</b>	<b>\$350,521.00</b>
Behavior Analytic Services	\$4,600.00 Package A	\$5,250.00 Package A
Mental Health Services	\$31,000.00 .25 FTE	\$35,000.00 .25 FTE
School Nurse Services	\$16,830.00 Package D	\$0.00
Teaching & Learning Curriculum & Instruction Coordination Services	\$0.00	\$0.00
Teaching & Learning Shared Curriculum & Instruction Coordination Services	\$16,950.00	\$0.00
Teaching & Learning Literacy Lead Specialist Services	\$0.00	\$0.00
Teaching & Learning Customized Services	\$21,250.00	\$5,750.00
STARRS Online Academy	No	No
Translation/Interpretation	No	No
<b>TOTAL</b>	<b>\$643,967.64</b>	<b>\$672,578.52</b>

**SWWC SERVICE COOPERATIVE  
MEMBERSHIP AGREEMENT  
2025-26**

THIS AGREEMENT, is executed this 3<sup>rd</sup> day of February, 2025, (the “Execution Date”) by and between SWWC Service Cooperative (hereinafter referred to as “SWWC”), and **BOLD Public School**, No. 2534, located at Bird Island, Minnesota (hereinafter referred to as the “Member”). The provisions contained herein, along with the addenda and attachments thereto, shall constitute the entire agreement and understanding between the parties.

**RECITALS**

- A. Pursuant to Minnesota Statute § 123A.21, SWWC was formed to perform planning on a regional basis and to assist in meeting the specific needs of clients in participating school districts, cities, counties, and other governmental agencies that could be better provided by a service cooperative than individually by the members themselves. Minnesota Statute § 123A.21 authorizes SWWC to provide those programs and services which are determined to be priority needs of the particular region pursuant to Minn. Stat. § 123A.21, subd. 7, and to assist in meeting special needs which may arise from the fundamental constraints of SWWC’s members.
- B. Membership in SWWC is not compulsory. Members may subscribe to SWWC programs and services available to all members by payment of a one-time membership fee. At its sole option the member may further subscribe to programs and services beyond those offered to all members (“Additional Services”). Individual members shall collectively share in the costs incurred in providing the Additional Services to which they subscribe.
- C. The parties hereto desire to establish a relationship in which SWWC will provide programs and services to the Member and in which the Member will remit payment for such programs and services specified herein.
- D. SWWC and the Member seek to assure a thorough understanding of the obligations assumed by each.

**AGREEMENT**

1. **Dues and Fees.**
  - a. **Membership Dues.** The SWWC Board of Directors has determined membership fees (“Annual Membership Dues”) as follows:
    - **Full Membership:** Open to public school districts, cities, counties, and other governmental agencies as defined in Minnesota Statute (M.S. 471.59) and are within the SWWC region. A **one-time fee of \$25** will be assessed.
    - **Associate Membership:** Open to (a) nonpublic schools, partnership agencies, or nonprofit organizations within the SWWC region, and to (b) schools – public and nonpublic, cities, counties, partnership agencies, nonprofit organizations, and other governmental agencies outside the SWWC region. A **one-time fee of \$50** will be assessed.
  - b. **Additional Services Fees.** The Additional Service addenda attached hereto reflect each Additional Service subscribed to by the Member. The cost of such Additional Services may be determined by apportioning the approximate cost of each program and service among the members participating in the Additional Service, or may alternatively be determined by a flat fee schedule (“Additional Services Fees”). The attached Additional Service addenda shall state the manner in which the cost of such Additional Service subscribed to shall be calculated during the Term of this Agreement.
2. **Payment.** Unless modified by any addenda attached hereto, all payments due SWWC by Member shall be paid on or before August 15.
3. **Calculation of Student Enrollment.** If the attached addenda state that the Additional Service Fees are to be assessed on a per student basis, the student enrollment numbers used shall be those identified by the Minnesota Automated Reporting Student System (MARSS) as of the October 1 Fall Enrollment from the second prior fiscal year (23-24). The number of students calculated shall be those enrolled in pre-kindergarten through 12<sup>th</sup> grade education.
4. **Indemnification by Member.** The Member shall indemnify and hold SWWC harmless from any and all loss, damage, liability, cost or expense (including reasonable attorneys’ fees and expenses) which SWWC may incur or suffer as a result of any claim of any kind whatsoever arising out of:
  - a. any act or omission by Member or any of Member’s agents or employees which violates this Agreement;
  - b. any claim for breach of warranty based upon any warranty or representation given or purportedly given by Member, Member’s agents or employees which is different from or in addition to written warranties and representations given by SWWC, as amended by from time to time;

- c. third party claim for personal injury, damage, economic loss or other damage, caused by or arising out of the use, creation or production of any products proximately caused by or resulting from the negligence of Member, or the Member's agents or employees;
- d. any claim for breach of warranty based upon a defect caused by any act or omission by the Member, or the Member's employees or agents; or
- e. any claim or demand arising from the employment for engagement by Member of any person or entity.

5. **Term; Automatic Renewal.** Unless modified by addenda attached hereto, SWWC's obligations pursuant to this Agreement and any attached addenda shall commence on July 1, 2025 (the "Effective Date") and shall continue for a period of twelve (12) months (the "Initial Term"). This Agreement and all addenda attached hereto shall thereafter automatically and continuously renew from year to year (each, an "Extended Term") unless the Member delivers (a) written notice to SWWC of the Member's intent to withdraw from all SWWC services ("Notice of Intent to Withdraw"), or (b) written notice of the Member's intent to reduce its participation in any previously subscribed-to Additional Services ("Notice of Intent to Reduce Additional Services") by March 1 preceding the first day of the next Extended Term as set forth in Subsections 5(a) and 5(b) below (the "Notice Deadline").

- a. **Notice of Intent to Withdraw.** The Member may deliver to SWWC a written Notice of Intent to Withdraw from membership and all Additional Services by the Notice Deadline. If not delivered, this Agreement shall renew for the next Extended Term and the Member shall be obligated to pay all dues and fees for the next Extended Term. The Member acknowledges and agrees that failure to provide such Notice of Intent to Withdraw on or before the Notice Deadline shall cause the Term of this Membership Agreement and, notwithstanding the receipt of a timely Notice of Intent to Reduce Additional Services from the Member, the Term of all addenda attached hereto to automatically renew for the next Extended Term. The Member further acknowledges and agrees that the Member may not subscribe to any Additional Service unless membership in SWWC is maintained and continued for the full term of any Additional Service. The Member acknowledges and agrees that if the Member subscribes to any Additional Services that extend over a term of greater than twelve (12) months (referred to herein as an "Obligated Term"), the Member shall be prohibited from withdrawing from membership in SWWC or from such subscribed Additional Service until the Obligated Term of the Additional Service has expired.
- b. **Notice of Intent to Reduce Additional Services.** The Member may deliver to SWWC a written Notice of Intent to Reduce Additional Services by the Notice Deadline. If not so delivered, the Additional Services shall not be reduced, and the Member shall be obligated to pay all fees for subscribed Additional Services for the next Extended Term. Additionally, a timely Notice of Intent to Reduce Additional Services shall be effective only for those services expiring in the twelve (12) month period following the Notice Deadline and shall not have the effect of reducing the Term of any Additional Services to which the Member has subscribed; each Additional Service to which the Member has subscribed will not be subject to reduction or termination until the expiration date of the current Term of such Additional Service.

6. **Termination.** Notwithstanding any provision in this Agreement to the contrary, this Agreement may be terminated prior to the expiration of the Initial Term or any Extended Term pursuant to any of the following provisions:

- a. **Breach of Agreement.** Either party may terminate this Agreement by delivery of written notice to the other party if the other party breaches any of the terms and conditions of this Agreement; provided, however, if the breach is curable such notice shall not be effective unless and until such breach remains uncured for a period of thirty (30) days after delivery of such notice. If the breach is nonpayment by the Member of monies due to SWWC the cure period shall be ten (10) days, not thirty (30) days.
- b. **Effect of Termination.** Except as specifically set forth herein, no withdrawal or termination of this Agreement by the Member, whether before or after the Effective Date hereof, and whether voluntary or involuntary, shall relieve the Member of its obligation to pay the full amount due hereunder, including any amounts due pursuant to any attached addenda, nor shall such withdrawal or termination, whether before or after the Effective Date hereof, result in or entitle the Member to the return of any monies previously paid to SWWC for any services subscribed to whether or not such services have been provided or delivered. A breach of this Agreement by SWWC shall entitle the Member to reimbursement of a prorated share of any Additional Service that would remain unused if 1/12 of the service fee were used by SWWC during each month of each Term hereof.

7. **General Provisions.**

- a. **Notices.** Any notice required or permitted to be given under this Agreement shall be deemed to have been duly delivered: (i) when received if delivered by hand; (ii) the same day if delivered by facsimile sent no later than 4:00 pm (receiver's time) on a business day; (iii) the next business day if sent by facsimile on a non-business day

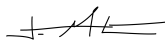
or after 4:00 pm (receiver's time) on a business day; (iv) one (1) business day after placement with a reputable overnight carrier for next morning delivery; or (v) four (4) business days after depositing if placed in the U.S. mails for delivery by registered or certified mail, return receipt requested, postage prepaid and addressed to the appropriate party at the address set forth on the first page of this Agreement. If either party changes its address or facsimile number, such party shall give written notice to the other party of such different address or facsimile number in the manner set forth above.

- b. **Amendment.** The express terms of this Agreement, including all addenda hereto, shall control and supersede any course of performance and/or customary practice inconsistent with such terms. Any agreement between the parties hereafter made shall not change or modify this Agreement unless in writing and signed by the party against whom enforcement of such change or modification is sought.
- c. **Entire Agreement.** This Agreement, together with any addenda referenced herein, constitutes the entire Agreement between the parties and supersedes any and all prior and contemporaneous oral or written understandings between the parties relating to the subject matter hereof.
- d. **Modification and Waiver.** No purported amendment, modification or waiver of any provision hereof shall be binding unless set forth in a writing signed by both parties (in the case of amendments and modifications) or by the party to be charged thereby (in the case of waivers). Any waiver shall be limited to the circumstance or event specifically referenced in the written waiver document and shall not be deemed a waiver of any other term of this Agreement or of the same circumstance or event upon any recurrence thereof.
- e. **Assignment.** The Member shall not assign, transfer or sell all or any part of its rights or obligations hereunder, by operation of law or otherwise, without the prior written consent of SWWC.
- f. **Severability and Interpretation.** In the event that a provision of this Agreement is held invalid by a court of competent jurisdiction, the remaining provisions shall nonetheless be enforced in accordance with their terms. Further, in the event that any provision is held to be overbroad as written, such provision shall be deemed amended to narrow its application to the extent necessary to make the provision enforceable according to applicable law and shall be enforced as amended.
- g. **LIMITATION OF REMEDY.** SWWC SHALL HAVE NO LIABILITY TO ANY PERSON FOR INDIRECT, SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES OF ANY DESCRIPTION, WHETHER ARISING OUT OF WARRANTY OR OTHER CONTRACT, NEGLIGENCE OR OTHER TORT, OR OTHERWISE.

IN WITNESS WHEREOF, the parties have executed this Agreement in the manner appropriate to each to be effective the day and year entered on the first page hereof.

By signing below, the parties agree to be bound by the terms and conditions set out in the membership agreement, along with the addenda, which are effective on the date of the last signature (the "Effective Date"). The parties consent and agree that this Agreement may be electronically signed. The parties agree the electronic signatures appearing on this Agreement are the same as hand-written signatures for purposes of validity, enforceability, and admissibility.

SC MEMBER

BY:   
\_\_\_\_\_  
Authorized Signature

SWWC SERVICE COOPERATIVE

BY:   
\_\_\_\_\_  
Authorized Signature

ADDENDUM A  
TO MEMBERSHIP AGREEMENT  
**ENVIRONMENTAL/OCCUPATIONAL HEALTH & SAFETY MANAGEMENT PROGRAM**  
2025-26

**BOLD Public School**

This Addendum to the Membership Agreement supplements the Membership Agreement made by the parties and by their acceptance of the terms thereof the parties have agreed to the following additional terms, covenants and responsibilities:

1. SWWC is engaged in providing consultation and coordination of services related to the management of environmental health and safety concerns for Members.
2. SWWC agrees to facilitate an Environmental/Occupational Health and Safety Management Program, referred to herein as "E/OHSMP". Said program will be provided by IEA, Inc., 9201 W. Broadway #600, Brooklyn Park, MN 55445.
3. **Included General Services.** The E/OHSMP "General Services" provided by SWWC through IEA can be found at the following website: [www.swwc.org/EOHS](http://www.swwc.org/EOHS).
4. **Rate per visit; Annual Fee.** The Member agrees to pay annually a fee equal to the rate per visit (\$822.00) multiplied by the number of visits required by the Member in the most recent fiscal year ("Annual Fee").

The Annual Fee for 2025-26 will be:

**\$8,220.00**

5. **Term; Payment.** Notwithstanding any provision in the Membership Agreement to the contrary, E/OHSMP General and No-cost Services will be provided to and paid for by the Member for a Term of one year (1 year), commencing as of the Effective Date of the Membership Agreement. The Annual Fee due hereunder shall be payable in three installments on or before July 30, October 15, and February 15 of each fiscal year. This agreement may be terminated for proper cause by either party for any reason upon ninety (90) days written notice to the other party.
6. **Hold Harmless.** That Member recognizes that IEA is solely responsible for the performance of the E/OHSMP. It recognizes that SWWC merely acts as a financial intermediary and has no voice in, and does not exercise control over the manner in which IEA performs its services. Therefore, to the fullest extent permitted by law, the Member agrees to hold harmless SWWC, as well as IEA agents and employees, from and against all claims, damages, losses and expenses, including, but not limited to, reasonable attorneys' fees arising out of or resulting from the performance of IEA's services and to look solely to IEA for redress.
7. **Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.

ADDENDUM B  
TO MEMBERSHIP AGREEMENT  
**HEALTH AND SAFETY MANAGEMENT ASSISTANCE SERVICES**  
2025-26

**BOLD Public School**

This Addendum to the Membership Agreement supplements the Membership Agreement made by the parties and by their acceptance of the terms thereof the parties have agreed to the following additional terms, covenants and responsibilities:

1. **Subscription.** SWWC is engaged in providing consultation and coordination of Health and Safety Management Assistance Services related to the management of environmental health and safety concerns for Members; and the Member hereby subscribes to such services. These services are subject to change and may include:

- Assisting the Member in identifying and prioritizing health and safety plans and programs.
- Conducting on-site management assistance work during a minimum of one site visit to the Member site per fiscal year if total square footage is less than 140,000; or a minimum of two site visits to the Member site per fiscal year if the total square footage is greater than or equal to 140,000.
- Working with the Minnesota Department of Education and other Service Cooperatives in the development of future health and safety workshops, meetings, etc.
- Directing communication with Minnesota Department of Education.
- Interpreting mandatory requirements from the Minnesota Department of Education.
- Assisting in the completion of mandatory reports.
- Providing personalized service such as summarizing communications (mass emails, etc.) to the Member, drawing attention to what it needs to attend or complete.
- Assisting in determinations of what is allowable under Long-Term Facility Maintenance (LTFM) funding.
- Assisting in the coding of LTFM expenditures.
- Providing interpretations of regulatory agencies.
- Conducting a mock OSHA building walk through.
- Assisting in “Machine Guarding”.

2. **Annual Fee.** In consideration for the services described at Section 1 to this Addendum, the Member agrees to pay to SWWC an “Annual Fee” to be calculated as follows:

$$251,769 \text{ square feet} \times \$0.01/\text{square foot} = \underline{\$2,517.69}$$

The Annual Fee shall be payable in one installment in accordance with the provisions of the Membership Agreement.

3. **Type III Vehicle Training – Additional Cost.** At the Member’s election, SWWC also facilitates an on-line Type III vehicle training course. This additional service is offered to the Member at an additional cost, calculated on a per driver basis. Additional information for this service can be found at [www.swwc.org/TypeIII](http://www.swwc.org/TypeIII).

4. **Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.

ADDENDUM C  
TO MEMBERSHIP AGREEMENT  
**REGIONAL MANAGEMENT INFORMATION CENTER (“RMIC”)**  
2025-26  
**BOLD Public School**

This Addendum to the Membership Agreement supplements the Membership Agreement made by the parties and by their acceptance of the terms thereof the parties have agreed to the following additional terms, covenants and responsibilities:

1. The Member hereby subscribes to the Regional Management Information Center Services (“RMIC Services”) pursuant to the terms of the Membership Agreement and this Addendum. The RMIC Services to be provided by SWWC may include finance, payroll, and student administrative support services as outlined below.

2. **Business/SMART SYSTEMS Services; Fees.**

- a. **Fixed Operations, License & Workshop.** Fixed Operations, License & Workshop includes the overall fixed operations costs, SMART SYSTEMS software licenses, subscription and SMART SYSTEMS Trainings. New employee SMART SYSTEMS training will be provided virtually or at the SWWC Office.
- b. **Software Support/Development Assessment.** Members using SMART SYSTEMS software cooperatively finance the needed support to insure reliable software and to provide required and requested enhancements. Software Support/Development Assistance includes all software releases and upgrades for SMART SYSTEMS.
- c. **SMART SYSTEMS Support & Business Services.** The SMART SYSTEMS Support & Business Services offsets the cost of staff time used to support the SMART SYSTEMS software and Business Services, and includes overall SMART SYSTEMS, UFARS, and payroll assistance (email and phone support, UFARS edits, submissions, account code conversions, payroll adjustments, reporting for retirement, quarterly reports, STAR Reporting, W-2 processing, fiscal year-end (“FYE”) reporting, etc.). This fee is calculated by multiplying the rate set by the SWWC Board of Directors by the Member’s student enrollment.
- d. **Additional Charges.** The following non-exclusive list of additional charges may be billed separately to the Member:
  - i. Emergency services, training, and additional accounting and payroll/HR services not covered in basic fee will be charged at \$100.00 per hour (billed in one-half hour increments) when provided at the Member’s district office, plus the IRS mileage rate; or will be charged \$85.00 per hour (billed in one-half hour increments) when provided at the RMIC Office.
  - ii. Small Group Training – \$140.00/half day and \$250.00/full day.
  - iii. ACA Electronic Filing will be billed at \$285.00 for Original 1094/1095 B & C Forms and \$285.00 each for Amended 1094/1095 B & C Forms.
  - iv. Time Tracker: Fixed fee \$625 per district plus \$12/employee and \$8/sub if under 100 licenses, \$9/employee and \$6/sub if over 100 licenses. Leave only subscriptions are a minimum fee of \$1,000.
- e. **Business/SMART SYSTEMS Services Worksheet:** If applicable, the Member’s Business/SMART Systems service fees shall be calculated as set forth below.

i. FIXED OPERATIONS, LICENSE & WORKSHOP FEE:	<b><u>\$4,050.00</u></b>
ii. SOFTWARE SUPPORT/DEVELOPMENT ASSESSMENT:	
<b><u>619 @ \$10.25</u> per student =</b>	<b><u>\$6,344.75</u></b>
iii. SMART SYSTEMS SUPPORT & SERVICES FEE:	
<b><u>619 @ \$4.50</u> per student =</b>	<b><u>\$2,785.50</u></b>

3. **Business UFARS Support Services without access to SMART Systems; Fees.**

- a. The Finance UFARS Support & Business Services offsets the cost of staff time used to provide support and includes overall UFARS and general finance assistance (email support, phone support, fiscal year-end (“FYE”) workshop and materials. This fee is calculated by multiplying the rate set by the SWWC Board of Directors by the Member’s student enrollment.

b. **Business Services Worksheet:** If applicable, the fees shall be calculated as set forth below.

i. FINANCE UFARS SUPPORT WITHOUT ACCESS TO SMART SYSTEM

619 @ \$0.00 per student = \$0.00

4. **MARSS/Other Revenue Reporting Services; Fees.**

a. **Fixed Operations, Training & Workshop.** Fixed Operations, Training & Workshop covers the overall fixed operations costs and membership and includes attendance at MARSS Trainings.

b. **MARSS/Other Revenue Reporting and Services.** MARSS/Other Revenue Reporting and Service offsets the cost of staff time used to support the Member with multiple submissions of FYE (June 30) and Fall semester MARSS data (phone support, codes and procedures, MARSS edits, submissions, etc.), and includes training and support of the MARSS Web Edit Program which is used at the district level for editing and reporting of local MARSS data.

c. **Additional Charges.** The following non-exclusive list of additional charges may be billed separately to the Member:

i. Paper and postage will be billed at cost.

ii. MARSS training and emergency services not covered in basic fee will be charged or \$100.00 per hour (billed in one-half hour increments) when provided at the Member's district office, plus the IRS mileage rate; or will be charged \$85.00 per hour (billed in one-half hour increments) when provided at the RMIC Office.

iii. Small Group Training - \$140.00/half day and \$250.00/full day.

d. **MARSS/Other Revenue Reporting Worksheet.** If applicable, the Member's MARSS/Other Revenue Reporting service fees shall be calculated as set forth below.

i. FIXED OPERATIONS, LICENSE & WORKSHOP FEE: \$1,550.00

ii. MARSS/OTHER REVENUE REPORTING SUPPORT & SERVICE FEE:

619 @ \$0.825 per student = \$510.68

5. **Extended Services; Fees.** In addition to the aforementioned services, the Member has chosen to subscribe, and SWWC agrees to perform those extended business services as per negotiated agreement (RMIC Exhibit A) with the Director of Business Services. The fees for such Extended Services may change from year to year at the discretion of the SWWC Board of Directors. The provision of the Extended Services shall thereafter automatically and continuously renew from year to year (each, an "Extended Term") unless the Member provides SWWC with written notice of its intent to discontinue its subscription to Extended Services on or before March 1 (the "Direct Service Withdrawal Deadline"). If such Notice of Withdrawal from Service is timely executed and delivered to SWWC, such Notice will be effective as of June 30 of the fiscal year in which it was delivered. If not timely delivered, the Member agrees and acknowledges that it shall be obligated to pay all fees for previously subscribed-to Services for the next Extended Term. During the Initial Term of the Membership Agreement, the total fee for the Extended Services shall be:

240 @ \$500.00 per day = \$120,000.00

6. **Annual Fee; Payment.** In consideration for SWWC's RMIC Services as set forth in this Addendum D, the Member agrees to pay an annual fee to SWWC in the amount outlined below. Notwithstanding and provision in the Membership Agreement to the contrary, the Annual Fee (excluding Extended Services) due pursuant to this Addendum shall be payable in three installments during each Term, with one installment becoming due and payable on or before each of the following dates: July 30, October 15, and February 15. Extended Services shall be paid in monthly installments.

The total cost of RMIC Services for July 1, 2025 through June 30, 2026 is as follows:

Business/SMART SYSTEMS Services (3 installments) . . . . .	\$13,180.25
Business UFARS Support Services w/out access to SMART Systems (3 installments) . . .	\$0.00
MARSS/Other Revenue Reporting Services (3 installments) . . . . .	\$2,060.68
Extended Services Subscription (12 installments) . . . . .	\$120,000.00
<b><u>TOTAL CONTRACTED RMIC SERVICES.</u></b> . . . . .	<b><u>\$135,240.93</u></b>

7. **Term; Automatic Renewal; Timeline for Withdrawal from RMIC Services.** Notwithstanding any provisions in the Membership Agreement to the contrary, the parties' obligations pursuant to this Addendum shall commence on the Effective Date set forth in the Membership Agreement and shall continue for a period of twelve (12) months.
8. **Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.

ADDENDUM D  
TO MEMBERSHIP AGREEMENT  
**TECHNOLOGY SERVICES**  
2025-26

**BOLD Public School**

This Addendum to the Membership Agreement supplements the Membership Agreement made by the parties and by their acceptance of the terms thereof the parties have agreed to the following additional terms, covenants and responsibilities:

1. **Description of Services.** SWWC is engaged in providing certain technology services listed below to its members at the rates listed below.

a. **Technology Services for Members with NO CONTRACT.**

Non-Contracting Entity:	Technology Service:	\$105.75/Hour
	After Hours Support:	\$131.25/Hour
	On-site Training Fee:	\$211.50/Hour
	Cybersecurity Services:	\$296.00/Hour

Note: Round Trip Mileage will be charged at the current IRS rate.  
Round Trip Windshield Time will be assessed at the daily rate.

After-hours support shall be any support provided outside of normal support hours (7:00 a.m. to 5:00 p.m. Monday through Friday) or on an SWWC observed holiday.

Participant capacity for on-site training may be restricted depending on the type of training being provided. Capacity will be determined when training is scheduled.

b. **Basic Technology Services.**

i. A Member subscribing to SWWC’s Basic Technology Services shall be entitled to:

1. Access to SWWC’s basic technology services for any employee of the Member.
2. Access to SWWC technology support and integration at discounted rates (discounted rate is dependent on the Member’s contract level), including:
  - Phone support and assessment (additional charges for extended remote support (more than 10 combined minutes per incident) or remote access and site visit support)
  - Development of purchasing specifications for equipment and software
  - Discount pricing for Technology Days as defined below:
    - Discounted admission to technology workshops and presentations
    - Discounted admission rates for SWWC technology conferences
    - Free or discounted fees for SWWC sponsored training sessions
3. Discounted pricing (2% or higher discount) on SWWC Technology Coordinated Consortium Purchase Programs.
4. Complimentary enrollment and participation in SWWC’s BrightBytes Clarity or Modern Learning offering technology evaluation and assessment toolset. Additional fees may apply for professional development, individualized analysis and trainings that may compliment the Clarity tools.

ii. **Basic Technology Service Fee.**

Enrollment less than 501	\$985.00	Enrollment Over 3,000	\$3,230.00
Enrollment 501 to 1,000	\$1,815.00	CCOGA less than 26 employees	\$260.00
Enrollment 1,001 to 2,000	\$2,290.00	CCOGA with 26 or more employees	\$420.00
Enrollment 2,001 to 3,000	\$2,970.00		

c. **Supplemental Technology Support and Integration Services.** The Member may add the following Supplemental Technology Support and Integration Services to its Technology subscription. Such services will entitle the Member to on-site or remote support of network equipment and software (including installations and updates), as well as general assistance to the Member’s current technology leadership and team. The Member will incur additional costs for each service listed below; the additional cost will be billed according to the Member’s Technology Service Rate.

i. **Supplemental Technology Support and Integration Services (On-Call Services) Fees.**

1. A Member subscribing to SWWC’s Basic Technology Services will further be entitled to receipt of on-call services at the following rates:
 

Technology Service:	\$95.25/Hour
On-site Training Fee:	\$156.50/Hour
Cybersecurity Services:	\$196.00/Hour
After Hours Support:	Billed at normal hourly rate

2. The following additional charges or restrictions may apply:

- Round Trip Mileage will be charged at the current IRS rate;
- After Hours Support shall be billed at the Member’s normal hourly rate;
- Round Trip Windshield Time will be assessed at the daily rate;
- Participant capacity for on-site training may be restricted depending on type of training being provided; capacity will be determined when training is scheduled.

ii. **Supplemental Technology Support and Integration Services “Block Hours”.** A district or entity may purchase block hours at discounted pricing to be utilized on a monthly basis. Block Hours must be used each month and may be carried over one subsequent month. If Block Hours are not used within the following month, they will be forfeited without refund. The following costs, restrictions and stipulations apply to the Member’s purchase of Block Hours:

1. A Basic Technology Services Contract is required in order to receive this pricing.
2. Additional Onsite Trainings will be charged at the rate of \$156.50/hour.
3. Additional Technology Service Hours will be charged at the rate of \$95.25/hour.
4. Block Hour Service Fees:

- 1 day per month block
 

○ 12 Month Tech Support or Integration Option	\$9,360 / year
○ 9 Month Tech Integration Option	\$7,272 / year
- 2 days per month block
 

○ 12 Month Tech Support or Integration Option	\$17,904 / year
○ 9 Month Tech Integration Option	\$14,040 / year

5. Round Trip Mileage is included in the contract rate.

6. 9 Month options are for Technology Integration services only and days must be scheduled between September 1 and May 31 of the contract year.

d. **Technology Coordination or Integration Services.** A district or entity may contract with SWWC for Technology Coordination and Integration Services at dramatically reduced rates from the on-call Technology Services. The days reflected in this contract shall be scheduled upon contract execution or July 1 of the contract year, whichever is later. Contracted days do not count as on-call days. The days contracted must be scheduled for usage on a regular basis. On-call visits or remote support will be billed out at the normal Contracting Entity On-Call Technology Service rate in addition to the actual contract amount, as needed. On contracts of (3) days per week or more, Members may elect to stack technology coordination and integration services into a single contract. Scheduling of substituted days must be arranged prior upon the establishment of the contract term and substitution must occur in a consistent format to accommodate staffing.

- i. Onsite Training will be charged at the rate of \$156.50/hour.
- ii. Additional technology service hours will be charged at the daily rate that corresponds with the selected contract level.

iii. **Technology Coordinator and Integration Services Fees.** *This service is inclusive of Basic Technology Services; Basic Technology Service Subscription Fee Waived. (Daily rates are provided for comparison purposes only; actual monthly billing will be 1/12<sup>th</sup> of annual contract.)*

**12-Month Contract Rates**

- 1 Day per week \$735.00/day = \$38,220 annual contract
- 2 Days per week \$690.00/day = \$71,760 annual contract
- 3 Days per week \$645.00/day = \$100,620 annual contract
- 4 Days per week \$622.00/day = \$129,376 annual contract

**9-Month Contract Rates**

- 1 Day per week \$775.00/day = \$31,000 annual contract
- 2 Days per week \$735.00/day = \$58,800 annual contract



- A SC L2 security assessment between 6 months and 1 year following the initial SC L1 security assessment.
  - A minimum of 2 scans of the Member’s internal and external networks will be performed to assess network nodes for potential vulnerabilities that will need to be addressed by the Member and any issues/vulnerabilities noted are not included in the Services and shall be the sole responsibility of the Member to address and/or fix.
  - Firewall configuration security review.
  - Cybersecurity procedural review.
  - Development of baseline cybersecurity policy and procedure templates and guidance in implementing policies at Member district.
4. In years 2 through 5 of the Term, SC shall perform the following:
- 1 SC L3 security assessment.
  - Quarterly scans of the Member’s internal and external networks to assess network nodes for potential vulnerabilities that will need to be addressed by the Member and any issues/vulnerabilities noted are not included in the Services and shall be the sole responsibility of the Member to address and/or fix.
  - Firewall configuration security review.
  - Procedural reviews to analyze current practices that may impact cybersecurity mitigation.
  - Development of cybersecurity policy and procedure templates.
  - Development and assistance in implementation of information security templates.
  - Monitoring and coordinating with Member technology department/teams to ensure the proper application of key operating system application, and system patching.
  - Development and monitoring of system lifecycles to ensure Member is eliminating the use of products and systems deemed to be obsolete.
  - Development of model policies that can be implemented by Member.
  - Develop and assist Member in implementation of a “Zero Trust” security architecture. The “Zero Trust” security architecture policies and procedures will be based on the premises that no individual or device, whether internal or external, should be trusted. The “Zero Trust” security architecture will be based on role-based permissions (defined based on network access role-based permissions) and the least amount of access possible that is necessary to complete an individual’s job functions to ensure the appropriate access level.
  - Development of security continuity plan templates for Member to customize and implement.
  - Inventory management processes that include: assessment or guidance on the processes and policies for the effective implementation of physical inventory practices and development of templates and assistance in implementing equipment lifecycle management systems.
  - Development of templates and assistance in implementation of data lifecycle management procedures that include: data inventory and mapping, security clearances, data transmission and flow, and review of data destruction processes.
  - Threat monitoring and logging that includes: automatic vulnerability scanning when threats relevant to Member’s environment are identified and utilize the Department of Homeland Security and Multistate-I Information Sharing and Analysis Center (MS-ISAC) resources for monitoring and resources.
  - Cyber incident response assistance that includes coordination or response efforts should a cybersecurity event occur and includes the following: providing initial analysis and threat assessment of Member’s situation and aid in coordinating an effective and organized response to mitigate further exposure as a result of the incident. SC’s response assistance does not replace the cyber forensics response or investigation that may be required by a cyber-liability insurer.
  - Development and assistance in implementing backup and disaster recovery practices that provide effective mitigation practices for cyber events.

- Research, development, and evaluation of services to ensure Member’s is on the forefront of cybersecurity.
  - Additional services may be added to this Agreement and added services may require added fees. Any additional services must be agreed to in a writing signed by both Parties.
5. **Term.** The term (“the Term”) of this Agreement shall be from the Effective Date until June 30, 2028.
6. **Services Fees.** The full annual rate will be calculated annually based on the enrollment utilized in all SWWC contracts based on prior year enrollments reported to the Department of Education. All base and per-student fees used to calculate the annual rate for the Term shall remain the same for the full Term unless any additional services are added pursuant to this Agreement. There may be up to 3 discounts that apply to the annual rate. The 3 stackable discounts are whether the Member is a SC member (\$2,860 off the base rate and \$.50 off per student), a SC technology subscriber (\$1,220 off the base rate and \$0.45 off per student), a user of SC technology services of at least 1 day per week (\$2,450 off the base rate and \$0.80 off per student), and a member of the SWWC Wide Area Network Consortium (\$1,400 off the base rate and \$5.15 off per student). Applied discounts to the annual rate shall be applied annually based on Member’s membership and subscribed service participation in each applicable fiscal year. Should SC lower its base or per-student pricing for this service in any of the 5 years of the contractual term, the Member shall receive the service at the lower annual rate.

This agreement will be Year 3 of 5 in 2025-2026. Pricing for 2025-26 is locked in at 2023-2024 rates for this service.

Comprehensive Cybersecurity Service contract rates for 5-year contracts established on July 1, 2025 and ending on June 30, 2030.

	<b>Base Rate</b>	<b>Per Student</b>
<b>Non-Member</b>	\$10,825.00	\$14.75
<b>SWWC Member</b>	\$7,965.00	\$14.25
<b>SWWC Technology Subscriber</b>	\$6,745.00	\$13.80
<b>SWWC Technology Services Snap-in</b>	\$4,295.00	\$13.00

A detailed multi-year Comprehensive Cybersecurity Service Contract will be provided to the District for review and acceptance upon indicating that the District desires to enter into a contractual relationship for the stated services.

**g. E-Rate Coordination Services.**

- i. The Member may additionally subscribe to SWWC’s E-Rate Coordination Services. Such services include the coordination and filing of E-Rate applications and forms to the Federal Communications Commission (“FCC”) and the Universal Service Administrative Company’s (“USAC”) School and Libraries Division (“SLD”). SWWC’s E-Rate staff will work with the Member’s staff to collect all data necessary to perform the filings.
- ii. **Special Term.** Notwithstanding any provisions in this Addendum or the Membership Agreement to the contrary, the term of any E-Rate Coordination Services subscription shall be equal to one Funding Year (as defined by the FCC and the Universal Service Administration Company). Participation in E-Rate services requires the school’s commitment to a 5-year term aligned to the FCC E-Rate program’s 5-year Category 2 Budget Cycle. The Current 5-year budget cycle covers E-Rate Fund Year 2026 (Fiscal Year 2027) through Fund year 2030 (Fiscal Year 2031). A contract signed for E-Rate Services covering Fiscal Year 2025-2026 will cover the work required to manage E-Rate Fund Year 2026. A Member that enters a 5-year E-Rate services term in the Fiscal Year 2025-26 contract cycle for Fund Year 2026-2030, will be assessed the same annual rate during each of the 5 years in the Category 2 Budget Cycle. Members subscribing to E-Rate Coordination Services during years following Fiscal Year 2025-26 shall, in the first year of the service, be assessed for each preceding Fund Year in the Category 2 Budget cycle.

**iii. Services Fees.**

1. Continuation Rates – Standard Rate E-Rate Coordination for Member District with a Fund Year 2026-2030 contract in place during 2025-26:

Enrollment less than 301	\$1,380 annual contract
Enrollment 301 to 700	\$2,340 annual contract
Enrollment 701 to 2,000	\$3,420 annual contract
Enrollment 2,001 to 4,500	\$4,380 annual contract
Enrollment over 4,501	Custom Member Pricing

2. Associate Member Continuation Rates – Standard Rate E-Rate Coordination for Associate Member District with a Fund Year 2026-2030 contract in place during 2025-26:

Enrollment less than 301	\$1,656 annual contract
Enrollment 301 to 700	\$2,808 annual contract
Enrollment 701 to 2,000	\$4,104 annual contract
Enrollment 2,001 to 4,500	\$5,256 annual contract
Enrollment 4,501 to 7,000	\$6,408 annual contract
Enrollment 7,001 to 10,000	\$7,560 annual contract
Enrollment 10,001 to 15,000	\$8,712 annual contract
Enrollment 15,001 to 25,000	\$9,864 annual contract
Enrollment over 25,001	Custom Pricing

3. Contract includes assistance in the research, development, evaluation assistance, and other activities pertaining to requests for proposals (RFP) and appeals, when necessary.
- iv. **Current Funding Year.** This Addendum covers all activities pertaining to the E-Rate Funding Year 2026, starting July 1, 2026, through June 30, 2027. The application process will begin in the fall of 2025. Activities pertaining to previous and future funding years falling within the term date of this contract will require a separate contract for the corresponding funding year.
- v. Letters of Agency and other contractual documents for E-Rate specific purposes will contain additional regulatory and program rule conditions and contractual language to which SWWC and the Member shall mutually agree.
- vi. **SC Duties.** SWWC’s duties with regard to E-Rate Coordination Services include:
1. Track and assist in the submission all E-Rate related forms for the Member.
  2. Meet with appropriate Member personnel to determine proper submission process and eligibilities for district.
  3. Assure all applications and forms submission meet processing standards and submission deadlines.
  4. Assist in assuring that the Member meets requirements for E-Rate eligibility including but not limited to the Children’s Internet Protection Act (“CIPA”) and records retention.
  5. Assist the Member in maintaining duplicate records on behalf of district for up to 10 years as required by the SLD. Member is ultimately responsible for maintaining archived records of all E-Rate related communications for 5 years following the end of any contract receiving E-Rate funding.
  6. Coordinate with service providers for the appropriate application of E-Rate discounts.
- vii. SWWC does not guarantee that applications submitted by its staff or clients will necessarily result in funding commitments given the ever-changing rules and their interpretations by the staff of the FCC’s Schools and Libraries Division (“SLD”). SWWC shall not be held responsible in the incident that a funding request is not successful or goes under Privacy Impact Assessment review or audit with the SLD or FCC.
- viii. **IMPORTANT:** *E-Rate coordination services do not relinquish the responsibility from the Member to adhere to the program rules and laws placed on the E-Rate program by USAC, the FCC or any other governing agency. SWWC shall under no circumstance be legally or financially responsible for requested or committed funding that is denied or rescinded by USAC or the FCC. The Member is solely responsible for ensuring that all local bid and contract requirements are met by their district when establishing agreements with vendors for E-Rate funded services.*

**h. Student Data Privacy Program.**

- i. Definitions.
1. Technology Provider - established in Minnesota Statute 13.32.subd.1.g. and defines a provider of systems or solutions utilized in a school district as a part of a one-to-one deployment or otherwise that create, receive or maintain education data. Technology providers can be in the form of hardware, software, apps, extensions, plugins, websites, and other solutions that may result in the creation, processing, or maintenance of education data.
  2. Approved Technology Provider – A Technology Provider that has been vetted and determined to be in compliance with the statutory requirements of the Minnesota Student Data Privacy Law as defined within Minnesota Statute 13.32.
- ii. A Member subscribing to SWWC’s Student Data Privacy Program shall be entitled to the following.

1. SWWC shall provide to the Member access to the SWWC Data Privacy Program. The Program will provide the Member with several services and functions that will include the assembly of a “Technology Provider” inventory. The listing included in this agreement may not be comprehensive as the Program continues to develop and mature.
2. The Program shall provide a service, that when appropriately implemented by the Member, will provide solutions allowing the Member to develop the materials necessary to provide parents and students with annual notifications of Technology Providers in use within the Member school system.
3. SWWC shall provide through its Clearinghouse approval statuses of Member Technology Providers that are discovered both through automated and manual processes.
4. The Member understands that the status of Technology Providers in the Clearinghouse is determined by assessing the provider against requirements of Minnesota State Law, and the Clearinghouse determined status of products applies universally to all school districts participating in the SWWC Data Privacy Program. SWWC shall hold a contract on behalf of the Member to fulfill the contractual obligations of this agreement. The cost of the 3<sup>rd</sup> party service is covered by the costs associated with this agreement.
  - The Member shall be provided with access to automated “Technology Provider” discovery tools provided by a 3<sup>rd</sup> party service provider
  - The Member will have access to a Technology Provider Inventory of approved Technology Providers that have been identified as being in use in their schools.
  - SWWC will provide Member with the ability to view lists of those Technology Providers found to be in use in their schools that are not currently approved.
5. Data Privacy Agreements will be obtained from Technology Providers for the SWWC Data Privacy Program. Upon finalization of Data Privacy Agreements with Technology Providers, a fully executed copy of the agreement will be made available through the Clearinghouse and attached to the records available through to the Member and through their Technology Provider Inventory listing.
  - The Member confirms that as a Minnesota School District, it is expressly authorizing SWWC Service Cooperative, a public agency defined as Independent School District 991, a statutorily defined joint powers organization under Minnesota Statute 123A.21, to negotiate and execute Data Privacy Agreements on the Member’s behalf, and the Member shall recognize the Data Privacy Agreement as Amendment E to its contract with the defined Technology Provider.
  - SWWC will not, unless expressly authorized to do so under a separate contractual agreement, enter into any agreement that commits the Member to any financial obligation to a Technology Provider.

iii. In consideration of services covered by this agreement.

1. SWWC will, in good faith, evaluate Technology Provider contracts which may consist of their Terms and Conditions, End User License Agreement, Privacy Policy, Data Privacy Agreement, and other documentation provided by the Technology Provider to provide evidence of their compliance with the Minnesota Student Data Privacy Law.
  - SWWC shall not be responsible for any errors or omissions in the assessment of a Technology Provider’s compliance.
  - SWWC shall not be responsible for any documentation or statements provided by a Technology Provider to make these determinations.
2. Member District shall review all Technology Provider records identified as being in use in its schools.
  - Member District shall notify SWWC of any known Technology Providers not listed as being in use to have them manually added to the Member District’s inventory.
  - Member District shall notify SWWC of any Technology Providers identified as being in use, but not authorized for use in its schools that should be removed from the Member District’s inventory.
  - Member District is completely responsible for the timely direct annual communication to parents and students as required by law.

3. Through participation in the SWWC Data Privacy Program, SWWC and Member District will be working collaboratively and in good faith to perform due diligence in the evaluation and vetting of Technology Providers. Member District acknowledges that it is ultimately responsible for the accuracy of data representing its schools and ensuring that the requirements of the Minnesota Student Data Privacy Law are satisfied for Member District's schools.
- iv. **Term.** The term ("the Term") of this Agreement shall be from the Effective Date until June 30, 2026.
  - v. **Services Fees.** The "Base Fee" for Student Data Privacy Program shall be \$2,200 per school district per year and the per student fee is \$.75 per student per year. Pro-rated pricing for services beginning after July 1<sup>st</sup> is not available.
- i. **Email Security Service.**
    - i. In consideration of services covered by this agreement.
      1. Services are compatible with GSuite (Google Mail/Gmail), Microsoft 365, Microsoft Exchange on-premises, and SMTP based Email systems.
      2. Email Security service provides Spam Detection (99.7% effectiveness), advanced multi-layer malware detection, security message delivery, message tracking, virus outbreak response service, email data loss prevention, content disarm and reconstruction, URL click protection, impersonation analysis, cloud sandboxing.
      3. For Microsoft 365 mailboxes, the following features are included in the service: Realtime scanning of mailboxes for existing or newly discovered threats already delivered to an inbox. Post-delivery "clawback" of newly discovered email threats allowing the service or administrators to remove identified threats already delivered to the inbox.
      4. Integration with LDAP is available. The Member is responsible for the setup and provision of domain access credentials for setup of the LDAP service.
      5. Members that begin services after July 1 will receive pro-rated billing for the services based on the actual start date, but no more than 50% of the full annual service fee.
      6. SWWC will perform Email Account Audits periodically to verify the number of email accounts that the Member has in their filtered domain(s) and contact the Member to verify numbers.
      7. The Member is responsible for making minor changes to the DNS records as provided by SWWC, if SWWC does not host the Member's DNS, for the domains to be filtered. SWWC shall be held harmless of issues with DNS records not held by SWWC.
    - ii. **Term.** The term ("the Term") of this Agreement shall be from the Effective Date until June 30, 2026.
    - iii. **Services Fees.** The annual service fee for this service is \$6.55 per email account per year. An additional one-time setup fee of \$50.00 will be assessed upon initial start of service. The setup fee will be waived for SWWC WAN Participants.
  - j. **Email Archiving Service.**
    - i. In consideration of services covered by this agreement.
      1. The Member may subscribe to Level 1 or Level Services, but not both. The Service is compatible with GSuite (Google Mail/Gmail), Microsoft 365, Microsoft Exchange on premises.
      2. The number of email accounts for which the Services are provided shall be calculated annually based upon the actual number of active email accounts on the email server being archived. Inactive accounts (*i.e.*, former employee accounts) shall continue to be retained according to the Service Level retention schedules attached hereto as Exhibit A, however those accounts shall no longer be counted in the annual billing as so long as the email account was inactive for the entire period of July 1 through June 30 of the billing year.
      3. Emails retained and archived by SWWC under this Agreement will be stored in a database referred to as the "Email Archive". Access to the Email Archive shall be restricted to up to two administrators designated by the Member; one administrator must be the Member's technology administrator.

4. Member administrators may create legal holds on data within the Email Archive by contacting SWWC's support staff. The creation of a legal hold on data may cause such data to be retained longer than the automated retention period for which the Member has subscribed.
5. Services provided by SWWC shall provide the Member with an email archival system capable of meeting generally acceptable data retention requirements. The Member acknowledges that the Member is fully responsible for the Member's email archiving and data retention policies and acknowledges that the Level(s) of Service provided by SWWC have been properly selected by the Member to meet the Member's internal policies. Under no conditions shall SWWC be responsible for providing any Services or Level of Service which does not meet the requirements mandated by the Member's email archiving and document retention policies, or local, state or federal laws.
6. SWWC shall perform backups of any data stored within the Email Archive. In the event of a failure of the Email Archive or any equipment used or associated with the Services provided under this Agreement, SWWC will be unable to guarantee immediate system availability; a period of up to 7 days may be required to replace failed equipment and fully restore archival databases. Upon restoration of the archival system Member data may still be archived if the Member's email system is properly equipped and configured to maintain journaling or archival logs for such purposes. The Member acknowledges that it is the Member's responsibility and obligation to ensure that its email server is properly configured to allow for archival of emails during any disruption in Services.
7. In the event of loss of Services due to circumstances outside of SWWC's control, such as a reduction in or loss of network connectivity, or general acts of God, SWWC may be unable to archive email and other data in real-time and a delay in archival communications may occur. The Member acknowledges that depending on the Member's server/system settings at, some data may not be archived during prolonged communication issues.
8. SWWC will perform audits of the Member's email accounts Audits periodically to verify the number of email accounts that a Member has in their archived domain(s) and contact the Member to verify numbers.
9. If SWWC does not host the Member's email server, the Member shall be responsible for making changes, alterations and updates to the Member's email server as directed by SWWC.
10. Under no circumstances shall SWWC be liable to the Member for any damages which arise in any way, in whole or in part, as a result of any action, error, mistake or omission, whether or not negligence on the part of SWWC occurs. The Member agrees to indemnify, defend and hold SWWC harmless for any and all claims, demands, suite or actions, including attorneys' fees, arising out of SWWC's performance or failure to perform under the terms of this Agreement.
11. SWWC shall further be held harmless of any data requests or subpoenas that cannot be met by the Member. Meeting such requests shall be the full responsibility of the Member. Assistance in accessing data to meet such requests may be provided by SWWC staff to the Member's administrators for an additional cost.

ii. **Term.** The term ("the Term") of this Agreement shall be from the Effective Date until June 30, 2026.

iii. **Services Fees.**

1. Level 1: Service levels for staff email accounts. Student email archiving provided at no additional charge.
  - Three-year email retention for staff accounts at \$8.50 per staff email account.
  - Five-year email retention for staff accounts at \$10.00 per staff email account.
2. Level 2: Service levels for student email accounts.
  - One-year email retention for student accounts at \$3.00 per student email account.
  - Three-year email retention for student accounts at \$5.00 per student email account.

k. **Secured Remote Backup Service.**

- i. In consideration of services covered by this agreement.

1. The total amount of data for which the Services are provided shall be calculated annually based upon the actual capacity consumed by the data being backed up. Data capacity consumed will be based on the amount of data utilized during the peak utilization during the fiscal year to allow for SWWC to appropriately provide data capacity sufficient to cover peak utilization for all participating entities in this service.
2. Data backups will be performed directly from the Member's servers to either the SWWC data center in Windom or Marshall, Minnesota. Replication of the Member's backed up data shall then take place to the SWWC data center that is not the primary data backup site for the Member. Access to data backups shall be restricted only to qualified and trained technology support personnel as defined by the Member.
3. The Member shall set versioning requirements, retention policies and identify server logical hard disks which will be included in offsite backups. The Member's requests will directly impact the overall amount of data being consumed in this service and therefore directly impacting the billable amount that SWWC shall invoice to the Member.
4. Pursuant to applicable data retention laws, the Member, its agents, employees and administrators are prohibited from deleting any information from the data backups that is being vaulted for purposes of investigations or data requests by investigative entities or entities having jurisdiction.
5. Member administrators may create legal holds on data within the data backups by contacting SWWC's support staff. The creation of a legal hold on data may cause such data to be retained longer than the automated retention period for which the Member has subscribed.
6. Services provided by SWWC shall provide the Member with a data backup solution capable of meeting offsite, disaster recovery compliant standards. The Member acknowledges that the Member is fully responsible for the Member's data backup and data retention policies and acknowledges that the Level(s) of Service provided by SWWC have been properly identified by the Member to meet the Member's internal policies. Under no conditions shall SWWC be responsible for providing any Services or Level of Service which does not meet the requirements mandated by the Member's data backup and retention policies, or local, state or federal laws.
7. SWWC shall perform backups of any data stored within identified servers in the Member. In the event of a failure of the Data Backup System or any equipment used or associated with the Services provided under this Agreement, SWWC will be unable to guarantee immediate system availability; a period of up to 7 days may be required to replace failed equipment and fully restore hardware related to this service. Upon restoration of the data backup system the Member data may still be backed up to the offsite service if unless already deleted from the Member's servers.
8. In the event of loss of Services due to circumstances outside of SWWC's control, such as a reduction in or loss of network connectivity, or general acts of God, SWWC may be unable to backup data in real-time and a delay in data backup communications may occur. The Member acknowledges that depending on the Member's server/system settings at, some data may not be backed up during prolonged communication issues.
9. SWWC will perform audits of the Member's data backup utilization periodically to verify the backup space requirements and retention policies that the Member has identified are being met and that appropriate storage space will continue to be available on SWWC equipment to provide continual backup services.
10. If SWWC does not host the Member's servers, the Member shall be responsible for making changes, alterations and updates to the Member's servers as directed by SWWC in order to prepare for and install any software required for SWWC to provide Data Backup Services to the Member. The Member may elect to contract with SWWC to provide installation support on the Member's equipment for the provision of this service, in which case the Member will be billed on an hourly basis based on the Member's hourly subscription rate for SWWC Technology Services.
11. Under no circumstances shall SWWC be liable to the Member for any damages which arise in any way, in whole or in part, as a result of any action, error, mistake or omission, whether or not negligence on the part of SWWC occurs. The Member agrees to indemnify, defend and hold SWWC harmless for any and

all claims, demands, suite or actions, including attorneys' fees, arising out of SWWC's performance or failure to perform under the terms of this Agreement.

12. SWWC shall further be held harmless of any data requests or subpoenas that cannot be met by the Member. Meeting such requests shall be the full responsibility of the Member. Assistance in accessing data to meet such requests may be provided by SWWC staff to Member administrators for an additional cost.
- ii. **Term.** The term ("the Term") of this Agreement shall be from the Effective Date until June 30, 2026.
- iii. **Services Fees.** \$920.00 annually for first 500 GB of space consumed by the Member's backup files. \$100.00 annually for each additional 100 GB of space by Member's backup files beyond initial 500 GB.
  1. SWWC Technology Solutions representatives and Member designated staff shall establish a customized service level agreement for the Member's backups including:
    - Servers and/or end-user equipment and the corresponding drives to be backed up on those devices.
    - Full and incremental backup strategy for server and computer files.
    - Number of backup versions retained for individual backups.
    - Retention of backups under special circumstances.
  2. The Member defined service level may result in a higher annual fee for additional backup storage space necessary to retain the number of versions or special retention schedules.
1. **Website ADA Accessibility and Usability Support with Siteimprove.**
  - i. In consideration of services covered by this agreement.
    1. The Member hereby agrees to purchase, and SWWC agrees to provide, participation in services through a cooperatively purchased subscription to Siteimprove provided solutions to ensure website usability and ADA compliance.
    2. The Services shall include:
      - Quality Assurance: Crawls website and identifies quality issues.
      - Policy: Allows Customer to set website parameters to ensure consistency in content.
      - Accessibility: Checks website against selected WCAG 2.0 accessibility standards and WAI-ARIA techniques.
      - SEO: Details technical and content-related issues affecting search engine rankings and traffic to the website.
      - Priority: Allows Customer to set criteria for order in which issues and errors are reported. This service requires the implementation of a script on the website.
      - Accessibility Community Membership: Membership to Siteimprove's Accessibility Community.
      - PDF Scanning: Assessment of PDF's on website to ensure accessibility requirements are met.
      - Response: Monitors website's availability and performance.
      - Usability: Understand your users' experience on your website with Heat Maps, Scroll Maps, Click Maps, Online User Survey, Internal Search Stats.
  - ii. **Term.** The term ("the Term") of this Agreement shall be from the Effective Date until June 30, 2026.
  - iii. **Services Fees.** Fees for the service are fully dependent on the number of webpages and PDF files contained in the Member's website. Discounts available to the Member by participating in this service are based on the overall participation of SWWC member school districts.
- m. **OnDemand IT Certification Training Solution with Stormwind Studios.**

- i. In consideration of services covered by this agreement.
  1. The number of licenses for which the Services are provided shall be calculated annually based upon the actual number of active users needing access to the system.
  2. The Member is responsible for informing SWWC of licenses needing to be cancelled or removed from automatic renewal.
  3. The Member may transfer licenses from an employee whose employment is ending to a new employee during the term of this agreement by notifying SWWC of the changes.
  4. SWWC and Member are subject to the terms and conditions of the End-user License Agreement(s) and Terms and Conditions of Stormwind Studios. Under no conditions shall the SWWC be responsible for providing any Services or Level of Service under the terms of this agreement other than the benefit of aggregated purchasing discounts that are passed on to Customer.
  5. SWWC may, at its discretion, offer in-kind or fee-for-service value added offerings that complement the trainings being provided through Stormwind Studios.
  6. Under no circumstances shall SWWC be liable to the Member for any damages which arise in any way, in whole or in part, as a result of any action, error, mistake or omission, whether or not negligence on the part of SWWC occurs. The Member agrees to indemnify, defend and hold SWWC harmless for any and all claims, demands, suite or actions, including attorneys' fees, arising out of SWWC's performance or failure to perform under the terms of this Agreement.
- ii. **Term.** The term ("the Term") of this Agreement shall be from the Effective Date until June 30, 2026.
- iii. **Services Fees.** Ultimate Access includes access to all Stormwind Studios Training Content, which is over 250 courses for technology-industry leading certification preparation.
  - \$1,250.00 annually per user license for SWWC Technology Subscribers
  - \$1,500.00 annually per user license for SWWC Members without Technology Subscriptions
  - \$1,700.00 annually per user license for SWWC Non-Members

n. **Moodle Course Hosting Service**

- i. In consideration of services covered by this agreement.
  1. SWWC will provide to member with access to courses, as requested by Member, on a shared Moodle server environment in which other member courses will co-exist.
  2. Member will only have access to its own courses and all student information in courses will remain the explicitly accessible by only the Member that owns the courses
  3. Enrollment information for courses shall be supplied by the member prior to the beginning of the course in a format prescribed by SWWC. All enrollment changes following the initial course roster upload will be performed through requests to the SWWC Technology Support Helpdesk either individually or through additional course roster updates.
  4. Self-registration options will be made available to the Member whereas "students" in courses may self-enroll into the course based on criteria mutually agreed upon by the Member and SWWC and fully supported by the Moodle course management system.
  5. There are no limitations to the number of students that are able to be enrolled into a Moodle course.
  6. There is a 10 GB storage limit for each individual course. Courses surpassing the 10 GB limit will be assessed in accordance with the service fees below.
- ii. **Term.** The term ("the Term") of this Agreement shall be from the Effective Date until June 30, 2026.
- iii. **Services Fees.** Fees for the service are fully dependent on the number of courses requested to be hosted by Member and the storage required by the course being hosted.
  1. An annual service fee of \$85.00 per course will be charged to the Member. The annual service fee will not be pro-rated for courses that are less than a full year.

2. For courses requiring more than 10 GB of storage capacity, an overage fee of \$15.00 per 1 GB increment over 10 GB will be assessed on the annual service fee billing. Overage fees will not be pro-rated.

**o. Moodle In Your School Service – District-wide Moodle learning management solution.**

- i. In consideration of services covered by this agreement.
  1. Member will have access to the Moodle System on a dedicated Moodle hosting server exclusively accessible by the Member
  2. Member will be able to fully administer user accounts, enrollments, course creation, teacher assignments, and other administrative functions.
  3. LDAP and other supported directory integration will be available. Additional consultation fees for setup will be assessed if Member requires assistance from SWWC.
  4. Custom URL/domain, and customized themes that are “branded” to Member are supported in this environment. Additional consultation fees for setup will be assessed if Member requires assistance from SWWC.
  5. Storage capacity of 500 GB is included in the base package of this service. Additional storage utilized above 500 GB will be charged to the Member in accordance with the Service Fees below.
- ii. **Term.** The term (“the Term”) of this Agreement shall be from the Effective Date until June 30, 2026.
- iii. **Services Fees.** Fees for the service are based on a flat fee plus a service fee per student enrolled in Member District. Additional fees will be assessed based on the storage required to host the Member’s Moodle Server.
  1. An annual base service fee of \$1,400.00 plus \$1.05 per student will be charged to the Member. The annual service fee will not be pro-rated for agreements beginning after July 1.
  2. For Moodle environments requiring more than 500 GB of storage capacity: an overage fee of \$215.00 per 100 GB increment over 5000 GB will be assessed on the annual service fee billing. Overage fees will not be pro-rated.

**p. SWWC Private Cloud Server Hosting.**

- i. In consideration of services covered by this agreement.
  1. The Member hereby agrees to purchase, and SWWC agrees to provide, private cloud server hosting solutions.
  2. The Member must be an active member in the SWWC Wide Area Network Consortium to be eligible to participate in the SWWC Private Cloud Server Hosting.
  3. The Services shall include:
    - A private virtual cloud environment that may be utilized by Members to host servers or other virtualized network appliances, as an extension of the Member’s on-site local area network.
    - An enterprise grade hosting solution is utilized to manage and offer the service as well as the extended services embedded herein.
    - SWWC will assign virtual hardware specifications based on mutually defined and reasonable required resources for the roles of the server(s).
    - SWWC shall provide backup and replication to our secondary data center for all servers hosted in the private cloud environment.
      - i. In the event of the need for data restoration, SWWC will provide restoration efforts of data, but no forensic investigation services.
    - Member is required to utilize multifactor authentication as provided by SWWC for remote connections.
  4. The following limits and restrictions apply to service:

- Duplicative servers within the environment apart from those with roles requiring duplication per standards, Ie. Domain and DNS servers.
  - The Member shall not have access to the hypervisor layer of this solution for the security of other participating members and to better ensure the proper operations of the environment.
  - SWWC shall bear no responsibility for illegal or pirated software, content or other acts of negligence performed within the Member's servers in the Cloud. If such activities are identified, SWWC shall immediately halt the operation of the offending server(s).
  - Remote Desktop Access to servers in the environment will only be available to the Member's network. The Member shall be required to utilize a VPN connection to Member's network to then access the private cloud environment.
5. SWWC Shall provide the following maintenance responsibilities as a part of service delivery.
- Management and updates to the Hypervisor Solution used for the cloud environment.
  - Updates, upgrades and modernization of the hardware solutions utilized to provide the cloud environment.
  - Management of the VLAN configurations utilized to interconnect the cloud environment to the Member's local network, while maintaining isolation from other member resources and networks.
  - Physical and Network Security of the hardware and hypervisor environment.
  - Creation of all new Server instances requested by the Member
  - Provision of secure remoted access to The Member personnel to manage their server resources located in the cloud.
6. The Member will be responsible for the following responsibilities, or purchase support services from SWWC to facilitate the responsibilities:
- Configuration, management and administration of servers, apart from those needing to be made at the hypervisor level.
  - Updating, patching and maintaining the Operating System and all programs and services operating on the Member Servers hosted in the private cloud environment.
  - All operating systems and software utilized by Member in the environment must be fully supporter versions, and if not automatically provided, security patches must be maintained by the Member. Servers found to be out of compliance will be shut down by SWWC to prevent potential security threats that could pose an impact on all participants in this service.
  - All server and application licensing outside of the base Microsoft Windows Server License provided as a part of the solution.
  - The Member shall provide an approved Endpoint Protection Software solution for Member servers in private cloud solution. Approved Endpoint Protection solutions include Sophos XDR/MDR, CrowdStrike Falcon MDR. Additional titles may be added as reviewed and approved by SWWC.
  - Upgrades to server virtual hardware settings must be coordinated by Member with SWWC personnel. Additional resources may increase the amount due by Member for this service.
  - Upgrades scheduled during normal SWWC operational hours will not incur labor fees. Upgrades scheduled outside of normal SWWC operational hours will be billed at SWWC's regular technology support rates.
  - The Member will deploy the SWWC Wazuh agent on all servers running in the private cloud environment to allow for continuous health and security monitoring by SWWC and Member.

7. SWWC shall make every reasonable effort to ensure private cloud environment uptime and availability including, but not limited to, redundancy of equipment where fiscally responsible, regular backups and replication of environment to backup DR site, battery backups, generator power, resilient network connectivity.
    - SWWC cannot make guarantees of uptime or potential loss of data that may occur because of any circumstances.
    - SWWC shall not be held responsible for downtime or data loss should such events occur.
    - SWWC shall not be held responsible for any cybersecurity incidents that should occur on Member servers hosted in the private cloud environment.
    - Member will retain responsibility for the management and maintenance of Member servers hosted in the private cloud environment.
  8. Member will name SWWC as an additional insured party on its Cybersecurity Insurance Policy and provide SWWC with a certificate of insurance annually.
- ii. **Term.** The term (“the Term”) of this Agreement shall be from the Effective Date until June 30, 2026.
  - iii. **Services Fees.** Fees will be contingent upon the number of servers or virtual appliances hosted in the private cloud environment by Member. Additionally, the resources utilized by each server will result in varying costs.
    1. Changes to resource assignments throughout the course of the fiscal year will result in the highest resource assignment during the span of the year being the premise by which the Member shall be charged for the fiscal year.
    2. Base Virtual Machine Fee: \$900 / annually / Specifications – 2 CPU cores, 8 GB RAM, 100 GB storage, 1 network card, Base Windows Server Operating System license.
      - Additional 1 TB storage: \$120 / annually (includes backup and replication services for additional 1 TB storage)
      - Addition 4 GB memory: \$180 / annually
      - Additional CPU core: \$180 / annually
      - Other hardware additions will be priced upon request
- q. **SWWC Managed FilterED ILT Services.**
- i. In consideration of services covered by this agreement.
    1. The Member hereby agrees to purchase, and SWWC agrees to provide, participation in a SWWC purchased subscription to the FilterED Instruction, Learning, and Technology (ILT) assessments platform. FilterED, will provide the evidence, data, and context you need to advance the impact of technology on instruction and learning, professional development, IT governance, and more. SWWC staff will provide coordination and assistance in the analysis of your data
    2. The Member must have an active SWWC Technology Subscription in place for the fiscal year to be eligible to participate in the SWWC Managed FilterED ILT Service.
    3. The Services shall include:
      - Instruction, Learning - measuring and assessing the impact of technology on learning by analyzing the following areas:
        - i. Leadership & Vision
        - ii. Resources
        - iii. Technology Infrastructure
        - iv. Instruction & Learning
        - v. Practice & Implementation

vi. Learner Impact

- FilterED ILT surveys will be available to students, staff, and parents.
- SWWC staff will provide the district with a review of the survey results, and after a couple years of data collection, an analysis of growth trends and success measurements aligned with District initiatives.
- Instruction, Learning, and Technology is not about counting instructional applications and devices but is designed to get to the heart of what is working or not working in the use of technology for teachers, students, parents, office staff, and administration. ILT is grounded in existing frameworks for technology and learning such as the ISTE Standards for Students, CoSN Digital Leap Success Matrix, Framework of Essential Skills for the K-12 CTO, and Future Ready Schools.

ii. **Term.** The term (“the Term”) of this Agreement shall be from the Effective Date until June 30, 2026.

iii. **Services Fees.** \$1.00 per student annually. Available only to members with an active Annual Technology Subscription. The full amount of this Service will be invoiced to the Member in August.

2. **Agreement.** Being fully informed of each technology service option available to it, the Member desires to subscribe to those technology services indicated at Section 5 of this Addendum. SWWC agrees to provide such services according to the terms of the Membership Agreement and the terms set forth in this Addendum. The Member agrees to remit timely payment for such services as provided herein.
3. In Consideration of all contracted supplemental technology services: Contracted Time purchased for Technology Services is for use within the contracting entity only. Services provided at the Member site, or the location of a Member sponsored event, in which attendees other than those of the Member will be in attendance, shall be billed at the “on-site training fee” for entities with no contract as listed in Section 1a.
4. **Hold Harmless.** SWWC shall hold no liability for any equipment malfunctions, loss of data or data privacy violations that may occur at the Member site. The Member is solely responsible for ensuring that backups, data consistency and retention of data is being performed as well as all other day-to-day operations of the Technology Department of the Member. The Member is responsible for ensuring that all filings, certifications and licensing are met. Loss of funding or fines imposed on the Member are the sole responsibility of the Member and not the responsibility of SWWC. The Member agrees to hold SWWC harmless for any cost, fees or liabilities, including attorneys’ fees that SWWC may incur as a result of any service discussed in this Addendum.
5. **Subscription.** Listed below are the General Technology Services fees for your district based upon what was subscribed to in the previous fiscal year.

<b>Basic Technology Services (payable on or before July 30, 2025)</b>	<b>Included with WAN</b>
<b>Technology Coordinator Services (payable monthly)</b>	<b>\$121,089.00</b>
<b>Technology Integration Services (payable monthly)</b>	<b>\$0.00</b>
<b>E-Rate Coordination Services (payable after the Form 470 has been completed)</b>	<b>Included with WAN</b>
<b>Comprehensive Cyber Security Services (payable monthly)</b>	<b>\$7,039.90</b>
<b>Student Data Privacy Program (payable on or before July 30, 2025)</b>	<b>\$1,950.00</b>
<b>WAN Consortium Member</b>	<b>Yes</b>
<b>Email Security Service (payable on or before June 30, 2026)</b>	<b>No</b>
<b>Email Archiving Service (payable on or before June 30, 2026)</b>	<b>No</b>
<b>Secured Remote Backup Service (payable on or before June 30, 2026)</b>	<b>No</b>
<b>Website ADA – Siteimprove (payable on or before July 30, 2025)</b>	<b>No</b>
<b>OnDemand IT Cert Training – Stormwind (payable on or before June 30, 2026)</b>	<b>No</b>
<b>Moodle Course Hosting Service (payable on or before June 30, 2026)</b>	<b>No</b>
<b>Moodle in Your School Service (payable on or before June 30, 2026)</b>	<b>No</b>
<b>SWWC Private Cloud Server Hosting (payable on or before June 30, 2026)</b>	<b>Yes</b>
<b>SWWC Managed Filtered Services (payable on or before July 30, 2025)</b>	<b>No</b>

6. **Payment.** SWWC shall invoice the Member for all charges incurred pursuant to this Addendum as such charges accrue. The Member agrees to pay all amounts due SWWC pursuant to this Addendum within forty-five (45) days of receipt of an invoice from SWWC. The Member further agrees to pay a late payment charge at the rate of one and one half (1 1/2) percent per month, or at the maximum late payment charge permitted by applicable law, whichever is less, on any unpaid amount for each calendar month (or fraction thereof) that such payment is late.
7. **Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.

ADDENDUM E  
TO MEMBERSHIP AGREEMENT  
SPECIAL EDUCATION SERVICES  
2025-26

**BOLD Public School**

This Addendum to the Membership Agreement supplements the Membership Agreement made by the parties and by their acceptance of the terms thereof the parties have agreed to the following additional terms, covenants and responsibilities:

1. **Subscription.** The Member hereby subscribes to SWWC's Special Education Services (the "Services"), specifically subscribing to those Services indicated at Section 12 below. As noted at Section 12, the Services are classified as either "Direct Services" or "Administrative Services". As used herein, the phrase "Administrative Services" shall include Special Education Director, and Due Process Specialist services. The Member hereby agrees and acknowledges that the timelines governing its ability to withdraw from such Services depends upon this classification.
2. **Term.** SWWC shall provide the Services to the Member from July 1 through June 30 during the Initial Term (as defined below) and shall continue to provide such services from July 1 through June 30 during each Extended Term (as defined below) in which this Addendum is in effect.
3. **Administrative Services: Automatic Renewal; Timeline for Withdrawal.** Notwithstanding any provisions in the Membership Agreement to the contrary, the parties' obligations regarding the Member's subscription to Administrative Services shall commence on the Effective Date set forth in the Membership Agreement and shall continue for a period of twenty-four (24) months (the "Administrative Services Initial Term"). The provisions of this Addendum shall thereafter automatically and continuously renew from year to year (each, an "Extended Term") unless the Member provides SWWC with a minimum of twelve (12) months' notice of the Member's intent to discontinue its subscription to the Administrative Services by delivering to SWWC a written notice of such intent (referred to as "Notice of Intent to Withdraw from Administrative Services") to SWWC on or before June 30 (the "Administrative Services Withdrawal Deadline"). If such Notice of Intent to Withdraw from Administrative Services is timely executed and delivered to SWWC, such Notice will be effective as of June 30 of the following fiscal year. If not timely delivered, the Member agrees and acknowledges that it shall be obligated to pay all fees for previously subscribed-to Administrative Services for the next Extended Term.
4. **Direct Services: Automatic Renewal; Timeline for Withdrawal.** Notwithstanding any provision in the Membership Agreement or this Addendum to the contrary, the parties' obligations regarding the Member's subscription to Direct Services shall commence on the Effective Date set forth in the Membership Agreement and shall continue for a period of twelve (12) months (the "Direct Services Initial Term"). The provision of this Addendum shall thereafter automatically and continuously renew from year to year (each, an "Extended Term") unless the Member provides SWWC with written notice of its intent to discontinue its subscription to any Direct Service (referred to as "Notice of Withdrawal from Direct Service") on or before March 1 (the "Direct Service Withdrawal Deadline"). If such Notice of Withdrawal from Direct Service is timely executed and delivered to SWWC, such Notice will be effective as of June 30 of the fiscal year in which it was delivered. If not timely delivered, the Member agrees and acknowledges that it shall be obligated to pay all fees for previously subscribed-to Direct Services for the next Extended Term.
5. **Payment.** In exchange for SWWC's agreement to provide the subscribed-for services, the Member acknowledges and agrees that it shall be responsible for the TOTAL ADDENDUM PRICE set forth at Page 2 to this Addendum. SWWC shall estimate such usage for Direct Services for the Member at the beginning of the term. Actual usage shall then be reconciled by SWWC at the final payment at the end of the term. Notwithstanding any provision to the contrary in the Membership Agreement, the Member shall remit payment to SWWC in four installments, one of each which is due on or before August 15, November 15, February 15, and July 15 during the Initial and any Extended Term of the Membership Agreement. The Member further agrees to pay a late payment charge at the rate of one and one half (1 1/2) percent per month, or at the maximum late payment charge permitted by applicable law, whichever is less, on any unpaid amount for each calendar month (or fraction thereof) that such payment is late.
6. **Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.
7. SWWC agrees to provide all necessary personnel (contingent upon availability), materials, or equipment required to fulfill its obligations under this Addendum without causing the Member to incur costs or charges in excess of the TOTAL ADDENDUM PRICE set forth below; however, if a personnel's time is not fully utilized Members will share such unused cost proportionally based on overall usage. Specialized equipment for student use is not included. SWWC further agrees to pay all transportation expenses for required service personnel without additional cost or charge to the Member.
8. Required SWWC service personnel who are funded at the lower "Single District Rate" level shall be entitled to receive all of the rights and benefits of personnel who are funded at the "Full Service Rate".
9. The dates and times for the furnishing of the services and materials at issue in this Addendum shall be arranged in advance by mutual agreement between the parties.

10. SWWC will exercise its best efforts to provide to the Member the services of those professionals specifically contracted for. However, the Member recognizes that the availability of required SWWC personnel may change.
11. All performance reviews of required service personnel shall be conducted by a SWWC special education administrator and shall be in accordance with the policies and procedures established by SWWC.
12. **Services.** The Member hereby agrees to subscribe to those services indicated below:

<b><u>Direct Services:</u></b> includes office/prep time	<b><u>TOTAL ESTIMATED PRICE</u></b>
School Psychologist Services	\$51,200.00
Speech/Language Pathologist Services	\$119,560.00
Teacher of the Visually Impaired Services	\$2,500.00
ECSE Teacher Services	\$0.00
DAPE Teacher	\$0.00
Teacher of the Deaf/Hard of Hearing	\$8,040.00
Occupational Therapy Services	\$63,180.00
Orientation and Mobility	\$0.00
Physical Therapy Services	\$39,835.00
<b><u>Administrative Services:</u></b>	
Regional ECSE Coordination Services	\$2,100.00
Special Education Cooperative Membership Fee	\$20,423.00
Shared Special Education Administrative Services	\$43,683.00
Single District Special Education Administrator	\$0.00
<b>TOTAL ADDENDUM PRICE</b>	<b><u>\$350,521.00</u></b>

SC MEMBER

BY:   
 \_\_\_\_\_  
 Authorized Signature

SWWC SERVICE COOPERATIVE

BY:   
 \_\_\_\_\_  
 Authorized Signature

ADDENDUM F  
TO MEMBERSHIP AGREEMENT  
**BEHAVIORAL HEALTH SERVICES**  
2025-26

**BOLD Public School**

This Addendum to the Membership Agreement supplements the Membership Agreement made by the parties and by their acceptance of the terms thereof the parties have agreed to the following additional terms, covenants and responsibilities:

1. **Subscription.** The Member has chosen to subscribe to SWWC’s Behavioral Health Services (the “Services”). The Services may include Behavior Analytic Services and Mental Health Services.
2. **Term.** SWWC shall provide the Services to the Member from August 15 through June 15 during the Initial Term (as defined below) and shall continue to provide such services from August 15 through June 15 during each Extended Term (as defined below) in which this Addendum is in effect.
3. **Automatic Renewal; Timeline for Withdrawal.** Notwithstanding any provision in the Membership Agreement or this Addendum to the contrary, the parties’ obligations regarding the Member’s subscription to Services shall commence on the Effective Date set forth in the Membership Agreement and shall continue for a period of twelve (12) months (the “Services Initial Term”). The provision of this Addendum shall thereafter automatically and continuously renew from year to year (each, an “Extended Term”) unless the Member provides SWWC with written notice of its intent to discontinue its subscription to any Services (referred to as “Notice of Withdrawal from Direct Service”) on or before March 1 (the “Direct Service Withdrawal Deadline”). If such Notice of Withdrawal from Service is timely executed and delivered to SWWC, such Notice will be effective as of June 30 of the fiscal year in which it was delivered. If not timely delivered, the Member agrees and acknowledges that it shall be obligated to pay all fees for previously subscribed-to Services for the next Extended Term.
4. **Payment.** In exchange for SWWC’s agreement to provide the Services, the Member acknowledges and agrees that it shall remit payment for the “TOTAL ADDENDUM PRICE” set forth below. Notwithstanding any provision to the contrary in the Membership Agreement, the Member shall remit payment to SWWC in four equal installments, one of each which is due on or before August 15, November 15, February 15, and July 15 during the Initial and any Extended Term of the Membership Agreement. The Member further agrees to pay a late payment charge at the rate of one and one half (1 1/2) percent per month, or at the maximum late payment charge permitted by applicable law, whichever is less, on any unpaid amount for each calendar month (or fraction thereof) that such payment is late.
5. SWWC agrees to provide all necessary personnel (contingent upon availability), materials, or equipment required to fulfill its obligations under this Addendum without causing the Member to incur costs or charges in excess of the TOTAL ADDENDUM PRICE set forth below. Specialized equipment for student use is not included. SWWC further agrees to pay all transportation expenses for required service personnel without additional cost or charge to the Member.
6. **Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.
7. The dates and times for the furnishing of the services and materials at issue in this Addendum shall be arranged in advance by mutual agreement between the parties.
8. SWWC will exercise its best efforts to provide to the Member the services of those professionals specifically contracted for. However, the Member recognizes that the availability of required SWWC personnel may change.
9. All performance reviews of required service personnel shall be conducted by a SWWC administrator and shall be in accordance with the policies and procedures established by SWWC.
10. **Services.** The Member hereby agrees to subscribe to those services indicated below:

SERVICES	PACKAGE	TOTAL PRICE
Behavior Analytic Services	Package A	\$5,250.00
Mental Health Services	.25 FTE	\$35,000.00
School Nurse Services		\$0.00
<b>TOTAL ADDENDUM PRICE</b>		<b>\$40,250.00</b>

ADDENDUM G  
TO MEMBERSHIP AGREEMENT  
**CURRICULUM AND INSTRUCTION COORDINATION SERVICES**  
2025-26

**BOLD Public School**

This Addendum to the Membership Agreement supplements the Membership Agreement made by the parties and by their acceptance of the terms thereof the parties have agreed to the following additional terms, covenants and responsibilities:

1. The Member has chosen to subscribe to Curriculum and Instruction Coordination Services (the “Services”). The services to be provided by SWWC is determined by district priorities and may include Read Act implementation, District Assessment Coordinator, Professional Development, Achievement & Integration plan, Literacy Plan, World’s Best Workforce, standards alignment, curriculum adoption, etc. SWWC provides training/access to shared resources to support teaching and learning growth.
2. **Term.** SWWC shall provide the Services to the Member from July 1 through June 30 during the Initial Term of the Membership Agreement and shall continue to provide such services from July 1 through June 30 during each Extended Term of the Membership Agreement until such time as the Member provides SWWC with written notice of its intent to withdraw from or reduce such Services pursuant to the terms of the Membership Agreement.
3. **Payment.** In exchange for SWWC’s agreement to provide the subscribed-for services, the Member acknowledges and agrees that it shall remit payment for the “TOTAL ADDENDUM PRICE” set forth below. Notwithstanding any provision to the contrary in the Membership Agreement, the Member shall remit payment to SWWC in three equal installments, one of each which is due on or before August 15, October 15, and February 15 during the Initial and any Extended Term of the Membership Agreement. The Member further agrees to pay a late payment charge at the rate of one and one half (1 1/2) percent per month, or at the maximum late payment charge permitted by applicable law, whichever is less, on any unpaid amount for each calendar month (or fraction thereof) that such payment is late.
4. SWWC agrees to provide all necessary personnel (contingent upon availability), materials, or equipment required to fulfill its obligations under this Addendum without causing the Member to incur costs or charges in excess of the TOTAL ADDENDUM PRICE set forth below. SWWC further agrees to pay all transportation expenses for required service personnel without additional cost or charge to the Member.
5. The dates and times for the furnishing of the services and materials at issue in this Addendum shall be arranged in advance by mutual agreement between the parties.
6. In consideration for such services, the Member agrees to pay to SWWC the package cost as calculated below:

TOTAL ADDENDUM PRICE                      **\$0.00**

7. **Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.

ADDENDUM H  
TO MEMBERSHIP AGREEMENT  
**SHARED CURRICULUM AND INSTRUCTION COORDINATION SERVICES**  
2025-26

**BOLD Public School**

This Addendum to the Membership Agreement supplements the Membership Agreement made by the parties and by their acceptance of the terms thereof the parties have agreed to the following additional terms, covenants and responsibilities:

8. The Member has chosen to subscribe to Shared Curriculum and Instruction Coordination Services (the “Services”). The services to be provided by SWWC may include:

Data Mining and/or Data Retreat  
Coordination of Standards Alignment

- Unpacking Standards
- Creating Learning Targets
- Prioritizing Standards
- Creating Common Assessments
- Selecting Appropriate Instructional Strategies

Professional Development

- Coordination/Facilitation of workshops/early release
- Professional Learning Community Implementation
- Support Leadership Teams
- Curriculum Coordination
- Coordination of Standards-Based Curriculum Selection and Implementation

9. **Term.** SWWC shall provide the Services to the Member from July 1 through June 30 during the Initial Term of the Membership Agreement and shall continue to provide such services from July 1 through June 30 during each Extended Term of the Membership Agreement until such time as the Member provides SWWC with written notice of its intent to withdraw from or reduce such Services pursuant to the terms of the Membership Agreement.
10. **Payment.** In exchange for SWWC’s agreement to provide the subscribed-for services, the Member acknowledges and agrees that it shall remit payment for the “TOTAL ADDENDUM PRICE” set forth below. Notwithstanding any provision to the contrary in the Membership Agreement, the Member shall remit payment to SWWC in three equal installments, one of each which is due on or before August 15, October 15, and February 15 during the Initial and any Extended Term of the Membership Agreement. The Member further agrees to pay a late payment charge at the rate of one and one half (1 1/2) percent per month, or at the maximum late payment charge permitted by applicable law, whichever is less, on any unpaid amount for each calendar month (or fraction thereof) that such payment is late.
11. SWWC agrees to provide all necessary personnel (contingent upon availability), materials, or equipment required to fulfill its obligations under this Addendum without additional cost or charge to the Member. SWWC further agrees to pay all transportation expenses for required service personnel without additional cost or charge to the Member.
12. The dates and times for the furnishing of the services and materials at issue in this Addendum shall be arranged in advance by mutual agreement between the parties.
13. In consideration for such services, the Member agrees to pay to SWWC the package cost as calculated below:

TOTAL ADDENDUM PRICE

**\$0.00**

14. **Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.

ADDENDUM I  
TO MEMBERSHIP AGREEMENT  
**LITERACY LEAD SPECIALIST SERVICES**  
2025-26

**BOLD Public School**

This Addendum to the Membership Agreement supplements the Membership Agreement made by the parties and by their acceptance of the terms thereof the parties have agreed to the following additional terms, covenants and responsibilities:

1. The Member has chosen to subscribe to Literacy Lead Specialist Services (the “Services”). The services to be provided by SWWC may include literacy support, training/coaching on READ Act requirements, and Local Literacy Plan Development.
2. **Term.** SWWC shall provide the Services to the Member from July 1 through June 30 during the Initial Term of the Membership Agreement and shall continue to provide such services from July 1 through June 30 during each Extended Term of the Membership Agreement until such time as the Member provides SWWC with written notice of its intent to withdraw from or reduce such Services pursuant to the terms of the Membership Agreement.
3. **Payment.** In exchange for SWWC’s agreement to provide the subscribed-for services, the Member acknowledges and agrees that it shall remit payment for the “TOTAL ADDENDUM PRICE” set forth below. Notwithstanding any provision to the contrary in the Membership Agreement, the Member shall remit payment to SWWC in three equal installments, one of each which is due on or before August 15, October 15, and February 15 during the Initial and any Extended Term of the Membership Agreement. The Member further agrees to pay a late payment charge at the rate of one and one half (1 1/2) percent per month, or at the maximum late payment charge permitted by applicable law, whichever is less, on any unpaid amount for each calendar month (or fraction thereof) that such payment is late.
4. SWWC agrees to provide all necessary personnel (contingent upon availability), materials, or equipment required to fulfill its obligations under this Addendum without causing the Member to incur costs or charges in excess of the TOTAL ADDENDUM PRICE set forth below. The Member agrees to pay all transportation expenses for required service personnel in addition to the TOTAL ADDENDUM PRICE set forth below, which will be invoiced to the Member at the conclusion of the term of the membership agreement.
5. The dates and times for the furnishing of the services and materials at issue in this Addendum shall be arranged in advance by mutual agreement between the parties.
6. In consideration for such services, the Member agrees to pay to SWWC the package cost as calculated below:

TOTAL ADDENDUM PRICE **\$0.00**

7. **Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.

ADDENDUM J  
TO MEMBERSHIP AGREEMENT  
**TEACHING AND LEARNING CUSTOMIZED SERVICES**  
2025-26

**BOLD Public School**

This Addendum to the Membership Agreement supplements the Membership Agreement made by the parties and by their acceptance of the terms thereof the parties have agreed to the following additional terms, covenants and responsibilities:

1. The Member has chosen to subscribe to Teaching and Learning Customized Services (the “Services”). The Services may include the following: math and reading intervention & data support, guided reading support, standards alignment, standards-based grading, curriculum and assessments, PLC work, or best practices in instruction.
  - a. Districts subscribing to Shared Curriculum & Instruction Coordination Services:
    - i. \$850/day + mileage
  - b. Districts not subscribed to Shared Curriculum & Instruction Coordination Services:
    - i. Package A (30 hours) \$5,750 + mileage, Package B (60 hours) \$10,250 + mileage, Package C (120 hours) \$18,250 + mileage, Package D (180 hours) \$26,250 + mileage

**Term.** SWWC shall provide the Services to the Member from July 1 through June 30 during the Initial Term of the Membership Agreement and shall continue to provide such services from July 1 through June 30 during each Extended Term of the Membership Agreement until such time as the Member provides SWWC with written notice of its intent to withdraw from or reduce such Services pursuant to the terms of the Membership Agreement.

2. **Payment.** In exchange for SWWC’s agreement to provide the Services, the Member acknowledges and agrees that it shall remit payment for the “TOTAL ADDENDUM PRICE” set forth below. Notwithstanding any provision to the contrary in the Membership Agreement, the Member shall remit payment to SWWC in three equal installments, one of each which is due on or before August 15, October 15, and February 15 during the Initial and any Extended Term of the Membership Agreement. The Member further agrees to pay a late payment charge at the rate of one and one half (1 1/2) percent per month, or at the maximum late payment charge permitted by applicable law, whichever is less, on any unpaid amount for each calendar month (or fraction thereof) that such payment is late.
3. SWWC agrees to provide all necessary personnel (contingent upon availability), materials, or equipment required to fulfill its obligations under this Addendum without causing the Member to incur costs or charges in excess of the TOTAL ADDENDUM PRICE set forth below. The Member agrees to pay all transportation expenses for required service personnel in addition to the TOTAL ADDENDUM PRICE set forth below, which will be invoiced to the Member at the conclusion of the term of the membership agreement.
4. The dates and times for the furnishing of the Services and materials at issue in this Addendum shall be arranged in advance by mutual agreement between the parties.
5. In consideration for such services, the Member agrees to pay to SWWC the TOTAL ADDENDUM PRICE as set forth below:

TOTAL ADDENDUM PRICE                      **\$5,750.00**

6. **Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.

ADDENDUM K  
TO MEMBERSHIP AGREEMENT  
STARRS ONLINE ACADEMY  
2025-26

**BOLD Public School**

This Addendum to the Membership Agreement supplements the Membership Agreement made by the parties and by their acceptance of the terms thereof the parties have agreed to the following additional terms, covenants and responsibilities:

1. The Member has chosen to subscribe to STARRS Online Academy Services (the “Services”). The Services may include the following: Access to supplemental online learning school. Students enrolled in the STARRS Online Academy will have access to a variety of content courses and elective offerings.
2. **Term.** SWWC shall provide the Services to the Member from July 1 through June 30 during the Initial Term of the Membership Agreement and shall continue to provide such services from July 1 through June 30 during each Extended Term of the Membership Agreement until such time as the Member provides SWWC with written notice of its intent to withdraw from or reduce such Services pursuant to the terms of the Membership Agreement.
3. **Payment.** In exchange for SWWC’s agreement to provide the Services, the Member acknowledges and agrees that it shall remit payment at the “PER CREDIT RATE” set forth below. Notwithstanding any provision to the contrary in the Membership Agreement, the Member shall remit payment to SWWC in four installments, one of each which is due on or before October 15, December 15, March 15, and July 15 during the Initial and any Extended Term of the Membership Agreement. The Member further agrees to pay a late payment charge at the rate of one and one half (1 1/2) percent per month, or at the maximum late payment charge permitted by applicable law, whichever is less, on any unpaid amount for each calendar month (or fraction thereof) that such payment is late.
4. SWWC agrees to provide all necessary personnel (contingent upon availability) and instructional materials required to fulfill its obligations under this Addendum without causing the Member to incur costs or charges in excess of the PER CREDIT RATE set forth below. Districts must provide the student access to a laptop, desktop or chrome book and ensure the student has access to high-speed internet. The Member agrees to pay all transportation expenses for required service personnel in addition to the TOTAL ADDENDUM PRICE set forth below, which will be invoiced to the Member at the conclusion of the term of the membership agreement.
5. The dates and times for the furnishing of the Services and materials at issue in this Addendum shall be arranged in advance by mutual agreement between the parties.
6. In consideration for such services, the Member agrees to pay to SWWC the PER CREDIT RATE as set forth below. A minimum of twelve credits are required to enroll in the Services.

PER CREDIT RATE                      **\$0.00**

7. **Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.

ADDENDUM L  
TO MEMBERSHIP AGREEMENT  
**TRANSLATION/INTERPRETATION**  
2025-26

**BOLD Public School**

This Addendum to the Membership Agreement supplements the Membership Agreement made by the parties and by their acceptance of the terms thereof the parties have agreed to the following additional terms, covenants and responsibilities:

1. The Member has chosen to subscribe to Translation/Interpretation (the “Services”). The Services may include the following: Translation of written documentation from Spanish to English or English to Spanish and/or interpretation services which may include oral communication for phone calls, meetings, interview, etc. that facilitate communication from Spanish to English or English to Spanish that may be delivered via phone, virtual modalities or in person.
2. **Term.** SWWC shall provide the Services to the Member from July 1 through June 30 during the Initial Term of the Membership Agreement and shall continue to provide such services from July 1 through June 30 during each Extended Term of the Membership Agreement until such time as the Member provides SWWC with written notice of its intent to withdraw from or reduce such Services pursuant to the terms of the Membership Agreement.
3. **Payment.** In exchange for SWWC’s agreement to provide the Services, the Member acknowledges and agrees that it shall remit payment at the rate set forth below. Notwithstanding any provision to the contrary in the Membership Agreement, the Member shall remit payment to SWWC monthly during the Initial and any Extended Term of the Membership Agreement. The Member further agrees to pay a late payment charge at the rate of one and one half (1 1/2) percent per month, or at the maximum late payment charge permitted by applicable law, whichever is less, on any unpaid amount for each calendar month (or fraction thereof) that such payment is late.
4. SWWC agrees to provide all necessary personnel (contingent upon availability) required to fulfill its obligations under this Addendum without causing the Member to incur costs or charges in excess of the PER WORD RATE and/or PER FIFTEEN MINUTE INCREMENT RATE set forth below. The Member agrees to pay all transportation expenses for required service personnel in addition to the rates set forth below.
5. The dates and times for the furnishing of the Services at issue in this Addendum shall be arranged in advance by mutual agreement between the parties.
6. In consideration for such services, the Member agrees to pay to SWWC the TRANSLATION RATE and/or the INTERPRETATION RATE as set forth below.

TRANSLATION RATE	\$0.00 per word
INTERPRETATION RATE	\$0.00 per Fifteen Minute Increment

7. **Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.









# BOLD 2026 Membership Agreements

Final Audit Report

2025-04-25

Created:	2025-03-03
By:	Tegan Gillund (Tegan.gillund@swwc.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAbQyAePgHb09ns0T15QZRpn1-hTkkzsUV

## "BOLD 2026 Membership Agreements" History

-  Document created by Tegan Gillund (Tegan.gillund@swwc.org)  
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-  Document emailed to James Menton (jim.menton@bold.k12.mn.us) for signature  
2025-03-03 - 5:22:56 PM GMT
-  Email viewed by James Menton (jim.menton@bold.k12.mn.us)  
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-  Email viewed by James Menton (jim.menton@bold.k12.mn.us)  
2025-04-08 - 6:53:49 PM GMT- IP address: 192.178.15.39
-  Document e-signed by James Menton (jim.menton@bold.k12.mn.us)  
Signature Date: 2025-04-08 - 6:55:05 PM GMT - Time Source: server- IP address: 66.172.168.130
-  Document emailed to Tegan Gillund (Tegan.gillund@swwc.org) for signature  
2025-04-08 - 6:55:08 PM GMT
-  Document e-signed by Tegan Gillund (Tegan.gillund@swwc.org)  
Signature Date: 2025-04-25 - 7:13:36 PM GMT - Time Source: server- IP address: 66.45.137.59
-  Agreement completed.  
2025-04-25 - 7:13:36 PM GMT



# BOLD Public Schools

CONSTRUCTION UPDATE | December 22, 2025

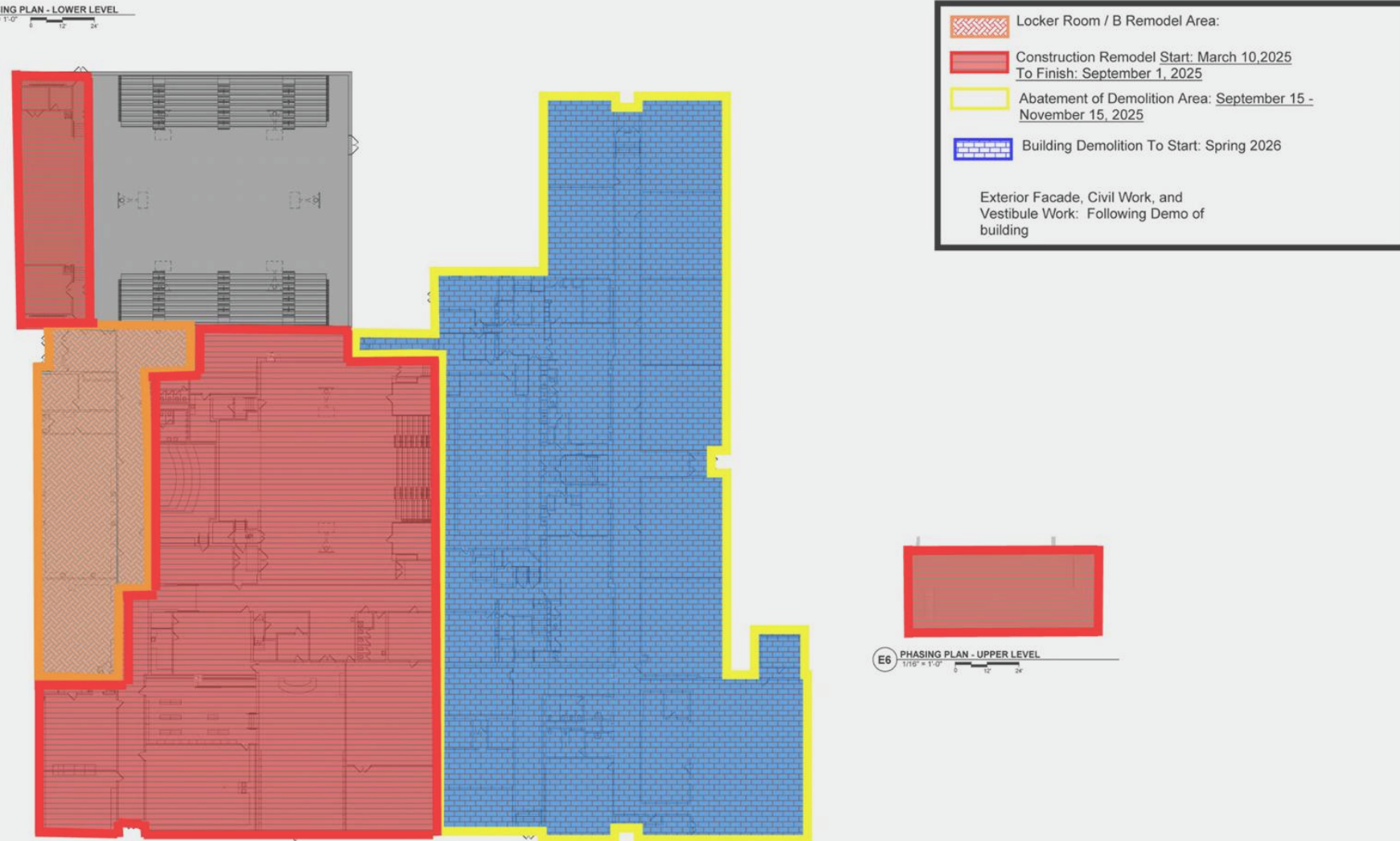
BOLD SCHOOL

**nexus**  
SOLUTIONS®



CONSTRUCTION UPDATE | December 22, 2025

# Bird Island Renovations



## Ongoing Work

- Addressing punch list items

## Up Next

- Work on mass demo to begin late winter and wrap up in early spring



CONSTRUCTION UPDATE | December 22, 2025

# Olivia Renovations

## FRONT ENTRANCE

### AREA E – Ongoing

- › Structural steel and joist work continues

### AREA E – Up Next

- › Roof curbs installed
- › EPDM roofing installed
- › All underground work completed
- › Slab on grade (concrete floor) to be installed
- › Steel stud framing for walls





CONSTRUCTION UPDATE | December 22, 2025

# Olivia Renovations

## 1922 Building Demo & Addition

### AREA D - Ongoing Work

- › Footings and foundations installed and this will take us into the new year!



**Superintendent Board Report**  
**BOLD Public Schools**  
**December 22, 2025**

**Mission Statement**

“The mission of the BOLD School District is to:  
Provide all learners in the BOLD community an education designed to develop the **creativity,**  
**character, confidence,** and skills  
essential to flourish in a changing global society.”

● **Gratitude:**

- The staff and students for enduring the rough waters
- Olivia Medical Clinic
- BOLD Band and Choir

● **General Updates:**

- Our facilities director now has his boiler license
- Custodial staff is trained on the remote temperature control system
- Disharmony over lack of communication with staff and community about what got cut from the \$60 million plan when it changed to the \$40 million plan

● **Legislative Updates:**

- Minnesota Paid Leave starts January 1, 2026
  - [Quick Facts Link](#)
- MREA update
  - State expenditures are surpassing revenue
  - Proposed cuts to SPED funding
    - ADSIS is on the chopping block

● **Facilities Updates:**

- Construction
  - See attached documents
    - Construction progress
    - expenditures/balance
- Elementary classroom climates are under control
  - Pipes fixed
  - Air quality tested
- Leak in elementary hallway is repaired
-

- **Community Engagement**
  - Renville Register
  - Pool Board Meeting
  - Kiwanis Meeting
  - Basketball games
  - Music Concert
  
- **Working on**
  - Negotiating teacher and district office staff contracts
  - Negotiating individual contracts for admin. Team
  - In both cases, we are trying to balance fiscal responsibility with professional responsibility
  - Patching holes in the hull

**Superintendent Board Report  
BOLD Public Schools  
October 27, 2025**

- **Gratitude:**
  - Admin team
  
- **General Updates:**
  - Health and Wellness Committee Meeting
  - Robotics fundraiser
  - MSBA Conference Jan. 15-16
  - Most cameras are working in Olivia Building
  
- **Legislative Updates:**
  - Minnesota Paid Leave starts January 1, 2026
    - [Quick Facts Link](#)
    - [Comparison Spreadsheet](#)
  
- **Facilities Updates:**
  - Construction
    - See attached documents
      - Construction progress
      - expenditures/balance

- Video cameras
- Railing for balcony aisles on the balcony in the Olivia gym
- Stage lights working
- BI building bathrooms will be working by showtime
  
- **Community Engagement**
  - Renville Register
  - Adventures with Sherri B.
  - BOLD Varsity Volleyball
  - Quarterly Newsletter
  
- **Working on**
  - Negotiating teacher and district office staff contracts
  - Identifying inefficiencies in our current insurance coverage
    - Working with North Risk Partners
      - MN Paid Leave
    - Theft coverage is \$250,000
    - Have spent around \$30k on forensic audit so far, will be spending more as Eide Baily continues to work with OPD
  - Hand rails for the balcony in the North Olivia Gym
    - Jim Wagemaker will help pay for it
      - RW Carlstrom sent us an estimate for the job at 13K
  - Health and Wellness Committee Oct. 23 @ 4pm
  - Academics Committee
  - Strategic Plan Committee
    - MSBA
      - \$9,500 over 5 years
        - \$1,900 per year
          - \$3 per student per year
      - Internal/external surveys
      - Listening sessions
        - Students, staff, board, core admin, community
      - School board self-evaluation-start now
      - Strategic Planning-start in spring

**Superintendent Board Report**  
**BOLD Public Schools**  
**September 22, 2025**

- **Gratitude:**
  - Teachers
    - Kinder: Nichole Baumgartner/Susan Henriksen, 1st: Trisha Neubauer/Angela Klein, 4th Rhonda Schmieg/Tami Steffel, 7th, hs sped, paras
  - OPD
  - Superior bus drivers
  
- **General Updates:**
  - Health and Wellness Committee
  - Secondary Sparsity Revenue
    - BOLD \$18K (602 ADM)
    - RCW \$140 K (503 ADM)
    - BLHS \$180K (419 ADM)
  
- **Legislative Updates:**
  - Minnesota Paid Leave starts January 1, 2026
    - [Quick Facts Link](#)
  
- **Facilities Updates:**
  - Construction
    - See attached documents
      - Construction progress
      - expenditures/balance
  - Fire Alarm
  
- **Community Engagement**
  - FM Bank
  - Renville Register
  - BLHS Superintendent
  - Community Ed. Board meeting
  - BOLD Varsity Volleyball

- FM Bank Mixer
- **Working on**
  - Will be negotiating teacher and district office staff contracts
  - EMC Insurance Claim/missed deadline
    - Working with Paul Johannes and Eide Bailly, our forensic auditor
      - No charges filed yet/still investigating
  - Health and Wellness Committee Oct. 9 @ 4pm
  - Academics Committee
  - Strategic Plan Committee

**Superintendent Board Report  
BOLD Public Schools  
August 25, 2025**

- **Gratitude:**
  - BOLD staff
- **General Updates:**
  - We will be ready to roll on Sept. 2nd
- **Legislative Updates:**
  - Met with Bob from MREA who made me aware of monthly calls I can join to receive legislative updates
    - Bob also encouraged the board and me to attend the MREA conference in January
- **Facilities Updates:**
  - Construction
    - See attached documents
      - Construction progress
      - expenditures/balance
    - Abatement bid
      - Titan Environmental wond the bid
    - School readiness
      - Gerry got projectors/tvs in rooms

- Custodians got pallets delivered to classrooms
  - Teachers got rooms set up
  - Principals were running around supporting everyone
  - Admin assist duantlessly worked in the sauna to assist with registrations, communications, etc.
- Flooding
- Parking
- **Community Engagement**
  - Hometown Bank former student Parker wants to start a chess club at BOLD
  - Paraguayan conversations with Just Coffee folk
  - Moved to Bird Island
    - Cultural Center
    - Farmer's Market
  - Olivia Hospital and Clinic tour
- **Working on**
  - Will be negotiating teacher and district office staff contracts
  - EMC Insurance Claim
    - Working with Paul Johannes and Eide Bailly, our forensic auditor
      - No charges filed yet/still investigating
  - Nexus meetings/walk throughs
  - Building superintendent network
  - SWWC training
  - Back to school planning
  - Meeting staff
  - Identifying communication gaps
    - Nexus and Facilities Committee
  - Will be working with Baker Tilly and Nicole V. on budget analysis and forecasting
  - Learning from staff

**Superintendent Board Report**  
**BOLD Public Schools**  
**July 28, 2025**

- **Gratitude:**
  - Board members
  - District Office staff/Admin.
  - Custodial staff
  - Cooking staff
  - Migrant program staff
  - Nexus project management and crews
  - BOLD community
  
- **General Updates:**
  - Proposing to start school on Sept. 2nd
    - Staff need more time to prepare for students
    - Staff will still come in on the regularly scheduled date
  
- **Legislative Updates:**
  - [Letter to House and Senate](#)
    - **Title I, Part C – Migrant Education State Grants**
    - **Title II, Part A – Supporting Effective Instruction State Grants**
    - **Title III, Part A – English Language Acquisition Grants**
    - **Title IV, Part A – Student Support and Academic Enrichment Grants**
    - **Title IV, Part B – 21st Century Community Learning Centers**
  
- **Facilities Updates:**
  - Construction
    - Staff ideas for walls in BI building
      - [Data Sheet](#)
    - See attached photos
  - Progress Update:
    - [Notes](#)
  
- **Community Engagement**
  - Met librarians from the 3 public libraries of BOLD
  - Met the good people of East Side Casey's
  - Met the good people of West Side Casey's
  - Met the wise old guys or old wise guys at the gas station in Lake Lillian
    - Very concerned about cell phones in schools
  - Met with the morning patrons of the Chatterbox

- Met with morning patrons of the Shell Station in Bird Island
- Met some guys at the Cenex station in Olivia
- Participated in Kris Krafka's book club at Nester Park on July 16th
  - We are reading *The Anxious Generation*, by Jonathan Haidt
- Attended the Hometown Bank Luau
- Attended the dinner theatre
- Attended the Corn Capital Days parade (with t shirt!)
- Introduced myself to people at
  - B &D Market
  - ACTS thrift store
  - Hometown Bank
- **Working on**
  - Negotiated contract agreements to be sent to legal for language check
    - Paras
    - Food service
    - Admin. Asst.
    - Custodians
  - EMC Insurance Claim
    - Working with Paul Johannes and Eide Bailly, our forensic auditor
  - Nexus meetings/walk throughs
  - Building superintendent network
  - SWWC training
  - Back to school planning
  - Meeting staff
  - Learning the ropes
  - Identifying communication gaps
  - Learning from staff

## **BOLD Referendum Construction Updates: December 2025**

### **Steady Progress Brings New Improvements to Our Schools**

We are making significant progress on our construction projects, with visible progress at both the Bird Island and Olivia campuses. As we end 2025, let's take a quick look at where things stand:

#### **Bird Island**

Work at Bird Island continues to move forward. The construction team is currently focused on addressing punch list items—final touches and quality checks that ensure every detail meets high standards. Looking ahead, major demolition work is scheduled to begin in late winter, with completion expected by early spring. This phase will clear the way for the next round of improvements scheduled for Summer 2026 on this campus.

#### **Olivia**

At Olivia, the front entrance is taking shape with ongoing structural steel and joist work. Upcoming tasks include the installation of roof curbs and EPDM roofing, which will enhance the building's durability and energy efficiency. Underground work is being completed, and the concrete floor (slab on grade) will be poured soon. Once the floor is in place, steel stud framing for the walls and entrances will begin, marking another milestone in the project.

The 1922 Building is also undergoing transformation. Demolition and additional work are progressing, with footings and foundations underway. This phase will continue into the new year, laying the groundwork for expanded facilities and improved spaces for learning.

#### **Looking Ahead**

The District would like to extend their gratitude to the community for its ongoing support throughout these projects. As construction advances, the district remains dedicated to keeping families and residents informed about milestones and next steps. These improvements are designed to benefit students, staff, and the entire community for years to come.

Stay tuned for future updates as BOLD Public Schools continue to build a brighter future together.

## PHOTOS FOR WEBSITE: YEAR END UPDATES

### Bird Island

100% completed Locker rooms, dance gym,



Figure 2 Vistor locker room



Figure 3 Home Locker room



Figure 1 New Dance Gym

### Olivia

storm shelter, elementary wing complete

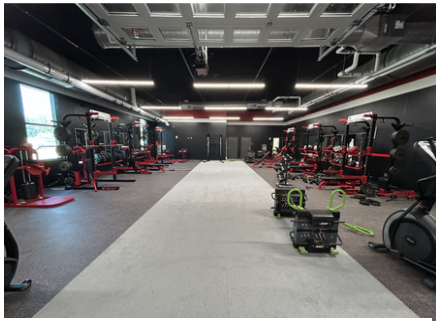


Figure 6: Fitness Room in Storm Shelter



Figure 4 Elementary hallway looking north



Figure 5 Elementary Classroom

Front Entrance work underway



Figure 9 Looking into the future new entrance area



Figure 8 The new entrance is taking shape!



Figure 7 Steel at the new entrance

# BOLD Elementary School Board Reports

## [BOLD Public School Strategic Plan 2022-2025](#)

### Mission Statement

"The mission of the BOLD School District is to: Provide all learners in the BOLD community an education designed to develop the creativity, character, confidence, and skills essential to flourish in a changing global society."

### Vision Statement

The BOLD School District: United to achieve excellence and expecting the best – Be BOLD.

## December 2025

### ACHIEVEMENT & OPPORTUNITY

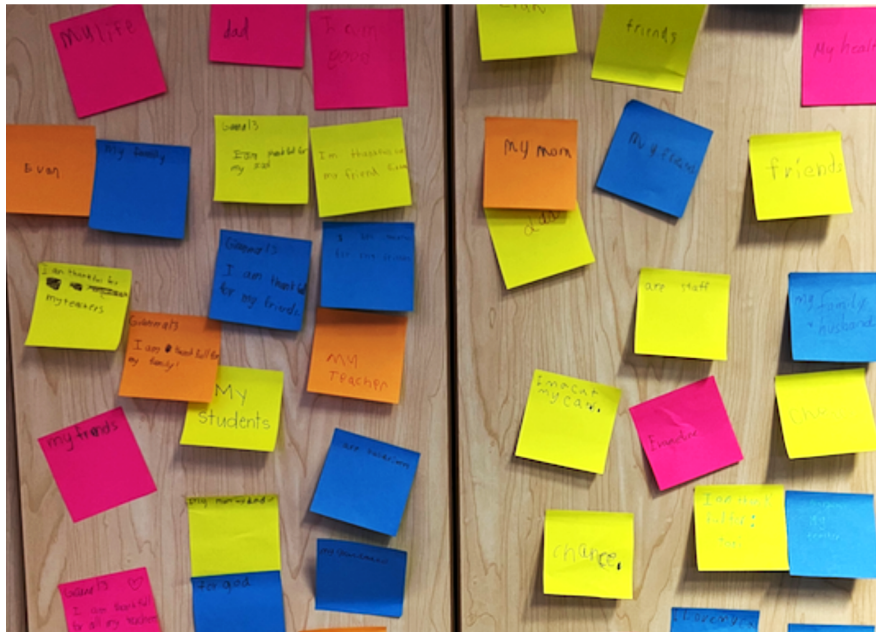
GOAL: Build a diverse range of academic and extracurricular opportunities that the BOLD community can access.

#### Highlights from the classrooms:

- Morning activity - 3rd graders enjoying some Friday News reading



- Challenge accepted! "Every day, write down one thing that you are thankful for!"



#### Fall Conference totals for Gr. K-6

- 67%; Considerably lower than normal; Factors: weather/cancellation, family emergency
- Teachers do a great job of communicating with families regularly

## RECRUITMENT & RETENTION

GOAL: Build an environment in which our employees thrive. Hire, train, and retain high-quality staff.

### Behavior Data: Incident Count

	September	October	November	December
school bus	1	1	2	5
restroom	4	0	1	0
hallway	5	4	3	0
other indoor	3	4	5	4
outdoor (on campus)	9	4	7	1
classroom	21	17	11	19

Positive behavior gains in hallways, restrooms, and outdoor areas. Classroom behaviors and bus behaviors should be priority focus areas. December spike (classroom and bus) suggests a need for proactive strategies before long breaks.

## SAFETY & WELLNESS

GOAL: Build an environment that prioritizes safety by promoting physical and mental wellness for all.

### Fill-the-Bucket

- The students celebrated another fill-the-bucket challenge with ice cream!



### Fun on the Playground

From snow angels to fort-building, the students are having a blast on the playground with all the snow!





ENROLLMENT

Grade	AUG	SEPT	OCT	NOV	DEC
K	42	40	41	40	40
1	51	49	49	50	49
2	32	31	31	31	31
3	49	47	49	48	45
4	52	55	55	55	54
5	35	34	35	35	35
6	37	36	34	33	33
<b>ELEM TOTAL</b>	<b>298</b>	<b>292</b>	<b>294</b>	<b>292</b>	<b>287</b>

# BOLD High School Board Report

## [BOLD Public School Strategic Plan 2022-2025](#)

### Mission Statement

"The mission of the BOLD School District is to:  
Provide all learners in the BOLD community an education designed to develop the creativity, character, confidence, and skills essential to flourish in a changing global society."

### Vision Statement

The BOLD School District: United to achieve excellence and expecting the best – Be BOLD.

### BOLD Pillars of Engagement

Engaged BOLD students are: problem solvers, feel respected and respect others, are empathetic human beings, and engaged BOLD students want to learn, they are responsible and take ownership of their learning.

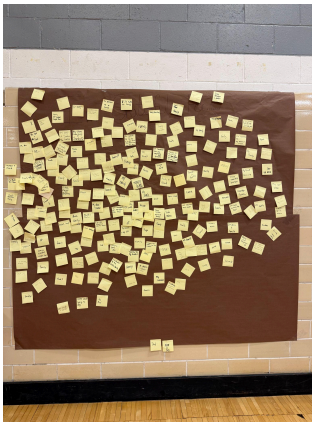
## December 2025 Report

<b>ACHIEVEMENT &amp; OPPORTUNITY</b> GOAL: Build a diverse range of academic and extracurricular opportunities that the BOLD community can access.	<ul style="list-style-type: none"><li>❖ 📍 25-26 Attendance and Behaviors</li><li>❖ Minnesota Student Survey results are now publicly available <a href="https://pub.education.mn.gov/MDEAnalytics/DataTopic.jsp?TOPICID=242">https://pub.education.mn.gov/MDEAnalytics/DataTopic.jsp?TOPICID=242</a></li><li>❖ Second-semester schedules are being finalized</li><li>❖ 26-27 Registration catalog has been created</li><li>❖ Friendsgiving- Gratitude</li><li>❖ First semester ends 1/14/26</li></ul>
<b>RECRUITMENT &amp; RETENTION</b> GOAL: Build an environment in which our employees thrive. Hire, train, and retain high-quality staff.	<ul style="list-style-type: none"><li>❖ PLC presentations in December are postponed until January due to the e-learning day.</li><li>❖ Drivers of Fatigue and Drivers of Resilience</li></ul>
<b>SAFETY &amp; WELLNESS</b> GOAL: Build an environment that prioritizes safety by promoting physical and mental wellness for all.	<ul style="list-style-type: none"><li>❖ PACT SHARE Survey was administered.</li></ul>
<b>FACILITIES &amp; MAINTENANCE</b> GOAL: Build a facilities plan to help maintain and enhance our educational and technological infrastructure.	<ul style="list-style-type: none"><li>❖ Leaks in the building</li></ul>

Grade	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
7		64	66	66	63					
8		52	58	58	55					
9		45	46	46	45					
10		56	55	54	54					
11		47	47	47	47					
12		50	50	51	50					
<b>Total</b>	300	314	322	322	314					



Gratitude Wall at Friendsgiving.



# BOLD ACTIVITIES REPORT – 12/15/25

## 1. CONGRATULATIONS TO OUR MSHSL AWARD WINNERS!

- A. The ExCEL Award is given each year to a group of students that participate in at least one MSHSL program, maintain academic excellence, and exemplify leadership in our school and community. Each school is asked to nominate a male and female local winner from the junior class for this award. This year, BOLD High School will nominate Lucy Remer and Connor Elfering
- B. The Triple A Award recognizes achievements in academics, athletics, and the arts. Each school selects one male and one female local winner from the senior class to be nominated for the award. This year, BOLD High School will nominate Owen Baumgartner and Ava Schломann.
- C. We are planning to present these four individual award winners with the certificate at the home girls basketball game vs. CMCS on January 13, 2026. Congratulations to all four of our local winners!

## 2. MSHSL TOGETHER 4.0 CONFERENCE & BOLD'S STUDENT EXPERIENCE STATEMENT

*Thank you to Keeley Jansen & Ava Schломann, who will be coming to the December meeting to present their experience at the conference to the board.*

- A. On Wednesday, December 3, I was fortunate to bring eight students to Willmar for the Minnesota State High School League's Together 4.0 Conference. Last year, we had four students attend the conference, so far every student involved has told me that this was a very beneficial experience.
- B. This year, the students were led through activities by 3 different speakers, before finishing with a school-based work session where the 8 students from BOLD and I worked to develop a student experience statement. We outlined key components of the student experience as viewed by this group. We narrowed this down to 4 ideals, and worked to define what each of them meant to us. Then, we crafted the following statement to integrate these principles into a proposed BOLD student experience statement.
  - i. ***Every student will experience a sense of belonging that is based on genuine relationships rooted in positive, respectful, and honest communication. We will foster a sense of unity where the team seeks to grow and thrive as its own lifeform. Within the team, we will work to ensure that all are valued for their role, and that their unique perspective is respected.***
- C. The principal goal for all participants in BOLD's extra-curricular activities should be that they enjoy the experience. Obviously, there are other components of the experience that are important as well, such as skill development for the activity, winning, the development of the students as people, etc. What was presented at the conference was the belief that creating the best student experience possible, will foster all of the other components more naturally. So we will start with what the student experience should look like, and from that platform these other goals should be much easier to achieve.

# Community Ed - Board Report

December 2025

## Current Programs in Session

- **Women's Sunday Night Volleyball**  
Sundays, 6:00–8:00 p.m. | Olivia Large Gym
- **Men's Morning Basketball**  
Weekdays, 6:00 a.m. | Location varies
- **Indoor Pickleball & Walking**  
M, T, W, & F: 9:30–11:30 a.m.  
Wednesdays: 6:30–8:00 p.m.  
Location: Bird Island Gym
- **Women's Weight Training Programs**  
Women's Introduction to Weight Training is currently offered on Monday and Wednesday evenings.

Beginning in January, an additional **Women's 50+ Strength Training** class will be added to meet participant demand.

- 5:30–6:30 p.m. – Women's Introduction to Weight Training
- 6:30–7:30 p.m. – Women's 50+ Strength Training

## Upcoming Youth Programs

- **Boys Basketball Clinic** – Begins January 17, 2026
- **Girls Basketball Clinic** – Begins January 31, 2026
- **Warrior Dance Clinic** – Begins January 28, 2026
- **Parent's Night Out** – January 31, 2026  
This event is being coordinated in partnership with the Olivia Chamber of Commerce and will run concurrently with the Chamber's Winter Warm-Up Tasting Event at Max's Grill.

BOLD received a Harvest of the Month grant to be used to showcase a new food item each month.

We had fresh-grown apples from Louise Anderson's farm in Fairfax from September through November.

I'm currently working with the food hub in Willmar for menu items for the spring.

## **BOLD Community Pool Update – December, 2025**

We wanted to share some exciting updates and important information about what's happening at the BOLD Community Pool:

### **Facility Updates**

- **Construction is still underway**, with a short list left.

### **Programs & Events**

- **We have open swim during Xmas Break and Open Swim in Jan and Feb - Grant Received Covering the expense of all of these events**
- **A Lifeguarding Course** is happening during Winter Break.
- We have a limited schedule for the 2nd half December due to holidays.
- Monthly Flyers are being made and posted throughout the area as well as information on various website such as Bold Schools and City of Olivia
- We had a Pool Board Meeting on Monday, December 15th.

### **Ongoing Programming – December**

- **Adult Lap Swim (AM):** Mondays, Wednesdays, and Fridays
- **Water Exercise & Evening Lap Swim:** Mondays and Wednesdays
- **Orcas Swim Team** practices are Tuesday and Thursday and started in September
- Open Swim - two days during Xmas Break and Sunday in January and February (Free - Grant Received)
- **Shared Locker Rooms:** Please note that locker room sharing with other sporting events has continued from September and will continue through the winter.

### **Upcoming Plans**

- A **Lifeguarding Course** is being planned for the spring .
- The **5th and 6th Grade Swimming Unit** will start in January
- A **WSI (Water Safety Instructor) Course** is also being planned, with sessions starting in March..


### **Stay Connected**


Information about programs, events, and updates can be found on:

- **City of Olivia website**
- **BOLD School website**
- **Facebook**
- **Remind App**  
...and other communication channels.

Please don't hesitate to reach out with any questions!

**Tracey Johnson** Pool Coordinator, BOLD Community Pool

 [Tracey.johnson@bold.k12.mn.us](mailto:Tracey.johnson@bold.k12.mn.us)

 320-523-1031 ext. 3152

## Facilities board report (12/19/2025)

### Struggles/concerns:

- Steam pipe issues (none currently)
- Roof leaks

### Accomplishments:

- Tying up loose ends with water/steam issues
- Got BI garage and shop cleaned out for robotics
- Having a resilient crew that rolls with the punches and gets stuff done!
- Passed my 2nd class C boilers test!!!!
- Derrick, Jason, and myself had training with UHL for the new HVAC system

### Working on:

- Misc small projects
- Looking for a salt spreader attachment for the skid steer to be able to do it in house instead of hiring it out.
  - <https://messerattach.com/product/ss10-sand-spreader/>





















d

Accomplishments:

- Got the plow on the truck and all the machines ready to go for winter.
- Got all the masonite off the BI gym floor and bleachers put away for basketball
- Got the floors over at BI sealed/waxed
- Safely removed a bat from the cafeteria
- Shades were installed
- Weekly meetings going good, feeling it's bringing everyone together more

- Winterized the irrigation system for the football field, concession stand, and pump house
- Work schedules for upcoming games/events

#### Working on

- Installing new soap and paper towel dispensers.
- Learning the new HVAC system so I can adjust set points and run the system
- Cleaning out the shop and garage at BI so robotics can use that space

INDEPENDENT SCHOOL DISTRICT #2534  
BOLD PUBLIC SCHOOLS

AUDITED FINANCIAL STATEMENTS AND  
SUPPLEMENTARY INFORMATION

JUNE 30, 2025

CONWAY, DEUTH, & SCHMIESING  
CPAS & ADVISORS  
LITCHFIELD, MINNESOTA

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INDEPENDENT SCHOOL DISTRICT #2534

TABLE OF CONTENTS  
JUNE 30, 2025

	<u>PAGE</u>
BOARD OF EDUCATION AND ADMINISTRATION	1
INDEPENDENT AUDITOR'S REPORT	2-4
REQUIRED SUPPLEMENTARY INFORMATION	
Management's Discussion and Analysis	5-12
BASIC FINANCIAL STATEMENTS	
Statement of Net Position	13
Statement of Activities	14
Balance Sheet - Governmental Funds	15
Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Position	16
Statement of Revenues, Expenditures and Changes in Fund Balances - Governmental Funds	17
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances of Governmental Funds to the Statement of Activities	18
Statement of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual - General Fund	19
Statement of Fiduciary Net Position - Custodial Fund	20
Statement of Changes in Fiduciary Net Position - Custodial Fund	21
Notes to the Financial Statements	22-56
REQUIRED SUPPLEMENTARY INFORMATION	
Schedule of Proportionate Share of Net Pension Liabilities	57-58
Schedule of Employer Contributions	59
Schedule of Changes in the District's Total OPEB Liability	60
Notes to the Required Supplementary Information	61-70

INDEPENDENT SCHOOL DISTRICT #2534

TABLE OF CONTENTS  
JUNE 30, 2025

	<u>PAGE</u>
SUPPLEMENTARY INFORMATION	
COMBINING STATEMENTS OF NONMAJOR FUNDS	
Combining Balance Sheet- Nonmajor Governmental Funds	71
Combining Statement of Revenues, Expenditures and Changes in Fund Balances- Nonmajor Governmental Funds	72
INDIVIDUAL FUND SCHEDULES	
Schedule of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual - Food Service Special Revenue Fund	73
Schedule of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual - Community Service Special Revenue Fund	74
Schedule of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual - Building Construction	75
Schedule of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual - Debt Service Fund	76
Schedule of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual - Swimming Pool Joint Powers	77
REQUIRED REPORTS	
UFARS Compliance Table	78
Schedule of Expenditures of Federal Awards	79
Notes to the Schedule of Expenditures of Federal Awards	80
COMPLIANCE SECTION	
Independent Auditor's Report on Minnesota Legal Compliance	81
Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	82-83
Independent Auditor's Report on Compliance for Each Federal Major Program and on Internal Control Over Compliance Required by Uniform Guidance	84-86
Schedule of Findings and Questioned Costs	87-89
Summary Schedule of Prior Audit Findings	90

INDEPENDENT SCHOOL DISTRICT #2534

BOARD OF EDUCATION AND ADMINISTRATION  
JUNE 30, 2025

<u>Board of Education</u>		<u>Term Expires</u>
Chairperson	Todd Frank	1/1/2027
Vice - Chairperson	Brad Aaseth	1/1/2025
Clerk	Greg Peppel	1/1/2027
Treasurer	Sandy Benson	1/1/2027
Director	Mary Ella Clouse	1/1/2025
Director	Brad Retterath	1/1/2027
Director	Todd Sheehan	1/1/2025
<u>Administration</u>		
Superintendent	Tim Tydlacka	
Business Manager	Nicole Veith	

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## INDEPENDENT AUDITOR'S REPORT

To the Board of Education  
Independent School District #2534  
Olivia, Minnesota

### Report on the Financial Statements

#### *Opinions*

We have audited the accompanying financial statements of the governmental activities, each major fund and the aggregate remaining fund information of Independent School District #2534, Olivia, Minnesota, as of and for the year ended June 30, 2025, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund and the aggregate remaining fund information of Independent School District #2534, Olivia, Minnesota, as of June 30, 2025, and the respective changes in financial position, and the respective budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### *Basis for Opinions*

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### *Responsibilities of Management for the Financial Statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

## ***Responsibilities of Management for the Financial Statements*** (Cont'd)

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

## ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we

Exercise professional judgment and maintain professional skepticism throughout the audit.

Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.

Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.

Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.

Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

## ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis, the Schedules of Proportionate Share of Net Pension Liability, the Schedule of Employer Contributions, the Schedule of Changes in the District's Total OPEB Liability, and Notes to Required Supplementary Information as listed in the table of contents be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

## **Supplementary Information**

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements. The combining and individual fund financial statements and schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual nonmajor fund financial statements and the schedule of expenditures of federal awards are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

## **Report on Partial Comparative Information**

We have previously audited the District's 2024 financial statements and we expressed unmodified audit opinions on those audited financial statements in our report dated December 16, 2024. In our opinion, the partial comparative information presented herein as of and for the year ended June 30, 2024 is consistent, in all material respects, with the audited financial statements from which it has been derived. Refer to Note 17 of the Notes to the Financial Statements for additional information regarding the prior year partial comparative information

## **Other Information**

Management is responsible for the other information included in the annual report. The other information comprises the Board of Education and Administration page and the UFARS Compliance Table but does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

## **Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated December 22, 2025, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

*Conway, Deuth & Schmiesing, PLLP*

CONWAY, DEUTH & SCHMIESING, PLLP  
CPAS & ADVISORS  
LITCHFIELD, MINNESOTA

December 22, 2025

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REQUIRED SUPPLEMENTARY INFORMATION

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## INDEPENDENT SCHOOL DISTRICT #2534

### MANAGEMENT'S DISCUSSION AND ANALYSIS YEAR ENDED JUNE 30, 2025

This section of Independent School District #2534's annual financial report presents the District's management discussion and analysis of the District's financial performance during the fiscal year that ended June 30, 2025. Please read it in conjunction with the District's financial statements, which immediately follow this section.

The Management's Discussion and Analysis (MD&A) is an element of Required Supplementary Information specified in the Governmental Accounting Standards Board's (GASB) Statement No. 34 - *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments* issued in June 1999. Statement No. 34 contains significant requirements that enhance financial reporting. These requirements are also designed to make annual reports easier for the public to understand and more useful to stakeholders. Specifically, Statement No. 34 establishes reporting requirements that include financial statements, expanded disclosure, and supplemental information, including the MD&A (this section).

#### FINANCIAL HIGHLIGHTS

Key financial highlights for the 2024-2025 fiscal year include the following:

- Net Position increased by \$3,766,234 from \$2,233,416 in 2024-2025 to \$5,999,650 in the current year. This increase is largely driven by an increase in interest earnings as well as continued amortization of deferred outflows of resources and deferred inflows of resources related to pensions along with increases in state aid amounts.
- General Fund - fund balance decreased by \$104,098. At the end of the current fiscal year, unassigned fund balance for the General Fund was \$616,099 or 5.9 percent of total General Fund expenditures.
- The District's enrollment in fiscal year 2025 was 605 average daily membership (ADM) compared with 613 ADM in fiscal year 2024.
- The Food Service Fund balance decreased by \$12,016 and the Community Service Fund balance decreased by \$13,087 during 2024-2025.

#### OVERVIEW OF THE FINANCIAL STATEMENTS

The financial section of the annual report consists of three parts - Independent Auditor's Report; required supplementary information, which includes Management's Discussion and Analysis (this section), and the basic financial statements. The basic financial statements include two types of statements that present different views of the District:

- The first two statements are government-wide financial statements (including the Statement of Net Position and the Statement of Activities), provide both short-term and long-term information about the District's overall financial status.
- The remaining statements are fund financial statements that focus on individual parts of the District, reporting the District's operations in more detail than the government-wide statements.
- The governmental fund statements tell how basic services such as regular and special education were financed in the short-term as well as what remains for future spending.
- Fiduciary fund statements provide information about the financial relationships in which the District acts solely as a trustee or agent for the benefit of others to whom the resources belong.

The financial statements also include notes that explain some of the information in the statements and provide more detailed data.

## INDEPENDENT SCHOOL DISTRICT #2534

### MANAGEMENT'S DISCUSSION AND ANALYSIS YEAR ENDED JUNE 30, 2025

#### OVERVIEW OF THE FINANCIAL STATEMENTS (Cont'd)

##### Government-wide Statements

The government-wide financial statements (Statement of Net Position and Statement of Activities) report information about the District as a whole using accounting methods similar to those used by private-sector companies. The Statement of Net Position includes all of the District's assets and deferred outflows of resources and liabilities and deferred inflows of resources. All of the current year's revenues and expenses are accounted for in the Statement of Activities regardless of when cash is received or paid.

The two government-wide statements report the District's net position and how they have changed. Net position - the difference between the District's assets and deferred outflows of resources, and liabilities and deferred inflows of resources - are one way to measure the District's financial health or position.

- Over time, increases or decreases in the District's net position are an indicator of whether its financial position is improving or deteriorating, respectively.
- To assess the overall health of the District you need to consider additional non-financial factors such as changes in the District's property tax base and the condition of buildings and facilities.

In the government-wide financial statements the District's activities are shown in one category:

- Governmental activities - The District's basic services are included here, such as administration, district support, regular and special education services, instructional support, food service and community service. Property taxes and state aids finance most of these activities.

##### Fund Financial Statements

The fund financial statements provide more detailed information about the District's funds - focusing on its most significant or "major" funds - not as the District as a whole. Funds are accounting devices the District uses to keep track of specific sources of funding and spending on particular programs as required by the Minnesota Department of Education.

The District has two kinds of funds:

- Governmental Funds: Most of the District's basic services are included in governmental funds, which generally focus on (1) how cash and other financial assets that can readily be converted to cash flow in and out and (2) the balances left at year end that are available for spending. Consequently, the governmental fund statements provide a detailed short-term view that helps determine whether there are more or fewer financial resources that can be spent in the near term to finance the District's programs. This information does not encompass the additional long-term focus of the government-wide statements, we provide additional information (reconciliation schedules) following the governmental fund statements that explain the relationship (or differences) between them.
- Fiduciary Funds: The District is a trustee, or fiduciary, for assets that belong to others. The District is responsible for ensuring that the assets reported in these funds are used only by those to whom the assets belong. The District's fiduciary activities (consisting of a trust fund) are reported in a separate Statement of Fiduciary Net Position and Statement of Changes in Fiduciary Net Position. We exclude these activities from the government-wide financial statements because the District cannot use these assets to finance its operations.

**INDEPENDENT SCHOOL DISTRICT #2534**

**MANAGEMENT'S DISCUSSION AND ANALYSIS  
YEAR ENDED JUNE 30, 2025**

**FINANCIAL ANALYSIS OF THE DISTRICT AS A WHOLE**

**Net Position**

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. The District's combined net position was \$5,999,650, on June 30, 2025 (see details in Table A-1). This was an increase of \$3,766,234 from \$2,233,416 at June 30, 2024.

**Table A-1  
Condensed Statement of Net Position**

	Governmental Activities	
	2025	2024
Current and Other Assets	\$ 37,905,975	\$ 52,858,954
Capital Assets	25,756,019	8,031,388
Total Assets	\$ 63,661,994	\$ 60,890,342
Deferred Outflows of Resources	\$ 1,146,114	\$ 1,147,699
Long-Term Liabilities	\$ 48,343,532	\$ 50,273,170
Other Liabilities	4,748,104	4,738,771
Total Liabilities	\$ 53,091,636	\$ 55,011,941
Deferred Inflows of Resources	\$ 5,716,822	\$ 4,792,684
Net Position		
Net Investment in Capital Assets	\$ 8,562,722	\$ 5,213,412
Restricted	1,446,277	1,447,217
Unrestricted	(4,009,349)	(4,427,213)
Total Net Position	\$ 5,999,650	\$ 2,233,416

**INDEPENDENT SCHOOL DISTRICT #2534**

**MANAGEMENT'S DISCUSSION AND ANALYSIS  
YEAR ENDED JUNE 30, 2025**

**FINANCIAL ANALYSIS OF THE DISTRICT AS A WHOLE (Cont'd)**

**Change in Net Position**

The increase in net position is a result of an increase in interest earnings and the change in deferred outflows of resources related to pensions, deferred inflows of resources related to pensions and net pension liability under GASB 68. A summary of the revenue and expenses is presented in Table A-2 below.

**Table A-2  
Change in Net Position from Operating Results**

	Governmental Activities for the Fiscal Year ended June 30,	
	<u>2025</u>	<u>2024</u>
Revenues		
Program Revenues		
Fines, Fees, and Charges for Services	\$ 292,842	\$ 318,997
Operating Grants and Contributions	3,987,577	3,598,024
Capital Grants and Contributions	750,000	
General Revenues		
Property Taxes	2,634,034	1,414,373
Aids and Payments from the State	6,670,597	5,608,417
Other	2,080,334	630,264
Total Revenues	<u>16,415,384</u>	<u>11,570,075</u>
Expenses		
Administration	655,855	570,840
District Support Services	465,938	392,023
Regular Instruction	4,835,505	4,008,159
Vocational Education Instruction	168,652	185,103
Special Education Instruction	918,967	989,667
Instructional Support Services	307,132	388,399
Pupil Support Services	1,546,637	1,624,433
Sites and Buildings	936,570	1,065,310
Fiscal and Other Fixed Costs Programs	137,926	121,922
Food Service	540,722	540,989
Community Services	307,162	355,464
Interest and Fiscal Charges on Long-Term Liabilities	1,828,084	999,728
Total Expenses	<u>12,649,150</u>	<u>11,242,037</u>
Increase (Decrease) in Net Position	3,766,234	328,038
NET POSITION, BEGINNING OF YEAR, AS ORIGINALLY STATED	2,233,416	2,102,440
Adjustment - Correction of an Error		<u>(197,062)</u>
NET POSITION, BEGINNING OF YEAR, AS RESTATED	<u>2,233,416</u>	<u>1,905,378</u>
NET POSITION, END OF YEAR	<u>\$ 5,999,650</u>	<u>\$ 2,233,416</u>

The District's total revenues were \$16,415,384 for the year ended June 30, 2025. Property taxes and state aids accounted for 16% and 41%, respectively, of total revenues. Program revenues accounted for 31% of revenues and Other General revenues account for 12%.

**INDEPENDENT SCHOOL DISTRICT #2534**

**MANAGEMENT'S DISCUSSION AND ANALYSIS  
YEAR ENDED JUNE 30, 2025**

**FINANCIAL ANALYSIS OF THE DISTRICT AS A WHOLE (Cont'd)**

**Change in Net Position (Cont'd)**

The total cost of all programs and services were \$12,649,150. Most of these costs are instructional and pupil support services, 50% and 12% respectively. Administration, district support, and sites and buildings costs combined accounted for 16% of total costs. Food service costs for the District accounted for 4% of total costs, with community service at 2% and Fiscal and Other Fixed Cost Programs at 16%.

Total revenues exceeded expenses by \$3,766,234 for the year ended June 30, 2025.

Table A-3 presents the total cost of governmental activities as well as the net cost of these activities. The net cost represents total cost less program revenues applicable to each category.

**Table A-3  
Net Cost of Governmental Activities**

	2025		2024	
	Total Cost of Service	Net Cost of Service	Total Cost of Service	Net Cost of Service
Administration	\$ 655,855	\$ (565,653)	\$ 570,840	\$ (570,708)
District Support Services	465,938	(465,938)	392,023	(392,023)
Regular Instruction	4,835,505	(2,636,013)	4,008,159	(2,190,386)
Vocational Education Instruction	168,652	(151,687)	185,103	(153,607)
Special Education Instruction	918,967	172,732	989,667	194,811
Instructional Support Services	307,132	(295,272)	388,399	(375,984)
Pupil Support Services	1,546,637	(1,458,214)	1,624,433	(1,588,742)
Sites and Buildings	936,570	(158,472)	1,065,310	(1,030,540)
Fiscal and Other Fixed Costs Programs	137,926	(137,926)	121,922	(121,922)
Food Service	540,722	9,024	540,989	34,742
Community Education and Services	307,162	(103,228)	355,464	(130,929)
Interest and Fiscal Charges on Long-Term Liabilities	1,828,084	(1,828,084)	999,728	(999,728)
	<u>\$ 12,649,150</u>	<u>\$ (7,618,731)</u>	<u>\$ 11,242,037</u>	<u>\$ (7,325,016)</u>

The total cost of all governmental activities for the year ended June 30, 2025, was \$12,649,150. A portion of the costs, \$298,842 was paid by users of the District's programs. The federal and state governments subsidized certain programs with grants and contributions of \$4,737,577. Most of the District's costs, however, were paid by general education aids, \$6,670,597, with \$2,634,034 paid by property taxes and \$2,080,334 paid by other revenues.

**INDEPENDENT SCHOOL DISTRICT #2534**

**MANAGEMENT'S DISCUSSION AND ANALYSIS  
YEAR ENDED JUNE 30, 2025**

**FINANCIAL ANALYSIS OF THE DISTRICT'S FUNDS**

**Fund Balance**

The financial performance of the District as a whole is reflected in its governmental funds. As the District completed the year, its governmental funds reported a combined fund balance of \$29,872,300. This amount is a \$15,091,766 decrease over the \$44,964,066 June 30, 2024 fund balance.

**Revenues and Expenditures**

Revenues of the District's governmental funds totaled \$16,403,437 while total expenditures were \$31,501,906. A summary of the revenues and expenditures reported on the governmental fund financial statements appear in Table A-4.

**Table A-4  
2025 Summary of Revenues and Expenditures - Governmental Funds**

	<u>Revenue</u>	<u>Expenditures</u>	<u>Other Financing Sources (Uses)</u>	<u>Fund Balance Increase (Decrease)</u>
General Fund	\$ 10,303,404	\$ 10,378,768	\$ (28,734)	\$ (104,098)
Building Construction Fund	2,704,893	17,791,997		(15,087,104)
Debt Service Fund	2,566,067	2,441,528		124,539
Nonmajor Governmental Funds	<u>829,073</u>	<u>889,613</u>	<u>35,437</u>	<u>(25,103)</u>
<b>Total</b>	<u><u>\$ 16,403,437</u></u>	<u><u>\$ 31,501,906</u></u>	<u><u>\$ 6,703</u></u>	<u><u>\$ (15,091,766)</u></u>

**2024 Summary of Revenues and Expenditures - Governmental Funds**

	<u>Revenue</u>	<u>Expenditures</u>	<u>Other Financing Sources (Uses)</u>	<u>Fund Balance Increase (Decrease)</u>
General Fund	\$ 10,180,282	\$ 9,883,743	\$ (67,479)	\$ 229,060
Food Service Fund	579,300	570,171		9,129
Community Service Fund	288,417	412,656	186,337	62,098
Building Construction Fund	401,737	3,271,974	44,653,490	41,783,253
Debt Service Fund	<u>2,407</u>			<u>2,407</u>
<b>Total</b>	<u><u>\$ 11,452,143</u></u>	<u><u>\$ 14,138,544</u></u>	<u><u>\$ 44,772,348</u></u>	<u><u>\$ 42,085,947</u></u>

The General Fund revenue had a total increase of \$123,122 from prior year's revenue. The increase to the general funds total revenues is due to an increases in federal sources, property taxes and other local sources.

**INDEPENDENT SCHOOL DISTRICT #2534**

**MANAGEMENT'S DISCUSSION AND ANALYSIS  
YEAR ENDED JUNE 30, 2025**

**FINANCIAL ANALYSIS OF THE DISTRICT'S FUNDS (Cont'd)**

**Revenues and Expenditures (Cont'd)**

General Fund expenditures increased by \$495,025. Increase in expenditures in the General Fund is due to an increase in wages and salaries for regular instruction as well as pupil support services.

The Food Service Special Revenue Fund fund balance decreased \$12,016. Revenues decreased \$24,063, and expenditures decreased by \$2,918. Revenues decreased due to a decrease in federal aid received this year compared to the prior year. Expenditures decreased due to a decrease in capital outlay.

The Community Service Special Revenue Fund fund balance decreased \$13,087. Revenues decreased \$14,581 and expenditures decreased by \$90,296. Revenues decreased due to a decrease in other revenue. Expenditures decreased due to decreased costs related to repair and maintenance for the damaged swimming pool. Other financing sources had a decrease due to a decrease insurance recovery.

The Building Construction Capital Project Fund balance decreased \$15,087,104. Revenues increased \$2,303,156, and expenditures increased by \$14,520,023. The reason for the overall decrease is due to the project going on in current year.

The Debt Service Fund fund balance increased \$124,539. The increase is due to increased property taxes and state source funding.

**General Fund Budgetary Highlights**

During the year ended June 30, 2025, the District issued a budget revision subsequent to the original budget which was adopted as required by state statute prior to July 1, 2024. The revised budget changed categorical spending. The final approved budget anticipated expenditures and other financing uses over revenues of approximately \$(828,872) while an actual deficit of \$(104,098) was experienced.

The District anticipated \$62,000 in transfers out of the General Fund and actual transfers were \$28,734. The differences is due to an increase in interest earnings and state and federal revenues as well as a decrease in salaries and wages expenses and capital expenditures.

**CAPITAL ASSET AND DEBT ADMINISTRATION**

**Capital Assets**

At June 30, 2025, the District had over \$37.3 million invested in capital and right to use assets. (Detailed information on the capital assets can be found in Note 5 to the financial statements.) Most of this investment is in the District's construction in progress and buildings. There were \$18,141,738 in capital asset additions in 2025.

**Long-Term Liabilities**

At year end, the District had \$39,395,000 in bonds payable, \$4,494,446 in bond premium, \$183,064 in compensated absences payable and \$12,559 in long-term leases. (Detailed information on long-term liabilities can be found in Note 6 to the financial statements.)

**INDEPENDENT SCHOOL DISTRICT #2534**

**MANAGEMENT'S DISCUSSION AND ANALYSIS  
YEAR ENDED JUNE 30, 2025**

**FACTORS BEARING ON THE DISTRICT'S FUTURE**

At the time these financial statements were prepared and audited, the District was aware of the following existing conditions that could significantly affect its financial condition in future years:

The District, like many in the State of Minnesota, receives a large percentage of revenue from State and Federal funding sources. Budgetary issues at the State and Federal level may negatively impact both the amount of available aid and the timing of the aid payments. Also, funding based on student enrollment will be negatively impacted by any projected decreases in student enrollment.

**CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT**

This financial report is designed to provide the District's citizens, taxpayers, customers, investors and creditors with a general overview of the District's finances and to demonstrate the District's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the District Office, Independent School District #2534, 701 South Ninth Street, Olivia, MN 56277.

## BASIC FINANCIAL STATEMENTS

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INDEPENDENT SCHOOL DISTRICT #2534

STATEMENT OF NET POSITION  
 JUNE 30, 2025  
 WITH PARTIAL COMPARATIVE AMOUNTS AS OF JUNE 30, 2024

	Governmental Activities	
	2025	2024
<b>ASSETS AND DEFERRED OUTFLOWS OF RESOURCES</b>		
Cash and Investments	\$ 34,115,608	\$ 48,510,304
Receivables	2,695,282	2,636,173
Due from Other Governments	1,087,668	1,689,234
Inventory	7,417	14,493
Prepaid Items		8,750
Capital and Right to Use Assets		
Assets Not Being Depreciated	20,582,599	3,096,152
Other Capital and Right to Use Assets, Net of Depreciation and Amortization	5,173,420	4,935,236
Total Assets	<u>63,661,994</u>	<u>60,890,342</u>
Deferred Outflows of Resources	<u>1,146,114</u>	<u>1,147,699</u>
Total Assets and Deferred Outflows of Resources	<u>\$ 64,808,108</u>	<u>\$ 62,038,041</u>
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND NET POSITION</b>		
Liabilities		
Payables	\$ 3,726,174	\$ 3,747,325
Due to Other Governments	202,928	269,004
Unearned Revenue	8,249	10,028
Interest Payable	810,753	712,414
Long-Term Liabilities		
Net Pension Liability	3,810,741	4,909,924
Total OPEB Liability	447,722	434,724
Other Long-Term Liabilities Due Within One Year	804,342	740,384
Other Long-Term Liabilities Due in More Than One Year	43,280,727	44,188,138
Total Liabilities	<u>53,091,636</u>	<u>55,011,941</u>
Deferred Inflows of Resources	5,716,822	4,792,684
Net Position		
Net Investment in Capital Assets	8,562,722	5,213,412
Restricted for		
Operating Capital	70,610	
State-Mandated	1,274,261	1,326,774
Student Activities	101,406	120,443
Unrestricted	<u>(4,009,349)</u>	<u>(4,427,213)</u>
Total Net Position	<u>5,999,650</u>	<u>2,233,416</u>
Total Liabilities, Deferred Inflows of Resources and Net Position	<u>\$ 64,808,108</u>	<u>\$ 62,038,041</u>

See Accompanying Notes to the Financial Statements

INDEPENDENT SCHOOL DISTRICT #2534

STATEMENT OF ACTIVITIES  
 YEAR ENDED JUNE 30, 2025  
 WITH PARTIAL COMPARATIVE AMOUNTS FOR THE YEAR ENDED JUNE 30, 2024

	2025				2024	
	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Position	Net (Expense) Revenue and Changes in Net Position
		Fees, Fines, and Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Governmental Activities
<b>GOVERNMENTAL ACTIVITIES</b>						
Administration	\$ 655,855	\$ 15,268	\$ 74,934	\$ (565,653)	\$ (570,708)	
District Support Services	465,938			(465,938)	(392,023)	
Regular Instruction	4,835,505	147,753	2,051,739	(2,636,013)	(2,190,386)	
Vocational Education Instruction	168,652		16,965	(151,687)	(153,607)	
Special Education Instruction	918,967	20,731	1,070,968	172,732	194,811	
Instructional Support Services	307,132	11,677	183	(295,272)	(375,984)	
Pupil Support Services	1,546,637	5,000	83,423	(1,458,214)	(1,588,742)	
Sites and Buildings	936,570	6,180	21,918	(158,472)	(1,030,540)	
Fiscal and Other Fixed Costs Programs	137,926			(137,926)	(121,922)	
Food Service	540,722	35,645	514,101	9,024	34,742	
Community Education and Services	307,162	50,588	153,346	(103,228)	(130,929)	
Interest and Fiscal Charges on Long-Term Liabilities	1,828,084			(1,828,084)	(999,728)	
<b>Total Governmental Activities</b>	<b>\$ 12,649,150</b>	<b>\$ 292,842</b>	<b>\$ 3,987,577</b>	<b>\$ 750,000</b>	<b>(7,618,731)</b>	
<b>GENERAL REVENUES</b>						
Taxes Levied for						
General Purposes				1,396,728	1,350,332	
Community Education and Services				70,324	63,980	
Debt Service				1,166,982	61	
Aids and Payments from the State				6,670,597	5,608,417	
Other General Revenues				29,789	139,479	
Gain on Sale of Assets					15,183	
Investment Earnings				2,050,545	475,602	
Total General Revenues				<u>11,384,965</u>	<u>7,653,054</u>	
Change in Net Position				3,766,234	328,038	
<b>NET POSITION, BEGINNING OF YEAR, AS ORIGINALLY STATED</b>				<u>2,233,416</u>	<u>2,102,440</u>	
Adjustment - Correction of an Error					(197,062)	
<b>NET POSITION, BEGINNING OF YEAR, AS RESTATED</b>				<u>2,233,416</u>	<u>1,905,378</u>	
<b>NET POSITION, END OF YEAR</b>				<u>\$ 5,999,650</u>	<u>\$ 2,233,416</u>	

See Accompanying Notes to the Financial Statements

INDEPENDENT SCHOOL DISTRICT #2534

BALANCE SHEET  
GOVERNMENTAL FUNDS  
JUNE 30, 2025  
WITH PARTIAL COMPARATIVE AMOUNTS AS OF JUNE 30, 2024

	General	Building Construction	Debt Service	Nonmajor Governmental Funds	Total Governmental Funds	
					2025	2024
<b>ASSETS</b>						
Cash and Investments	\$ 3,511,727	\$ 29,577,572	\$ 794,455	\$ 231,854	\$ 34,115,608	\$ 48,510,304
Receivables						
Accounts	1,024			687	1,711	50,635
Leases	6,378				6,378	12,070
Current Property Taxes	621,359		2,011,232	34,969	2,667,560	2,560,578
Delinquent Property Taxes	12,180		5,541	1,912	19,633	12,890
Due from Other Funds	108,120				108,120	117,048
Due from Other Governments						
Other Minnesota School Districts	10,726				10,726	1,653
State Department of Education	717,087		140,134	8,531	865,752	943,260
Federal Department of Education	190,216				190,216	715,829
Other Governmental Units				20,974	20,974	28,492
Inventory				7,417	7,417	14,493
Prepaid Items						8,750
<b>Total Assets</b>	<b>\$ 5,178,817</b>	<b>\$ 29,577,572</b>	<b>\$ 2,951,362</b>	<b>\$ 306,344</b>	<b>\$ 38,014,095</b>	<b>\$ 52,976,002</b>
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCE</b>						
<b>Liabilities</b>						
Payables						
Accounts	\$ 100,546	\$ 5,775	\$	\$ 17,981	124,302	\$ 483,250
Payroll	694,331			31,893	726,224	580,097
Contracts		2,875,648			2,875,648	2,683,978
Due to Other Funds				108,120	108,120	117,048
Due to Other Governments						
Due to Other Minnesota School Districts	171,638				171,638	226,660
Due to Other Governmental Units	31,290				31,290	42,344
Unearned Revenue				8,249	8,249	10,028
<b>Total Liabilities</b>	<b>997,805</b>	<b>2,881,423</b>	<b>0</b>	<b>166,243</b>	<b>4,045,471</b>	<b>4,143,405</b>
<b>Deferred Inflows of Resources</b>						
Unavailable Revenue - Delinquent Property Taxes	12,180		5,541	1,912	19,633	12,890
Property Taxes Levied for Subsequent Year	1,255,594		2,734,988	79,731	4,070,313	3,843,571
Leases	6,378				6,378	12,070
<b>Total Deferred Inflows of Resources</b>	<b>1,274,152</b>	<b>0</b>	<b>2,740,529</b>	<b>81,643</b>	<b>4,096,324</b>	<b>3,868,531</b>
<b>Fund Balance</b>						
Nonspendable						8,750
Restricted	1,446,277	26,696,149	210,833	262,911	28,616,170	43,565,954
Committed	488,795				488,795	515,045
Assigned	355,689				355,689	328,000
Unassigned	616,099			(204,453)	411,646	546,317
<b>Total Fund Balance</b>	<b>2,906,860</b>	<b>26,696,149</b>	<b>210,833</b>	<b>58,458</b>	<b>29,872,300</b>	<b>44,964,066</b>
<b>Total Liabilities, Deferred Inflows of Resources     and Fund Balance</b>	<b>\$ 5,178,817</b>	<b>\$ 29,577,572</b>	<b>\$ 2,951,362</b>	<b>\$ 306,344</b>	<b>\$ 38,014,095</b>	<b>\$ 52,976,002</b>

See Accompanying Notes to the Financial Statements

INDEPENDENT SCHOOL DISTRICT #2534

RECONCILIATION OF THE GOVERNMENTAL FUNDS  
BALANCE SHEET TO THE STATEMENT OF NET POSITION  
JUNE 30, 2025  
WITH PARTIAL COMPARATIVE AMOUNTS AS OF JUNE 30, 2024

	<u>2025</u>	<u>2024</u>
Total Fund Balances - Governmental Funds	\$ 29,872,300	\$ 44,964,066
Amounts reported for governmental activities in the Statement of Net Position are different because:		
Capital and right to use assets used in governmental funds are not financial resources and therefore are not reported as assets in the governmental funds. Those assets consist of:		
Government Capital and Right to Use Assets	37,465,924	19,491,319
Accumulated Depreciation and Amortization	(11,709,905)	(11,459,931)
Some of the District's property taxes will be collected after year-end, but are not available soon enough to pay for the current period's expenditures, and therefore are reported as unavailable revenue in the funds.		
	19,633	12,890
Deferred outflows and inflows of resources related to pensions are applicable to future periods and, therefore, are not reported in the funds.		
Deferred Outflows of Resources	1,102,946	1,100,775
Deferred Inflows of Resources	(1,405,155)	(602,102)
Deferred outflows and inflows of resources related to other post employment benefits are applicable to future periods and, therefore, are not reported in the funds.		
Deferred Outflows of Resources	43,168	46,924
Deferred Inflows of Resources	(234,976)	(334,941)
Long-term liabilities that pertain to governmental funds, including bonds payable, are not due and payable in the current period and therefore are not reported as fund liabilities. All liabilities - both current and long-term - are reported in the Statement of Net Position. Balances at year-end are:		
Bond Principal Payable	(39,395,000)	(39,950,000)
Unamortized Debt Premiums	(4,494,446)	(4,651,229)
Accrued Interest Payable	(810,753)	(712,414)
Compensated Absences Payable	(183,064)	(288,213)
Net Pension Liability	(3,810,741)	(4,909,924)
Total OPEB Liability	(447,722)	(434,724)
Long-Term Leases	(12,559)	(39,080)
	<u>                    </u>	<u>                    </u>
Total Net Position - Governmental Activities	<u>\$ 5,999,650</u>	<u>\$ 2,233,416</u>

See Accompanying Notes to the Financial Statements

INDEPENDENT SCHOOL DISTRICT #2534

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES  
 GOVERNMENTAL FUNDS  
 YEAR ENDED JUNE 30, 2025  
 WITH PARTIAL COMPARATIVE AMOUNTS FOR THE YEAR ENDED JUNE 30, 2024

	General	(Formerly Major) Food Service	(Formerly Major) Community Service	Building Construction	Debt Service	Nonmajor Governmental Funds	Total Governmental Funds	
							2025	2024
<b>REVENUES</b>								
Local Sources								
Property Taxes	\$ 1,394,756			\$	\$ 1,162,633	\$ 69,902	\$ 2,627,291	\$ 1,412,382
Interest Earnings	88,067			1,954,893	2,094	5,491	2,050,545	475,602
Other	279,400			750,000		82,688	1,112,088	352,867
State Sources	7,478,146				1,401,340	356,401	9,235,887	7,878,101
Federal Sources	1,036,361					278,746	1,315,107	1,268,622
Sales and Other Conversions of Assets	26,674					35,845	62,519	64,569
Total Revenues	10,303,404	0	0	2,704,893	2,566,067	829,073	16,403,437	11,452,143
<b>EXPENDITURES</b>								
Current								
Administration	710,543						710,543	599,903
District Support Services	450,638						450,638	366,198
Regular Instruction	5,043,078						5,043,078	4,111,119
Vocational Education Instruction	176,100						176,100	211,524
Special Education Instruction	974,110						974,110	1,090,965
Instructional Support Services	287,388						287,388	317,582
Pupil Support Services	1,552,087						1,552,087	1,633,299
Sites and Buildings	955,760			15,155,568			16,111,328	3,949,691
Fiscal and Other Fixed Costs Programs	137,926						137,926	121,922
Food Service						567,253	567,253	540,593
Community Service						322,360	322,360	412,656
Debt Service					2,441,528		2,441,528	339,575
Capital Outlay	91,138			2,636,429			2,727,567	443,517
Total Expenditures	10,378,768	0	0	17,791,997	2,441,528	889,613	31,501,906	14,138,544
Excess (Deficiency) of Revenues Over (Under) Expenditures	(75,364)	0	0	(15,087,104)	124,539	(60,540)	(15,098,469)	(2,686,401)
<b>OTHER FINANCING SOURCES (USES)</b>								
Bonds Issued								39,950,000
Bond Premium								4,703,490
Sale of Assets								15,183
Insurance Recovery						6,703	6,703	103,675
Transfers In						28,734	28,734	82,662
Transfers Out	(28,734)						(28,734)	(82,662)
Total Other Financing Sources (Uses)	(28,734)	0	0	0	0	35,437	6,703	44,772,348
Net Change in Fund Balances	(104,098)	0	0	(15,087,104)	124,539	(25,103)	(15,091,766)	42,085,947
FUND BALANCE, BEGINNING OF YEAR, AS ORIGINALLY STATED	3,010,958	235,304	(151,743)	41,783,253	86,294		44,964,066	2,878,119
Adjustment - Changes within Reporting Entity		(235,304)	151,743			83,561		
FUND BALANCE, BEGINNING OF YEAR, AS RESTATED	3,010,958	0	0	41,783,253	86,294	83,561	44,964,066	2,878,119
FUND BALANCE, END OF YEAR	\$ 2,906,860	\$ 0	\$ 0	\$ 26,696,149	\$ 210,833	\$ 58,458	\$ 29,872,300	\$ 44,964,066

See Accompanying Notes to the Financial Statements

INDEPENDENT SCHOOL DISTRICT #2534

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS  
TO THE STATEMENT OF ACTIVITIES  
YEAR ENDED JUNE 30, 2025  
WITH PARTIAL COMPARATIVE AMOUNTS FOR THE YEAR ENDED JUNE 30, 2024

	2025	2024
Total Net Change in Fund Balances - Governmental Funds	\$ (15,091,766)	\$ 42,085,947
<p>Amounts reported for governmental activities in the Statement of Activities are different because:</p>		
<p>Capital outlay is reported in governmental funds as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over the estimated useful lives as depreciation expense and/or amortization expense.</p>		
Capital Outlay	18,141,738	3,245,091
Depreciation Expense	(393,733)	(389,823)
Amortization Expense	(23,374)	(23,374)
<p>The governmental funds report bonds issued as financing sources, while repayment of bond principal is reported as an expenditure. In the Statement of Net Position, however, issuing debt increases long-term liabilities and does not affect the Statement of Activities and repayment of principal reduces the liability. Interest is recognized as an expenditure in the governmental funds when it is due. In the Statement of Activities, however, interest expense is recognized as it accrues, regardless of when it is due. The net effect of these differences is as follows:</p>		
Payment on Bond Principal	555,000	
Amortization of Bond Premium	156,783	52,261
Bond Premium		(4,703,490)
Change in Accrued Interest Payable	(98,339)	(712,414)
Payment of Special Assessment		8,750
Bonds Issued		(39,950,000)
<p>Delinquent property taxes receivable will be collected this year but are not available soon enough to pay for the current period's expenditures, and therefore are deferred in the funds.</p>		
	6,743	1,991
<p>In the Statement of Activities, certain operating expenses - pension, other post-employment benefits and compensated absences - are measured by the amounts earned during the year. In the governmental funds, however, expenditures for these items are measured by the amount of financial resources used (essentially, the amounts actually paid).</p>		
Pensions	298,301	711,798
Other Post-employment Benefits	83,211	63,100
Compensated Absences	105,149	(81,574)
<p>Lease proceeds provide current financial resources to governmental funds, but issuing leases increases long-term liabilities in the Statement of Net Position. Repayment of leases is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the Statement of Net Position.</p>		
Payment of Long-Term Leases	26,521	19,775
Change in Net Position - Governmental Activities	\$ 3,766,234	\$ 328,038

See Accompanying Notes to the Financial Statements

INDEPENDENT SCHOOL DISTRICT #2534

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES  
 BUDGET AND ACTUAL  
 GENERAL FUND  
 YEAR ENDED JUNE 30, 2025  
 WITH PARTIAL COMPARATIVE AMOUNTS FOR THE YEAR ENDED JUNE 30, 2024

	2025			Over (Under) Final Budget	2024
	Budgeted Amounts		Actual		Actual
	Original	Final			
<b>REVENUES</b>					
Local Sources					
Property Taxes	\$ 1,385,996	\$ 1,407,084	\$ 1,394,756	\$ (12,328)	\$ 1,347,948
Interest Earnings	40,000	45,000	88,067	43,067	68,441
Other	213,995	216,332	279,400	63,068	239,837
State Sources	7,200,564	7,296,474	7,478,146	181,672	7,565,938
Federal Sources	322,838	951,718	1,036,361	84,643	939,023
Sales and Other Conversions of Assets	24,250	18,570	26,674	8,104	19,095
Total Revenues	<u>9,187,643</u>	<u>9,935,178</u>	<u>10,303,404</u>	<u>368,226</u>	<u>10,180,282</u>
<b>EXPENDITURES</b>					
Current					
Administration	789,110	638,455	710,543	72,088	599,903
District Support Services	483,065	503,340	450,638	(52,702)	366,198
Regular Instruction	3,726,635	5,118,149	5,043,078	(75,071)	4,111,119
Vocational Education Instruction	197,131	193,520	176,100	(17,420)	211,524
Special Education Instruction	948,327	972,626	974,110	1,484	1,090,965
Instructional Support Services	292,335	217,655	287,388	69,733	317,582
Pupil Support Services	1,447,775	1,775,327	1,552,087	(223,240)	1,633,299
Sites and Buildings	949,715	1,026,650	955,760	(70,890)	1,051,029
Fiscal and Other Fixed Costs Programs	171,000	149,000	137,926	(11,074)	121,922
Capital Outlay					
District Support Services	20,000	28,500	30,586	2,086	23,051
Regular Instruction	8,250	39,720	32,148	(7,572)	251,591
Instructional Support Services	105,000	32,358	26,345	(6,013)	93,064
Pupil Support Services	9,000	250	94	(156)	386
Sites and Buildings	5,000	6,500	1,965	(4,535)	12,110
Total Expenditures	<u>9,152,343</u>	<u>10,702,050</u>	<u>10,378,768</u>	<u>(323,282)</u>	<u>9,883,743</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	35,300	(766,872)	(75,364)	691,508	296,539
<b>OTHER FINANCING SOURCES (USES)</b>					
Sale of Assets					
Transfer Out	(25,000)	(62,000)	(28,734)	33,266	(82,662)
Total Other Financing Sources (Uses)	<u>(25,000)</u>	<u>(62,000)</u>	<u>(28,734)</u>	<u>33,266</u>	<u>(67,479)</u>
Net Change in Fund Balance	<u>\$ 10,300</u>	<u>\$ (828,872)</u>	<u>(104,098)</u>	<u>\$ 724,774</u>	<u>229,060</u>
FUND BALANCE, BEGINNING OF YEAR			<u>3,010,958</u>		<u>2,781,898</u>
FUND BALANCE, END OF YEAR			<u>\$ 2,906,860</u>		<u>\$ 3,010,958</u>

See Accompanying Notes to the Financial Statements

INDEPENDENT SCHOOL DISTRICT #2534

STATEMENT OF FIDUCIARY NET POSITION  
CUSTODIAL FUND

JUNE 30, 2025

WITH PARTIAL COMPARATIVE AMOUNTS AS OF JUNE 30, 2024

	<u>2025</u>	<u>2024</u>
ASSETS		
Cash	<u>\$ 220,597</u>	<u>\$ 200,410</u>
 NET POSITION		
Restricted for Scholarships	<u>\$ 220,597</u>	<u>\$ 200,410</u>

INDEPENDENT SCHOOL DISTRICT #2534

STATEMENT OF CHANGES IN FIDUCIARY NET POSITION  
 CUSTODIAL FUND  
 YEAR ENDED JUNE 30, 2025  
 WITH PARTIAL COMPARATIVE AMOUNTS FOR THE YEAR ENDED JUNE 30, 2024

	<u>2025</u>	<u>2024</u>
ADDITIONS		
Local Sources		
Earnings from Investments and Gifts	\$ 25,187	\$ 2,970
DEDUCTIONS		
Scholarships	<u>5,000</u>	<u>2,000</u>
Changes in Net Position	20,187	970
NET POSITION, BEGINNING OF YEAR	<u>200,410</u>	<u>199,440</u>
NET POSITION, END OF YEAR	<u><u>\$ 220,597</u></u>	<u><u>\$ 200,410</u></u>

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INDEPENDENT SCHOOL DISTRICT #2534

NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2025

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of Independent School District #2534 have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The GASB pronouncements are recognized as accounting principles generally accepted in the United States of America. The more significant of the government's accounting policies are described below.

A. REPORTING ENTITY

The Independent School District #2534 Board of Education ("District") is the basic level of government which has the financial accountability and control over all activities related to the public school education for the BOLD Public School District. The District receives funding from local, state, and federal sources and must comply with the expenditure requirements of these funding source entities.

The financial statements present the District and its component units. The District includes all funds, organizations, institutions, agencies, departments and offices that are not legally separate from such. Component units are legally separate entities for which the District is financially accountable, or for which the exclusion of the component unit would render the financial statements of the District misleading.

The criteria used to determine if the District is financially accountable for a component unit includes whether or not 1) the District appoints the voting majority of the potential component unit's governing body and is able to impose its will on the potential component unit or is in a relationship of financial benefit or burden with the potential component unit, or 2) the potential component unit is fiscally dependent on and there is a potential for the potential component unit to provide specific financial benefits to, or impose specific financial burdens on, the District.

As a result of applying the component unit definition criteria above, certain organizations have been defined and are presented in this report as follows:

Joint Powers Agreement

The Swimming Pool is included as a part of the Community Service Fund. The Swimming Pool consists of a four member board, of which two members are City Council and two members are School Board. The Swimming Pool is operated in the City of Olivia to provide services and activities to the school and the community. The pool is financed from grants, donations, program fees, and funds contributed. As of June 1, 2022, the City contributed 50% of the net funds required of the established general operations budget for the pool. Separate financial statements for the Swimming Pool are not issued.

Extracurricular student activities are determined primarily by student participants under the guidance of an adult and are generally conducted outside school hours. The School Board has a fiduciary responsibility in establishing general policies and ensuring that appropriate financial records are maintained for student activities. In addition, these accounts of the District are under the School Board's control. The activity of the student activity accounts is accounted for in the General Fund.

B. GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS

The government-wide financial statements (i.e., the Statement of Net Position and the Statement of Activities) display information about the reporting government as a whole. These statements include all the financial activities of the District except for fiduciary funds. Fiduciary funds are only reported at the fund financial statement level.

INDEPENDENT SCHOOL DISTRICT #2534

NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2025

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Cont'd)

B. GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS (Cont'd)

The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements. Elimination of all charges would distort the direct costs and program revenue reported for the various functions concerned.

Separate financial statements are provided for governmental and fiduciary funds. Major individual governmental funds are reported as separate columns in the fund financial statements. Fiduciary funds are presented in the fiduciary fund financial statements by type. Since by definition, fiduciary fund assets are being held for the benefit of a third party and cannot be used for activities or obligations of the District, these funds are excluded from the government-wide financial statements.

C. MEASUREMENT FOCUS AND BASIS OF ACCOUNTING

The accounting and financial reporting treatment applied is determined by its measurement focus and basis of accounting. The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are generally recognized as revenues in the fiscal year for which they are levied, except for amounts advance recognized in accordance with statutory "tax shift" described later in these notes. Grants and similar items are recognized when all eligibility requirements imposed by the provider have been met.

The governmental fund financial statements are accounted for using the current financial resources measurement focus and the modified accrual basis of accounting, in which revenues are recognized when they become measurable and available. Revenues are considered to be measurable when the amount of the transaction can be determined and available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period.

Property tax revenue is generally considered as available if collected within 60 days after year-end. State revenue is recognized in the year to which it applies according to Minnesota Statutes and accounting principles generally accepted in the United States of America. Minnesota Statutes include state aid funding formulas for specific fiscal years. Federal revenue is recorded in the year in which the related expenditure is made. Food service sales, community education tuition, and other miscellaneous revenue (except interest earnings) are recorded as revenues when received because they are generally not measurable until then. Interest earnings are recorded when earned because they are measurable and available. A six-month availability period is generally used for other fund revenue.

Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due. The District does not use encumbrances for either budgeting or financial reporting purposes.

INDEPENDENT SCHOOL DISTRICT #2534

NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2025

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Cont'd)

C. MEASUREMENT FOCUS AND BASIS OF ACCOUNTING (Cont'd)

It is generally the District's policy to use restricted resources first, then unrestricted resources as they are needed when an expense is incurred for purposes for which both restricted and unrestricted net position are available.

**Description of Funds:**

The existence of the various District funds has been established by the State of Minnesota, Department of Education. The accounts of the District are organized on the basis of funds, each of which is considered a separate accounting entity. A description of the funds included in this report is as follows:

*Major Governmental Funds:*

The General Fund is used to account for all financial resources except those required to be accounted for in another fund. It includes the general operations and pupil transportation activities of the District, as well as the capital related activities such as maintenance of facilities, equipment purchases, health and safety projects, and disabled accessibility projects.

The Building Construction Fund is used to account for the accumulation of resources for, and the payment of construction related costs.

The Debt Service Fund is used to account for the accumulation of resources for, and the payment of, long-term debt principal, interest, and related costs.

*Nonmajor Governmental Funds:*

The Food Service Special Revenue Fund accounts for all activities associated with the preparation and serving of regular and incidental meals, lunches or snacks in connection with school activities. Revenues for the Food Service Fund are generated from user fees, federal reimbursements, and state credits.

The Community Service Special Revenue Fund accounts for services provided to residents in the areas of recreation, civic activities, nonpublic pupils, veterans, adult or early childhood programs or other similar services. Revenues for the Community Service Fund are generated primarily from user fees, local property taxes, federal reimbursements, and state credits.

*Fiduciary Fund:*

The Custodial Fund is used to account for arrangements under which principal and income benefits individuals, private organizations, or other governments. This fund accounts for gifts and bequests that are to be used for scholarships with no legally binding trust agreement.

D. BUDGETS AND BUDGETARY ACCOUNTING

Budgets presented in this report for comparison to actual amounts are presented in accordance with accounting principles generally accepted in the United States of America. Each June, the School Board adopts an annual budget for the following fiscal year for the General, Food Service, Community Service and Debt Service Funds. The approved budget is published in summary form in the District's legal newspaper by November 30 of each year. Reported budget amounts represent the amended budget as adopted by the School Board. Legal budgetary control is at the fund level.

Procedurally, in establishing the budgetary data reflected in these financial statements, the Superintendent submits to the School Board prior to July 1, a proposed operating budget for the fiscal year commencing July 1. The operating budget includes proposed expenditures and the means to finance them. The budget is legally enacted by School Board action. Revisions to budgeted amounts must be approved by the School Board.

INDEPENDENT SCHOOL DISTRICT #2534

NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2025

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Cont'd)

D. BUDGETS AND BUDGETARY ACCOUNTING (Cont'd)

Total fund expenditures in excess of the budget require approval of the School Board. Spending control is established by the amount of expenditures budgeted for the fund, but management control is exercised at line item levels.

Unencumbered expenditure appropriations lapse at year-end. Encumbrances are not recorded.

Budget provisions for the Debt Service Fund are set by state law governing required debt service levels.

E. ASSETS, DEFERRED OUTFLOWS OF RESOURCES, LIABILITIES, DEFERRED INFLOWS OF RESOURCES, NET POSITION AND FUND BALANCE

**Cash and Investments:**

The District's cash and cash equivalents are considered to be cash on hand, deposits and highly liquid debt instruments purchased with original maturities of three months or less from the date of acquisition.

The District may invest in the following types of investments as authorized by Minn. Stat. §§118A.04 and

- (1) securities which are direct obligations or are guaranteed or insured issues of the United States, its agencies, its instrumentalities, or organizations created by an act of Congress, except mortgage-backed securities defined as "high risk" by Minn. Stat. §118A.04, subd. 6;
- (2) mutual funds through shares of registered investment companies provided the mutual fund receives certain ratings depending on its investments;
- (3) general obligations of the State of Minnesota and its municipalities, and in certain state agency and local obligations of Minnesota and other states provided such obligations have certain specified bond ratings by a national bond rating service;
- (4) time deposits that are fully insured by the Federal Deposit Insurance Corporation or bankers acceptances of United States bank;
- (5) commercial paper issued by United States corporations or their Canadian subsidiaries that is rated in the highest quality category by at least two nationally recognized rating agencies and matures in 270 days or less; and
- (6) with certain restrictions, in repurchase agreements, securities lending agreements, joint powers investment trusts, and guaranteed investment contracts.

Cash and investments were comprised of demand deposit accounts, money market accounts, non-negotiable certificates of deposit, government and agency bonds, municipal bonds, and an external investment pool.

Cash balances from all funds of the District are pooled and invested, to the extent available, in allowable cash management accounts. Earnings from such accounts are allocated to the respective funds on the basis of applicable cash balance participation by each fund.

INDEPENDENT SCHOOL DISTRICT #2534

NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2025

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Cont'd)

E. ASSETS, DEFERRED OUTFLOWS OF RESOURCES, LIABILITIES, DEFERRED INFLOWS OF RESOURCES, NET POSITION AND FUND BALANCE (Cont'd)

**Cash and Investments:** (Cont'd)

The District invests in an external investment pool, the Minnesota School District Liquid Asset Fund, which is created under a joint powers agreement pursuant to Minn. Stat. §471.59. The Minnesota School District Liquid Asset Fund is not registered with the Securities Exchange Commission (SEC), but satisfies the requirements of Rule 2a-7 prescribed by the SEC pursuant to the Investment Company Act of 1940 (17 CFR §270.2a-7), as amended. The investment in the pool is measured at the net asset value per share provided by the pool.

The District has an investment policy in place that addresses interest rate risk, credit risk, concentration of credit risk and custodial credit risk as follows:

*Custodial Credit Risk:* - Deposits. Custodial credit risk is the risk that in the event of bank failure, the District's deposits may not be returned to it. Minnesota Statutes require all District deposits be protected by insurance, surety bond, or collateral. The market value of collateral pledged must equal 110 percent of the deposits not covered by insurance or bonds.

Authorized collateral includes treasury bills, notes and bonds; issues of U.S. government agencies, general obligations of a state or local government rated "A" or better and revenue obligations of a state or local government rated "AA" or better; unrated general obligation securities of the District; irrevocable standby letters of credit issued by the Federal Home Loan Bank; and certificates of deposit. Minnesota Statutes require that securities pledged as collateral be held in safekeeping in a restricted account at the Federal Reserve Bank or in an account at a trust department of a commercial bank or other financial institution that is not owned or controlled by the financial institution furnishing the collateral. The District does not have a policy that further limits its collateral choices.

*Custodial Credit Risk:* - Investments. For an investment, this is the risk that in the event of the failure of the counterparty, the District will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. The District's investment policy on custodial credit risk states securities shall be held in third party safekeeping by an institution designated as custodial agent. The institution or dealer shall issue a safekeeping receipt to the District listing the specific instrument, the name of the issuer, the name in which the security is held, the rate, the maturity, serial numbers and other distinguishing marks, and other pertinent information related to the securities held.

*Interest Rate Risk:* This is the risk that the market value of securities will fall due to the changes in market interest rates. The District's policy states investment maturities shall be scheduled to coincide with projected District cash flow needs, taking into account large routine or scheduled expenditures, as well as anticipated receipt dates of anticipated revenues. Maturities for short-term and long-term investments shall be timed according to anticipated need. Within these parameters, portfolio maturities shall be staggered to avoid undue concentration of assets and a specific maturity sector. The maturities selected shall provide for stability of income and reasonable liquidity.

*Credit Risk:* This is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. State law limits certain investments to the top two ratings issued by the rating organizations. The District's investment policy states it will comply with Minnesota Statutes Chapter 118A.

*Concentration Risk:* This is the risk of loss attributed to the magnitude of an investment in a single issuer. The District's investment policy states the District shall diversify its investments to avoid incurring unreasonable risks inherent in over investing in specific instruments, individual financial institutions or maturities.

NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2025

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Cont'd)

E. ASSETS, DEFERRED OUTFLOWS OF RESOURCES, LIABILITIES, DEFERRED INFLOWS OF RESOURCES, NET POSITION AND FUND BALANCE (Cont'd)

**Cash and Investments:** (Cont'd)

The District categorizes its fair value measurements within the fair value hierarchy established by accounting principles generally accepted in the United States of America. The hierarchy is based on the valuation of inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets. Level 2 inputs are significant other observable inputs. Level 3 inputs are significant unobservable inputs.

**Accounts Receivable:**

Accounts receivable represents amounts receivable from individuals, firms, and corporations for goods and services furnished by the District. No substantial losses are anticipated from present receivable balances, therefore, no allowance for uncollectible accounts is deemed necessary.

**Current Property Taxes Receivable:**

Current property taxes receivable represent current real and personal property tax levies, certified the previous December and collectible in the current calendar year, which have not been received by the District.

**Delinquent Property Taxes Receivable:**

Delinquent property taxes receivable represent taxes collectible in the years 2018 to 2024 that remain uncollected at June 30, 2025. They are equally offset by a deferred inflow of resources amount in the governmental fund financial statements.

**Prepaid Items:**

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepayments. Prepaid items are reported using the consumption method and recorded as an expense or expenditure at the time of consumption.

**Inventory:**

Inventories are recorded using the consumption method of accounting and consist of purchased food and supplies. Food and supply purchases are recorded at invoice cost, computed on a first-in, first-out method.

**Property Taxes Levied for Subsequent Years:**

Current levies of local taxes, less the amount recognized as revenue in the current period, including portions assumed by the state which will be recognized as revenue in the next fiscal year beginning July 1, 2025, are included in this account to indicate that, while they are current assets, they will not be recognized as revenue until the following year.

**Capital and Right to Use Assets:**

Tangible and intangible capital assets are capitalized at historical cost, or estimated historical cost for assets where actual historical cost is not available. Right to use assets are capitalized at the present value of minimum lease payments. Donated assets are recorded at their estimated acquisition value at the date of donation. The District maintains a threshold level of \$5,000 for capitalizing tangible and intangible capital assets and right to use assets. The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

INDEPENDENT SCHOOL DISTRICT #2534

NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2025

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Cont'd)

E. ASSETS, DEFERRED OUTFLOWS OF RESOURCES, LIABILITIES, DEFERRED INFLOWS OF RESOURCES, NET POSITION, AND FUND BALANCE (Cont'd)

**Capital and Right to Use Assets:** (Cont'd)

Tangible and intangible capital assets and right to use assets are recorded in the government-wide financial statements, but are not reported in the governmental fund financial statements. Capital assets and right to use assets are depreciated or amortized using the straight-line method over their estimated useful lives. Since surplus assets are sold for an immaterial amount when declared as no longer needed for public school purpose by the District, no salvage value is taken into consideration for depreciation purposes. Useful lives vary from 20 to 50 years for land improvements and buildings, and 5 to 15 years for equipment.

Capital assets not being depreciated include land and construction in progress.

The District does not possess any material amounts of infrastructure capital assets. Items such as sidewalks and other land improvements are considered to be part of the cost of buildings or other improvable property.

**Deferred Outflows of Resources:**

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. Deferred outflows of resources represents a consumption of net assets that applies to a future reporting period. During that future period, it will be recognized as an outflow of resources (expense/expenditure). The District has items that qualify for reporting in this category on the government-wide Statement of Net Position which are related to pensions and OPEB.

**Long-Term Obligations:**

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities. Bond premiums and discounts are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount. Lease liabilities are measured at the present value of payments expected to be made and amortized as a component of interest expense over the lease term.

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures. The present value of lease payments expected to be made at the inception of a lease agreement is reported as other financing sources. Subsequent lease payments are reported as capital outlay expenditures.

NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2025

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Cont'd)

E. ASSETS, DEFERRED OUTFLOWS OF RESOURCES, LIABILITIES, DEFERRED INFLOWS OF RESOURCES, NET POSITION, AND FUND BALANCE (Cont'd)

**Compensated Absences:**

A liability for compensated absences should be recognized for leave that has not been used and leave that has been used but not yet paid. A liability for leave that has not been used is recognized if the leave is attributable to services already rendered, the leave accumulates and the leave is more likely than not to be used for time off or otherwise paid in cash or settled through noncash means. The liability for compensated absences reported in the financial statements, based on the criteria above, consists of unpaid vacation and sick leave. Compensated absences are accrued when incurred in the government-wide financial statements. The government-wide Statement of Net Position reports both current and noncurrent portions of compensated absences using full accrual accounting. In governmental funds, a liability is reported only if they have matured, as a result of employee resignations or retirements.

*Vacation Pay:*

Employees earn annual vacation pay at rates dependent upon each employee group labor contract. All outstanding unpaid vacation pay is payable upon termination of employment.

*Sick Pay:*

Substantially all District employees are entitled to sick leave at various rates. For certain employees, unused sick leave enters into the calculation of pay upon termination.

**Other Postemployment Benefits:**

Under the terms of previous employment contracts, when certain qualified employees retired between the ages of 55 to 65, the District provided health insurance benefits which would cease when such employees attain the age of 65. This benefit is no longer available to employees; however, the District continues to pay health insurance for qualified individuals that retired when this benefit was in effect. All premiums are funded on a pay-as-you-go basis. The District provides an annual amount to qualified employees with the employee paying the amount in excess of what is provided by the District.

**Pensions:**

For purposes of measuring the net pension liability, deferred outflows/inflows of resources, and pension expense, information about the fiduciary net position of the Public Employees Retirement Association (PERA) and additions to/deductions from PERA's fiduciary net position have been determined on the same basis as they are reported by PERA. For this purpose, plan contributions are recognized as of employer payroll paid dates and benefit payments, and refunds are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

The District participates in various pension plans; total pension expense for the fiscal year ended was \$139,052. The components of pension expense are noted in the plan summaries.

For purposes of measuring the net pension liability, deferred outflows/inflows of resources, and pension expense, information about the fiduciary net position of the Teachers Retirement Association (TRA) and additions to/deductions from TRA's fiduciary net position have been determined on the same basis as they are reported by TRA.

TRA has a special funding situation created by direct aid contributions made by the State of Minnesota, District of Minneapolis and Minneapolis School District. This direct aid is a result of the merger of the Minneapolis Teachers Retirement Fund Association merger into TRA in 2006. A second direct aid source is from the State of Minnesota for the merger of the Duluth Teacher's Retirement Fund Association in 2015.

NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2025

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Cont'd)

E. ASSETS, DEFERRED OUTFLOWS OF RESOURCES, LIABILITIES, DEFERRED INFLOWS OF RESOURCES, NET POSITION, AND FUND BALANCE (Cont'd)

**Unearned Revenue:**

Unearned revenue arises when assets are recognized before revenue recognition criteria have been satisfied. Grants and certain other payments received before eligibility requirements are met are also recorded as unearned revenue.

**Deferred Inflows of Resources:**

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. Deferred inflows of resources represents an acquisition of net assets that applies to a future reporting period. During that future period, it will be recognized as an inflow of resources (revenue). The District has items that qualify for reporting in this category on both the government-wide Statement of Net Position and the governmental fund financial statements related to property taxes, pensions, OPEB, and leases.

**Fund Balance:**

In the fund financial statements, fund balance is divided into five classifications based primarily on the extent to which the District is bound to observe constraints imposed upon the use of resources reported in governmental funds. These classifications are as follows:

*Nonspendable:* Consists of amounts that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact, such as, inventories and prepaid items.

*Restricted:* Consists of amounts related to externally imposed constraints established by creditors, grantors or contributors; or constraints imposed by state statutory provisions.

*Committed:* Consists of amounts that are constrained for specific purposes that are internally imposed by formal action of the Board of Education. Those committed amounts cannot be used for any other purpose unless the Board removes or changes the specified use by taking the same type of action it employed to previously commit those amounts. These constraints are established by Resolution of the Board of Education.

*Assigned:* Consists of amounts intended to be used by the District for specific purposes but do not meet the criteria to be classified as restricted or committed. In governmental funds other than the General Fund, assigned fund balance represents the remaining amount that is not restricted or committed. In the General Fund, assigned amounts represent intended uses established by the governing body itself or by an official to which the governing body delegates the authority. Pursuant to School Board Policy, the Business Manager and Superintendent are authorized to establish assignments of fund balance.

*Unassigned:* Is the residual classification for the General Fund and also reflects negative residual amounts in the remaining governmental funds.

The District requires restricted amounts to be spent first when both restricted and unrestricted fund balance is available. Additionally, the District would first use committed, then assigned, and lastly unassigned amounts of unrestricted fund balance when expenditures are made.

The Board of Education has formally adopted a fund balance policy for the General Fund. The District's policy is to strive to maintain at least 40% of the District's General Fund operating budget, excluding those accounts associated within the restricted category.

INDEPENDENT SCHOOL DISTRICT #2534

NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2025

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Cont'd)

E. ASSETS, DEFERRED OUTFLOWS OF RESOURCES, LIABILITIES, DEFERRED INFLOWS OF RESOURCES, NET POSITION, AND FUND BALANCE (Cont'd)

**Net Position:**

Net position represents the difference between assets plus deferred outflows of resources and liabilities plus deferred inflows of resources in the government-wide and fiduciary fund financial statements. Net investment in capital assets consists of capital assets, net of accumulated depreciation, and right to use assets, net of accumulated amortization, reduced by the outstanding balance of any long-term liabilities used to build or acquire the capital and right to use assets. Net position is reported as restricted in the government-wide and fiduciary fund financial statements when there are limitations on their use through external restrictions imposed by creditors, grantors or laws or regulations of other governments. Unrestricted net position consists of all other net position that does not meet the definition of restricted or net investment in capital assets.

F. REVENUES AND EXPENDITURES

**Revenues:**

Property tax levies are established by the Board of Education in December each year and are certified to the County for collection in the following calendar year. In Minnesota, counties act as collection agents for all property taxes. The County spreads all levies over taxable property. Such taxes become a lien on January 1. Taxes are due on May 15 and October 15. The County generally remits taxes to the District at periodic intervals as they are collected. A portion of property taxes levied is paid through various state tax credits which are included in revenue from state sources in the governmental fund financial statements.

Generally, tax revenue is recognized in the fiscal year ending June 30, following the calendar year in which the tax levy is collectible, while the current calendar year tax levy is recorded as a deferred inflow of resources (property taxes levied for subsequent year). The majority of District revenue in the General Fund (and to a lesser extent in the District's Community Service Special Revenue Fund) is determined annually by statutory funding formulas. The total revenue allowed by these formulas is then allocated between taxes and state aids by the Legislature based on education funding priorities. Changes in this allocation are periodically accompanied by a change in property tax revenue recognition referred to as the "tax shift."

In accordance with State law, the current tax shift consists of an amount equal to 31% of the District's 2000 Pay 2001 operating referendum levy, which is frozen at \$96,802, for the District. The tax shift also includes certain other levies that are recognized early based on statutory requirements.

Tax levies from prior years that remain unpaid are classified as delinquent taxes receivable. Revenue from these delinquent property taxes that is not collected within 60 days of year-end is reported as a deferred inflow of resources at the fund level because it is not known to be available to finance the operations of the District in the current year. No allowance for uncollectible taxes has been provided as such amounts are not expected to be material. Current levies of local taxes, less the amount recognized as revenue in the current period, including portions assumed by the State which will be recognized as revenue in the next fiscal year beginning July 1, 2025, are included in Property Taxes Levied for Subsequent Year to indicate that, while they are current assets, they will not be recognized as revenue until the following year.

**Expenditures:**

Expenditure recognition for governmental fund types is limited to amounts represented by current liabilities. Long-term liabilities are not recognized as governmental fund expenditures or fund liabilities.

INDEPENDENT SCHOOL DISTRICT #2534

NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2025

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Cont'd)

G. USE OF ESTIMATES

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and deferred outflows of resources and liabilities and deferred inflows of resources and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures/expenses during the reporting period. Actual results could differ from those estimates.

H. PRIOR YEAR INFORMATION

The basic financial statements include certain prior-year partial comparative information in total but not at the level of detail required for a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the government's financial statements for the year ended June 30, 2024, from which the partial information was derived.

NOTE 2. STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

A. VIOLATIONS OF FINANCE-RELATED OBLIGATIONS

There were no violations of finance-related obligations.

B. DEFICIT FUND BALANCES

The following fund had a deficit balance:

Community Service Fund	\$	(164,830)
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C. EXPENDITURES OVER BUDGET

The following funds had expenditures that exceeded appropriations:

	<u>Appropriation</u>	<u>Expenditure</u>
Building Construction - Capital Project Fund	\$	\$ 17,791,997

INDEPENDENT SCHOOL DISTRICT #2534

NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2025

NOTE 3. CASH AND INVESTMENTS

A. DEPOSITS

The District's deposits were sufficiently covered by insurance through FDIC as well as collateralized with securities held by the pledging institution's trust department or agent in the District's name.

The District had the following deposits:

<u>Governmental Activities</u>	
Pooled Cash in Checking Accounts	\$ 127,650
Pooled Cash in Money Market Accounts	5,893,056
Non-Negotiable Certificates of Deposit	14,475,261
Petty Cash	<u>701</u>
Total Governmental Activities	20,496,668
 <u>Fiduciary Fund</u>	
Pooled Cash in Checking Accounts	89,251
Non-Negotiable Certificates of Deposit	<u>131,346</u>
Total Fiduciary Fund	<u>220,597</u>
Total Deposits	<u><u>\$ 20,717,265</u></u>

B. INVESTMENTS

The District had the following investments:

	Fair Value	Interest Rate Risk <u>Maturity Date</u>
UMB Government and Agency Bonds	\$ 12,196,721	1-3 years
UMB Municipal Bonds	<u>1,421,622</u>	more than 3 years
Total Investments	<u><u>\$ 13,618,343</u></u>	

The Municipal Bonds had a variety of ratings. The FFCB Bonds and FHLB Bonds were rated AAA. Municipal Bonds were rated between AA1 to AA3. The Brokered Certificates of Deposit were not rated.

Concentration Risk. This is the risk of loss attributed to the magnitude of an investment in a single issuer. More than 5 percent of the District's investments are in UMB.

INDEPENDENT SCHOOL DISTRICT #2534

NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2025

NOTE 3. CASH AND INVESTMENTS (Cont'd)

B. INVESTMENTS (Cont'd)

Governmental Activities

	Fair Value	Fair Value Measurements Using		
		Level 1	Level 2	Level 3
Investments at Fair Value:				
UMB Government and Agency Bond	\$ 12,196,721	\$	\$ 12,196,721	\$
UMB Municipal Bonds	1,421,622		1,421,622	
Total Investments at Fair Value	13,618,343	\$ 0	\$ 13,618,343	\$ 0
Investment at Amortized Cost:				
External Investment Pool				
Liquid Asset Fund				
Liquid Class	380			
MAX Class	217			
Total at Amortized Cost	597			
Total Investments	\$ 13,618,940			

The credit rating for the MSDLAF+ Classes was AAA.

The following is a summary of deposits and investments:

Deposits (Note 3.A.)	\$ 20,717,265
Investments	13,618,940
Total Deposits and Investments	\$ 34,336,205

Deposits and Investments are presented in the basic financial statements as follows:

Statement of Net Position	
Cash and Investments	\$ 34,115,608
Statement of Fiduciary Net Position	
Cash	220,597
Total Cash and Investments	\$ 34,336,205

INDEPENDENT SCHOOL DISTRICT #2534

NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2025

NOTE 4. RECEIVABLES

A. COMPONENTS OF RECEIVABLES

Receivables were as follows:

	<u>Total Receivables</u>	<u>Amounts not Scheduled for Collection During the Subsequent Year</u>
<u>Governmental Activities</u>		
Receivables		
Accounts	\$ 1,711	\$ 499
Leases	6,378	
Current Property Taxes	2,667,560	
Delinquent Property Taxes	19,633	
	<u>\$ 2,695,282</u>	<u>\$ 499</u>

	<u>Total Receivables</u>	<u>Amounts not Scheduled for Collection During the Subsequent Year</u>
Due from Other Governments		
Other Minnesota School Districts	\$ 10,726	\$
State Department of Education	865,752	
Federal Department of Education	190,216	
Other Governmental Units	20,974	
	<u>\$ 1,087,668</u>	<u>\$ 0</u>

B. LEASE RECEIVABLES

The District's leases are summarized as follows:

	<u>Lease Receivable Balance</u>	<u>Lease Revenue</u>	<u>Lease Interest Revenue</u>
Headstart Classroom and Office Space	<u>\$ 6,378</u>	<u>\$ 5,692</u>	<u>\$ 308</u>

Headstart Classrooms and Office Space - On August 1, 2021, the School District entered into a five-year lease agreement with United Community Action Partnership for the lease of classrooms and office space. Based on this agreement, the School District is receiving monthly payments through 2026.

INDEPENDENT SCHOOL DISTRICT #2534

NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2025

NOTE 5. CAPITAL ASSETS

Capital asset activity was as follows:

	Beginning Balance	Increase	Decrease	Ending Balance
<u>Governmental Activities</u>				
Capital Assets, Not Being Depreciated				
Land	\$ 188,077	\$	\$	\$ 188,077
Construction in Progress	2,908,075	17,486,447		20,394,522
Total Capital Assets, Not Being Depreciated	3,096,152	17,486,447	0	20,582,599
Capital Assets Being Depreciated				
Land Improvements	1,686,902	288,222		1,975,124
Buildings	12,209,053			12,209,053
Equipment	2,382,343	367,069	(167,133)	2,582,279
Total Capital Assets, Being Depreciated	16,278,298	655,291	(167,133)	16,766,456
Right to Use Assets Being Amortized				
Equipment	116,869			116,869
Less Accumulated Depreciation for				
Land Improvements	799,269	70,913		870,182
Buildings	8,769,236	232,021		9,001,257
Equipment	1,807,669	90,799	(167,133)	1,731,335
Total Accumulated Depreciation	11,376,174	393,733	(167,133)	11,602,774
Less Accumulated Amortization for				
Equipment	83,757	23,374		107,131
Total Capital and Right to Use Assets Being Depreciated and Amortized, Net	4,935,236	238,184	0	5,173,420
Governmental Activities				
Net Capital and Right to Use Assets	\$ 8,031,388	\$ 17,724,631	\$ 0	\$ 25,756,019

Depreciation and amortization expense was charged to functions/programs as follows:

<u>Governmental Activities</u>	
District Support Services	\$ 23,374
Regular Instruction	380,945
Sites and Buildings	2,576
Food Service	10,212
Total Depreciation and Amortization Expense - Governmental Activities	<u>\$ 417,107</u>

INDEPENDENT SCHOOL DISTRICT #2534

NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2025

NOTE 6. LONG-TERM LIABILITIES

A. COMPONENTS OF LONG-TERM LIABILITIES

The components of long-term liabilities were as follows:

	Original Amount Issued	Final Maturity Date	Interest Rate	Balance Outstanding
<u>Governmental Activities</u>				
G.O. School Building Bonds, Series 2024A	\$ 39,950,000	2/1/2054	5.00%	\$ 39,395,000
Bond Premium				4,494,446
Compensated Absences				183,064
Long-Term Leases	116,869	12/22/2025	3.25%	<u>12,559</u>
 Total Governmental Activities				 <u><u>\$ 44,085,069</u></u>

B. MINIMUM DEBT PAYMENTS

Minimum annual principal and interest payments required to retire long-term debt, not including severance payable and vacation payable, are as follows:

Year Ending June 30	<u>Governmental Activities</u> G.O. School Building Bonds, Series 2024A	
	<u>Principal</u>	<u>Interest</u>
2026	\$ 635,000	\$ 1,969,750
2027	665,000	1,938,000
2028	695,000	1,904,750
2029	730,000	1,870,000
2030	770,000	1,833,500
2031-2035	4,455,000	8,551,500
2036-2040	5,685,000	7,320,250
2041-2045	7,265,000	5,749,000
2046-2050	9,270,000	3,741,750
2051-2054	<u>9,225,000</u>	<u>1,181,000</u>
	<u><u>\$ 39,395,000</u></u>	<u><u>\$ 36,059,500</u></u>

C. DESCRIPTION OF LONG-TERM LIABILITIES

**Compensated Absences Payable:**

Compensated absences payable consists of vacation and an estimated percentage of unused sick and ESST at June 30, 2025 and other compensated absences paid at retirement for certain employees based on the employment contract.

INDEPENDENT SCHOOL DISTRICT #2534

NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2025

NOTE 6. LONG-TERM LIABILITIES (Cont'd)

C. DESCRIPTION OF LONG-TERM LIABILITIES (Cont'd)

**G.O. School Building Bonds, Series 2024A:**

On February 21, 2024, the District issued \$39,950,000 of General Obligation School Building Bonds, Series 2024A. The proceeds of this issue will be used to finance the acquisition and betterment of school sites and facilities. The bonds are due in varying installments each February 1 from February 1, 2025 through February 1, 2054, with an interest rate of 5.00% due semiannually on February 1 and August 1.

D. CHANGES IN LONG-TERM LIABILITIES

The following table summarized changes in long-term liabilities:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>	<u>Due Within One Year</u>
<u>Governmental Activities</u>					
G.O. School Building					
Bonds, Series 2024A	\$ 39,950,000	\$	\$ (555,000)	\$ 39,395,000	\$ 635,000
Bond Premium	4,651,229		(156,783)	4,494,446	156,783
Compensated					
Absences *	288,213		(105,149)	183,064	
Long-Term Leases	39,080		(26,521)	12,559	12,559
Total Governmental Activities	<u>\$ 44,928,522</u>	<u>\$ 0</u>	<u>\$ (843,453)</u>	<u>\$ 44,085,069</u>	<u>\$ 804,342</u>

\*The change in the compensated absences liability is presented as a net change.

NOTE 7. LONG-TERM LEASES

Lease agreements are summarized as follows:

	<u>Origination Date</u>	<u>Payment Terms</u>	<u>Payment Amount</u>	<u>Interest Rate</u>
Marco Copiers	12/22/2020	60 Months	\$ 2,113	3.25%
	<u>Original Lease Liability</u>	<u>Current Year Additional Outflows</u>	<u>Balance Outstanding</u>	
Marco Copiers	<u>\$ 116,869</u>	<u>\$ 2,974</u>	<u>\$ 12,559</u>	

The Marco copiers were leased for various departments in the District, beginning on December 22, 2020 for a term of 5 years at a fixed interest rate of 3.25%. This lease is not renewable and the District will not acquire the equipment at the end of the five years.

INDEPENDENT SCHOOL DISTRICT #2534

NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2025

NOTE 7. LONG-TERM LEASES (Cont'd)

Annual requirements to amortize lease obligations and related interest are as follows:

Year Ending June 30	Principal	Interest
2026	\$ 12,559	\$ 119

NOTE 8. DEFERRED INFLOWS AND OUTFLOWS OF RESOURCES

The following is a summary of the major components of deferred outflows and inflows as presented in the Statement of Net Position:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Related to Pensions	\$ 1,102,946	\$ 1,405,155
Related to OPEB	43,168	234,976
Property Taxes Levied for Subsequent Year		4,070,313
Leases		6,378
Total	<u>\$ 1,146,114</u>	<u>\$ 5,716,822</u>

NOTE 9. INTERFUND BALANCES AND TRANSFERS

A. INTERFUND RECEIVABLES AND PAYABLES

The composition of interfund balances was as follows:

Receivable Fund	Payable Fund	Amount
General Fund	Nonmajor Governmental Funds	<u>\$ 108,120</u>

The purpose of the above interfund loan was to support Community Service operations.

B. INTERFUND TRANSFERS

The composition of interfund transfers was as follows:

Transfer out Fund	Transfer in Fund	Amount
General Fund	Nonmajor Governmental Funds	<u>\$ 28,734</u>

The purpose of the above interfund transfers was to eliminate the negative restricted fund balance and to allocate expenses associated with the District's portion of the pool expenses shared with the City of Olivia and to cover negative cash.

INDEPENDENT SCHOOL DISTRICT #2534

NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2025

NOTE 10. FUND BALANCES

The following is a summary of fund balance components:

	<u>General</u>	<u>Building Construction</u>	<u>Debt Service</u>	<u>Subtotal</u>
<b>Restricted</b>				
Student Activities	\$ 101,406	\$	\$	\$ 101,406
Staff Development	211,381			211,381
Literacy Incentive Aid	49,786			49,786
Operating Capital	70,610			70,610
School Library Aid	24,621			24,621
Safe Schools Levy	48,698			48,698
Teacher Comp Read Act	22,321			22,321
LTFM	687,195			687,195
Student Support Personnel	40,201			40,201
Medical Assistance	190,058			190,058
Community Education				
Other Fund Activities		26,696,149	210,833	26,906,982
Total Restricted	<u>1,446,277</u>	<u>26,696,149</u>	<u>210,833</u>	<u>28,353,259</u>
<b>Committed</b>				
Roof Repairs	488,795			488,795
<b>Assigned</b>				
Library	3,835			3,835
Senior	258			258
General Activities	23,596			23,596
Gym Wood Floor	56,000			56,000
Building Upgrades	272,000			272,000
Total Assigned	<u>355,689</u>	<u>0</u>	<u>0</u>	<u>355,689</u>
<b>Unassigned</b>				
	<u>616,099</u>			<u>616,099</u>
	<u>\$ 2,906,860</u>	<u>\$ 26,696,149</u>	<u>\$ 210,833</u>	<u>\$ 29,813,842</u>

INDEPENDENT SCHOOL DISTRICT #2534

NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2025

NOTE 10. FUND BALANCES (Cont'd)

The following is a summary of fund balance components (Cont'd):

	Nonmajor Funds		Subtotal	Total
	Food Service	Community Service		
Restricted				
Student Activities	\$	\$	\$	\$ 101,406
Staff Development				211,381
Literacy Incentive Aid				49,786
Operating Capital				70,610
School Library Aid				24,621
Safe Schools Levy				48,698
Teacher Comp Read Act				22,321
LTFM				687,195
Student Support Personnel				40,201
Medical Assistance				190,058
Community Education		12,573	12,573	12,573
Other Fund Activities	223,288	27,050	250,338	27,157,320
Total Restricted	223,288	39,623	262,911	28,616,170
Committed				
Roof Repairs				488,795
Assigned				
Library				3,835
Senior				258
General Activities				23,596
Gym Wood Floor				56,000
Building Upgrades				272,000
Total Assigned	0	0	0	355,689
Unassigned		(204,453)	(204,453)	411,646
	\$ 223,288	\$ (164,830)	\$ 58,458	\$ 29,872,300

**Fund Balance:**

Certain portions of fund balance are restricted based on state requirements to track special program funding, to provide for funding on certain long-term liabilities, or as required by other outside parties. The following is a summary of the potential restricted fund balances for the governmental funds:

A. RESTRICTED FOR STUDENT ACTIVITIES

The fund balance restriction represents unspent resources available for student activity expenditures.

B. RESTRICTED FOR STAFF DEVELOPMENT

In accordance with state statute, the District is required to restrict 2.0% of basic General Education revenue for staff development. The cumulative excess of such revenues over staff development expenditures is reported as a restriction of fund balance in the General Fund.

INDEPENDENT SCHOOL DISTRICT #2534

NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2025

NOTE 10. FUND BALANCES (Cont'd)

**Fund Balance:** (Cont'd)

C. RESTRICTED FOR LITERACY INCENTIVE AID

The fund balance restriction represents unspent resources available for literacy incentive aid.

D. RESTRICTED FOR OPERATING CAPITAL

The District levies taxes and receives state aid to be used for the purchase of equipment, books and vehicles and to purchase, rent, improve, and repair school facilities as allowed by state statute. The cumulative excess of such revenues over equipment and facilities expenditures is reported as a restriction of fund balance in the General Fund.

E. RESTRICTED FOR SCHOOL LIBRARY AID

The fund balance restriction represents unspent resources available from the school library aid.

F. RESTRICTED FOR SAFE SCHOOLS LEVY

The fund balance restriction represents unspent resources available from the safe schools levy.

G. RESTRICTED FOR TEACHER COMP READ ACT

The fund balance restriction represents resources available for teacher compensation for Read Act training.

H. RESTRICTED FOR LONG-TERM FACILITIES MAINTENANCE (LTFM)

The fund balance restriction represents accumulated resources available for allowable expenses in accordance with their long-term facilities maintenance plan.

I. RESTRICTED FOR STUDENT SUPPORT PERSONNEL

The fund balance restriction represents unspent resources available for student support personnel.

J. RESTRICTED FOR MEDICAL ASSISTANCE

The fund balance restriction represents unspent resources available for medical assistance expenditures.

K. RESTRICTED FOR COMMUNITY EDUCATION

The fund balance restriction represents accumulated resources available to provide general community education programming.

NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2025

NOTE 11. DEFINED BENEFIT PENSION PLAN - STATEWIDE

A. PLAN DESCRIPTION

The District participates in the following cost-sharing multiple-employer defined benefit pension plans administered by the Public Employees Retirement Association of Minnesota (PERA) and Teachers Retirement Association (TRA). These plan provisions are established and administered according to Minnesota Statutes chapters 353, 353D, 353E, 353G, and 356. Minnesota Statutes chapter 356 defines each plan's financial reporting requirements. PERA's and TRA's defined benefit pension plans are tax qualified plans under Section 401(a) of the Internal Revenue Code.

**General Employees Retirement Plan (GERP; General Employees Plan; accounted for in the General Employees Fund):**

Membership in the General Plan includes employees of counties, cities, townships, schools in non-certified positions, and other governmental entities whose revenues are derived from taxation, fees, or assessments. Plan membership is required for any employee who is expected to earn more than \$425 in a month, unless the employee meets exclusion criteria.

**Teachers Retirement Association (TRA):**

The Teachers Retirement Association (TRA) is an administrator of a multiple employer, cost-sharing, defined benefit retirement fund. TRA administers a Basic Plan (without Social Security coverage) and a Coordinated Plan (with Social Security coverage) in accordance with Minnesota Statutes, Chapters 354 and 356. TRA is a separate statutory entity and administered by a Board of Trustees. The Board consists of four active members, one retired member, and three statutory officials.

Educators employed in Minnesota's public elementary and secondary school, charter schools, and certain other TRA-covered educational institutions maintained by the state are required to be TRA members (except those employed by St. Paul schools or Minnesota State Colleges and Universities). Educators first hired by Minnesota State may elect either TRA coverage within one year of eligible employment or elect coverage through the Defined Contribution Retirement Plan (DCR) administered by Minnesota State. A teacher employed by Minnesota State and electing DCR plan is not a member of TRA except for purposes of social security coverage.

B. BENEFITS PROVIDED

**GERP Benefits:**

PERA provides retirement, disability, and death benefits. Benefit provisions are established by state statute and can only be modified by the state Legislature. Vested, terminated employees who are entitled to benefits, but are not receiving them yet, are bound by the provisions in effect at the time they last terminated their public service. When a member is "vested," they have earned enough service credit to receive a lifetime monthly benefit after leaving public service and reaching an eligible retirement age. Members who retire at or over their Social Security full retirement age with at least one year of service qualify for a retirement benefit.

NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2025

NOTE 11. DEFINED BENEFIT PENSION PLAN - STATEWIDE (Cont'd)

B. BENEFITS PROVIDED (Cont'd)

**GERP Benefits:** (Cont'd)

General Employees Plan requires three years of service to vest. Benefits are based on a member's highest average salary for any five successive years of allowable service, age, and years of credit at termination of service. Two methods are used to compute benefits for General Plan members. Members hired prior to July 1, 1989, receive the higher of the Step or Level formulas. Only the Level formula is used for members hired after June 30, 1989. Under the Step formula, General Plan members receive 1.2% of the highest average salary for each of the first 10 years of service and 1.7% for each additional year. Under the Level formula, General Plan members receive 1.7% of highest average salary for all years of service. For members hired prior to July 1, 1989 a full retirement benefit is available when age plus years of service equal 90 and normal retirement age is 65. Members can receive a reduced requirement benefit as early as age 55 if they have three or more years of service. Early retirement benefits are reduced by 0.25% for each month under age 65. Members with 30 or more years of service can retire at any age with a reduction of 0.25% for each month the member is younger than age 62. The Level formula allows General Plan members to receive a full retirement benefit at age 65 if they were first hired before July 1, 1989 or at age 66 if they were hired on or after July 1, 1989. Early retirement begins at age 55 with an actuarial reduction applied to the benefit.

Benefit increases are provided to benefit recipients each January. The postretirement increase is equal to 50% of the cost-of-living adjustment (COLA) announced by the SSA, with a minimum increase of at least 1% and a maximum of 1.5%. The 2024 annual increase was 1.5%. Recipients that have been receiving the annuity or benefit for at least a full year as of the June 30 before the effective date of the increase will receive the full increase. Recipients receiving the annuity or benefit for at least one month but less than a full year as of the June 30 before the effective date of the increase will receive a prorated increase.

**TRA Benefits:**

TRA provides retirement benefits as well as disability benefits to members, and benefits to survivors upon death of eligible members. Benefits are established by Minnesota Statute and vest after three years of service credit. The defined retirement benefits are based on a member's highest average salary for any consecutive 60 months of formula service, age and years of formula service credit at termination of service. TRA members belong to either the Basic or Coordinated Plan.

Two methods are used to compute benefits for TRA's Coordinated and Basic Plan members. Members first employed before July 1, 1989, receive the greater of the Tier I or Tier II benefits as described.

Tier I Benefits:

Tier I	Step Rate Formula	Percentage
Basic	First ten years of service	2.2% per year
	All years after	2.7% per year
Coordinated	First ten years if service are up to July 1, 2006	1.2% per year
	First ten years if service are up are July 1, 2006 or after	1.4% per year
	All other years of service if service years are up to July 1, 2006	1.7% per year
	All other years of service if service years are July 1, 2006 or after	1.9% per year

NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2025

NOTE 11. DEFINED BENEFIT PENSION PLAN - STATEWIDE (Cont'd)

B. BENEFITS PROVIDED (Cont'd)

**TRA Benefits:** (Cont'd)

With these provisions:

- a. Normal retirement age is 65 with less than 30 years of allowable service and age 62 with 30 or more years of allowable service.
- b. 3 percent per year early retirement reduction factor for all years under normal retirement age.
- c. Unreduced benefits for early retirement under a Rule-of-90 (age plus allowable service equals 90 or more).

-or-

Tier II Benefits:

For years of service prior to July 1, 2006, a level formula of 1.7% per year for coordinated members and 2.7% per year for basic members is applied. For years of service July 1, 2006, and after, a level formula of 1.9% per year for coordinated members and 2.7% per year for Basic members applies. An early retirement reduction is applied to members retiring prior to age 65. Members who reach age 62 with 30 years of service have a lower (more favorable to the member) reduction rate applied.

Members first employed after June 30, 1989, receive only the Tier II benefit calculation with a normal retirement age that is their retirement age for full Social Security retirement benefits, but not to exceed age 66. After July 1, 2024, the age will change to not to exceed 65. An early retirement reduction is applied to members retiring before age 66, but will be age 65 after July 1, 2024. Members who reach age 62 with 30 years of service have a lower (more favorable to the member) early retirement reduction rate applied.

Six different types of annuities are available to members upon retirement. The No Refund Life Plan is a lifetime annuity that ceases upon the death of the retiree – no survivor annuity is payable. A retiring member may also choose to provide survivor benefits to a designated beneficiary(ies) by selecting one of the five plans that have survivorship features. Vested members may also leave their contributions in the TRA Fund upon termination of service in order to qualify for a deferred annuity at retirement age. Any member terminating service is eligible for a refund of their employee contributions plus interest.

The benefit provisions stated apply to active plan participants. Vested, terminated employees who are entitled to benefits but not yet receiving them are bound by the plan provisions in effect at the time they last terminated their public service.

C. CONTRIBUTIONS

**GERP Contributions:**

Minnesota Statutes chapters 353, 353E, 353G, and 356 set the rates for employer and employee contributions. Contribution rates can only be modified by the state Legislature.

General Plan members were required to contribute 6.50% of their annual covered salary in fiscal year 2025 and the District was required to contribute 7.50% for General Plan members. The District's contributions to the General Employees Fund for the year ended June 30, 2025, were \$81,701. The District's contributions were equal to the required contributions as set by state statute.

INDEPENDENT SCHOOL DISTRICT #2534

NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2025

NOTE 11. DEFINED BENEFIT PENSION PLAN - STATEWIDE (Cont'd)

C. CONTRIBUTIONS (Cont'd)

**TRA Contributions:**

Per Minnesota Statutes, Chapter 354 sets the contribution rates for employees and employers. Rates for the fiscal year 2025 for coordinated were 7.75% for the employee and 8.75% for the employer. Basic rates were 11.25% for the employee and 12.75% for the employer. The District's contributions to TRA for the plan's fiscal year ended June 30, 2025, were \$355,652. The District's contributions were equal to the required contributions for each year as set by state statute.

D. PENSION COSTS

**GERP Pension Costs:**

At June 30, 2025, the District reported a liability of \$493,785 for its proportionate share of the General Employees Fund's net pension liability. The District's net pension liability reflected a reduction due to the State of Minnesota's contribution of \$16 million. The State of Minnesota is considered a non-employer contributing entity and the state's contribution meets the definition of a special funding situation. The State of Minnesota's proportionate share of the net pension liability associated with the District totaled \$12,768. The net pension liability was measured as of June 30, 2024, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The District's proportionate share of the net pension liability was based on the District's contributions received by PERA during the measurement period for employer payroll paid dates from July 1, 2023, through June 30, 2024, relative to the total employer contributions received from all of PERA's participating employers. The District's proportion share was 0.0134% at the end of the measurement period and 0.0128% for the beginning of the period.

Districts Proportionate Share of the Net Pension Liability	\$ 493,785
State of Minnesota's Proportionate Share of the Net Pension Liability Associated with the District	<u>12,768</u>
Total	<u>\$ 506,553</u>

There were no provision changes during the measurement period.

For the year ended June 30, 2025, the District recognized pension expense of \$25,245 for its proportionate share of GERP's pension expense. In addition, the District recognized \$342 as pension expense (and grant revenue) for its proportionate share of the State of Minnesota's pension expense for the annual \$16 million contribution to the General Employees Fund.

During the plan year ended June 30, 2024, the State of Minnesota contributed \$170.1 million to the General Employees Fund. The State of Minnesota is not included as a non-employer contributing entity in the General Employees Plan pension allocation schedules for the \$170.1 million in direct state aid because this contribution was not considered to meet the definition of a special funding situation. The District recognized \$22,719 for the year ended June 30, 2025 as revenue and an offsetting reduction of net pension liability for its proportionate share of the State of Minnesota's on-behalf contributions to the General Employees Fund.

At June 30, 2025 the District reported its proportionate share of GERP's deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

INDEPENDENT SCHOOL DISTRICT #2534

NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2025

NOTE 11. DEFINED BENEFIT PENSION PLAN - STATEWIDE (Cont'd)

D. PENSION COSTS (Cont'd)

**GERP Pension Costs:** (Cont'd)

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences Between Expected and Actual Economic Experience	\$ 46,132	\$
Changes in Actuarial Assumptions	2,509	181,366
Net Collective Differences Between Projected and Actual Investment Earnings		143,589
Changes in Proportion	25,163	47,831
Contributions Paid to GERP Subsequent to Measurement Date	81,701	
	<u>155,505</u>	<u>372,786</u>
Totals	<u>\$ 155,505</u>	<u>\$ 372,786</u>

The \$81,701 reported as deferred outflows of resources related to pensions resulting from District contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2026. Other amounts reported as deferred outflows and inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30,	Pension Expense Amount
2026	\$ (176,190)
2027	(33,243)
2028	(51,580)
2029	(37,969)

**TRA Pension Costs:**

On June 30, 2025, the District reported a liability of \$3,316,956 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2024, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2024. The District's proportion of the net pension liability was based on the District's contributions to TRA in relation to total system contributions including direct aid from the State of Minnesota, City of Minneapolis and Minneapolis School District. District proportionate share was 0.0522% at the end of the measurement period and 0.0508% for the beginning of the year.

The pension liability amount reflected a reduction due to direct aid provided to TRA. The amount recognized by the District as its proportionate share of the net pension liability, the direct aid, and total portion of the net pension liability that was associated with the district were as follows:

District's Proportionate Share of Net Pension Liability	\$ 3,316,956
State of Minnesota's Proportionate Share of the Net Pension Liability Associated With the District	<u>216,980</u>
Total	<u>\$ 3,533,936</u>

For the year ended June 30, 2025, the District recognized pension expense of \$230,003. It also recognized \$(2,654) as a decrease to pension expense for the support provided by direct aid.

INDEPENDENT SCHOOL DISTRICT #2534

NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2025

NOTE 11. DEFINED BENEFIT PENSION PLAN - STATEWIDE (Cont'd)

D. PENSION COSTS (Cont'd)

**TRA Pension Costs:** (Cont'd)

During the plan year ended June 30, 2024, the State of Minnesota contributed \$176 million to the Fund. The State of Minnesota is not included as a non-employer contributing entity in the plan pension allocation schedules for the \$176 million in direct state aid because this contribution was not considered to meet the definition of a special funding situation. The District recognized \$91,959 for the year ended June 30, 2025 as revenue and an offsetting reduction of net pension liability for its proportionate share of the State of Minnesota's on-behalf contributions to the Fund.

At June 30, 2025, the District reported its proportionate share of TRA's deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences Between Expected and Actual Economic Experience	\$ 157,949	\$ 41,877
Changes in Actuarial Assumptions	326,841	395,556
Net Collective Differences Between Projected and Actual Investment Earnings		477,004
Changes in Proportion	106,999	117,932
Contributions Paid to TRA Subsequent to Measurement Date	<u>355,652</u>	
Totals	<u>\$ 947,441</u>	<u>\$ 1,032,369</u>

\$355,652 reported as deferred outflows of resources related to pensions resulting from the District's contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2026. Other amounts reported as deferred outflows and inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30,	Pension Expense Amount
2026	\$ (284,728)
2027	283,158
2028	(226,285)
2029	(179,642)
2030	(33,083)

E. LONG-TERM EXPECTED RETURN ON INVESTMENT

**GERP:**

The State Board of Investment, which manages the investments of PERA, prepares an analysis of the reasonableness on a regular basis of the long-term expected rate of return using a building-block method in which best-estimate ranges of expected future rates of return are developed for each major asset class. These ranges are combined to produce an expected long-term rate of return by weighting the expected future rates of return by the target asset allocation percentages. The target allocation and best estimates of geometric real rates of return for each major asset class are summarized in the following table:

NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2025

NOTE 11. DEFINED BENEFIT PENSION PLAN - STATEWIDE (Cont'd)

E. LONG-TERM EXPECTED RETURN ON INVESTMENT (Cont'd)

**GERP:** (Cont'd)

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Domestic Equity	33.50%	5.10%
International Equity	16.50%	5.30%
Fixed Income	25.00%	0.75%
Private Markets	25.00%	5.90%
	100.00%	

**TRA:**

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation.

The target allocation and best estimates of geometric real rates of return for each major asset class are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Domestic Equity	33.50%	5.10%
International Equity	16.50%	5.30%
Private Markets	25.00%	5.90%
Fixed Income	25.00%	0.75%
Total	100.00%	

F. ACTUARIAL ASSUMPTIONS

**GERP:**

The total pension liability for each of the cost-sharing defined benefit plans was determined by an actuarial valuation as of June 30, 2024, using the entry age normal actuarial cost method. The long-term rate of return on pension plan investments used in the determination of the total liability is 7%. The 7% assumption is based on a review of inflation and investments return assumptions from a number of national investment consulting firms. The review provided a range of investment return rates considered reasonable by the actuary. An investment return of 7% is within that range.

Inflation is assumed to be 2.25% for the General Employees Plan. Benefit increases after retirement are assumed to be 1.25% for the General Employees Plan.

Salary growth assumptions in the General Employees Plan range in annual increments from 10.25% after one year of service to 3% after 27 years of service.

Mortality rates for the General Employees Plan are based on the Pub-2010 General Employee Mortality Table. The tables are adjusted slightly to fit PERA's experience.

NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2025

NOTE 11. DEFINED BENEFIT PENSION PLAN - STATEWIDE (Cont'd)

F. ACTUARIAL ASSUMPTIONS (Cont'd)

**GERP:** (Cont'd)

Actuarial assumptions for the General Employees Plan are reviewed every four years. The General Employees Plan was last reviewed in 2022. The assumption changes were adopted by the board and became effective with the July 1, 2023 actuarial valuation.

The following changes in actuarial assumptions occurred in 2024:

Changes in Actuarial Assumptions:

Rates of merit and seniority were adjusted, resulting in slightly higher rates.

Assumed rates of retirement were adjusted as follows: increase the rate of assumed unreduced retirements, slight adjustments to Rule of 90 retirement rates, and slight adjustments to early retirement rates for Tier 1 and Tier 2 members.

Minor increase in assumed withdrawals for males and females.

Lower rates of disability.

Continued use of Pub-2010 general mortality table with slight rate adjustments as recommended in the most recent experience study.

Minor changes to form of payment assumptions for male and female retirees.

Minor changes to assumptions made with respect to missing participant data.

Changes in Plan Provisions:

The workers' compensation offset for disability benefits was eliminated. The actuarial equivalent factors updated to reflect the changes in assumptions.

**TRA:**

The total pension liability in the July 1, 2024, actuarial valuation was determined using the following actuarial assumptions, applies to all periods included in the measurement:

Actuarial Information

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Valuation Date	July 1, 2024
Measurement Date	June 30, 2024
Experience Study	August 2, 2023 (Demographic and Economic Assumptions)
Actuarial Cost Method	Entry Age Normal

INDEPENDENT SCHOOL DISTRICT #2534

NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2025

NOTE 11. DEFINED BENEFIT PENSION PLAN - STATEWIDE (Cont'd)

F. ACTUARIAL ASSUMPTIONS (Cont'd)

**TRA:** (Cont'd)

Actuarial Assumptions

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Investment Rate of Return	7.00%
Price Inflation	2.50%
Wage Growth Rate	2.85% before July 1, 2028 and 3.25% after June 30, 2028
Projected Salary Increase	2.85% to 8.85% before July 1, 2028 and 3.25% to 9.25% after June 30, 2028
Cost of Living Adjustment	1.0% for January 2019 through January 2023, then increasing by 0.1% each year up to 1.5% annually.

Mortality Assumptions

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Pre-Retirement:	PubT-2010(A) Employee Mortality Table, male rates set forward 1 year and female rates unadjusted. Generational projection uses the MP-2021 scale.
Healthy Retirees:	PubT-2010 (A) Retiree Mortality Table, male rates set forward 1 year and female rates unadjusted. Generational projection uses the MP-2021 scale.
Beneficiaries:	Pub-2010 (A) Contingent Survivor Mortality Table, male rates set forward 1 year and female rates unadjusted. Generational projection uses the MP-2021 scale.
Disabled Retirees:	PubNS-2010 Disabled Retiree Mortality Table, male rates set forward 1 year and female rates unadjusted. Generational projection uses the MP-2021 scale.

The following changes in actuarial assumptions occurred since the 2022 valuation:

Mortality tables were updated for active employees, retirees, disabled retirees, and contingent beneficiaries to recently published tables derived from public plan data known as the Pub2010 family.

Retirement rates were increased for some of the Tier II early retirement ages and some of the unreduced retirement rates were modified for both tiers to better align with actual experience.

Probability that new female retirees elect either the Straight Life Annuity or 100% Joint & Survivor Annuity were refined to reflect the actual experience.

Termination rates were reduced in the first 10 years of employment and slightly increased in years 16 to 25 to better match the observed experience.

Disability rates were decreased beyond age 45 by 15% to reflect the continued lower than expected observations.

NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2025

NOTE 11. DEFINED BENEFIT PENSION PLAN - STATEWIDE (Cont'd)

G. DISCOUNT RATE

**GERP:**

The discount rate used to measure the total pension liability in 2024 was 7%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members and employers will be made at rates set in Minnesota Statutes. Based on these assumptions, the fiduciary net position of the General Employees Plan was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

**TRA:**

The discount rate used to measure the total pension liability was 7%. There was no change in the discount rate since the prior measurement date. The projection of cash flows used to determine the discount rate assumed that employee contributions will be made at the fiscal year 2024 contribution rate, contributions from school districts will be made at contractually required rates (actuarially determined), and contributions from the state will be made at current statutorily required rates. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

H. PENSION LIABILITY SENSITIVITY

The following presents the District's proportionate share of the net pension liability for all plans it participates in, calculated using the discount rate disclosed in the preceding paragraphs, as well as what the District's proportionate share of the net pension liability would be if it were calculated using a discount rate 1 percentage point lower or 1 percentage point higher than the current discount rate:

	<u>GERP</u>		<u>TRA</u>	
1% Lower	6.00%	\$ 1,078,507	6.00%	\$ 5,841,353
Current Discount Rate	7.00%	493,785	7.00%	3,316,956
1% Higher	8.00%	12,799	8.00%	1,239,317

I. PENSION PLAN FIDUCIARY NET POSITION

**GERP:**

Detailed information about the plan's fiduciary net position is available in a separately-issued PERA financial report that includes financial statements and required supplementary information. That report may be obtained on the Internet at [www.mnpera.org](http://www.mnpera.org).

**TRA:**

Detailed information about the plan's fiduciary net position is available in a separately-issued TRA financial report. That report can be obtained at [www.MinnesotaTRA.org](http://www.MinnesotaTRA.org), by writing to TRA at 60 Empire Drive, Suite 400, St. Paul, MN, 55103-4000; or by calling 651-296-2409 or 800-657-3669.

INDEPENDENT SCHOOL DISTRICT #2534

NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2025

NOTE 12. OTHER POST-EMPLOYMENT BENEFIT (OPEB) PLAN

A. PLAN DESCRIPTION

The District operates a single-employer retiree benefit plan (the Plan) that provides health, dental, and life insurance to eligible employees and their spouses through the District's commercial insurance plans. There are 95 active participants and 2 retired participants. Benefit and eligibility provisions are established through negotiations between the District and employee groups including a union. The union contract is renegotiated each two-year bargaining period. The Plan does not issue a publicly available financial report. No assets are accumulated in a trust that meets all of the criteria in GASB Statement No. 75, paragraph 4.

B. TOTAL OPEB LIABILITY

The District's total OPEB liability of \$447,722 was measured as of July 1, 2024, and was determined by an actuarial valuation as of that date. Update procedures were used to roll forward the total OPEB liability to June 30, 2025.

C. CHANGES IN TOTAL OPEB LIABILITY

Changes in the total OPEB liability were as follows:

	<u>Total OPEB Liability</u>
Balance at June 30, 2024	\$ 434,724
Changes for the year:	
Service Cost	24,666
Interest	17,436
Changes in Assumptions	(4,218)
Benefit Payments	<u>(24,886)</u>
Net changes	<u>12,998</u>
Balance at June 30, 2025	<u>\$ 447,722</u>

Changes of assumptions and other inputs reflect a change in the discount rate from 3.90% in 2024 to 4.10% in 2025.

Sensitivity of the total OPEB liability to changes in the discount rate. The following presents the total OPEB liability of the District, as well as what the District's total OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (3.1%) or 1-percentage-point higher (5.10%) than the current discount rate:

	<u>1.0% Decrease in Discount Rate (3.10%)</u>	<u>Discount Rate (4.10%)</u>	<u>1.0% Increase in Discount Rate (5.10%)</u>
Total OPEB Liability	\$ 472,619	\$ 447,722	\$ 422,890

INDEPENDENT SCHOOL DISTRICT #2534

NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2025

NOTE 12. OTHER POST-EMPLOYMENT BENEFIT (OPEB) PLAN (Cont'd)

C. CHANGES IN TOTAL OPEB LIABILITY (Cont'd)

Sensitivity of the total OPEB liability to changes in the healthcare cost trend rates. The following presents the total OPEB liability of the District, as well as what the District's total OPEB liability would be if it were calculated using healthcare cost trend rates that are 1-percentage-point lower (5.25% decreasing to 3.00%) or 1-percentage-point higher (7.25% decreasing to 5.00%) than the current healthcare cost trend rates:

	1.0% Decrease (5.25% decreasing to 3.00%)	Healthcare Cost Trend Rates (6.25% decreasing to 4.00%)	1.0% Increase (7.25% decreasing to 5.00%)
Total OPEB Liability	\$ 409,711	\$ 447,722	\$ 491,624

D. OPEB EXPENSE, DEFERRED OUTFLOWS OF RESOURCES AND DEFERRED INFLOWS OF RESOURCES RELATED TO OPEB

For the year ended June 30, 2024, the District recognized OPEB expense of (\$63,844). At June 30, 2025, the District reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences Between Expected and Actual Experience	\$	\$ 206,965
Changes in Actuarial Assumptions or Other Inputs	23,801	28,011
Contributions Paid Subsequent to Measurement Date	19,367	
Totals	<u>\$ 43,168</u>	<u>\$ 234,976</u>

\$19,367 reported as deferred outflows of resources related to OPEB resulting from the District contributions subsequent to the measurement date will be recognized as a reduction of the total OPEB liability in the year ended June 30, 2026. Other amounts reported as deferred outflows and inflows of resources related to OPEB will be recognized in OPEB expense as follows:

Year ended June 30,	OPEB Expense Amount
2026	\$ (95,701)
2027	(95,692)
2028	(10,352)
2029	(8,726)
2030	(704)

INDEPENDENT SCHOOL DISTRICT #2534

NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2025

NOTE 12. OTHER POST-EMPLOYMENT BENEFIT (OPEB) PLAN (Cont'd)

E. ACTUARIAL METHODS AND ASSUMPTIONS

The total OPEB liability in the July 1, 2023 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Inflation	2.50%
Salary Increases	Based on the most recently disclosed assumptions for the pension plan in which the employee participates.
Healthcare Cost Trend Rates	6.25% for 2025, gradually decreasing over several decades to an ultimate rate of 4.0% for 2071 and later years.
Retiree's Share of Benefit-Related Costs	Assumed to increase with healthcare trend rates.

A discount rate of 4.10% was applied in the measurement of the total OPEB liability. The discount rate is based on the index rate for 20-year, tax-exempt general obligation municipal bonds with an average rating of AA/Aa or higher.

Mortality rates were based on the Pub-2010 Public Retirement Plans Headcount- Weighted Mortality Tables (General, Teachers) with MP 2021 Generational Improvement Scale.

The actuarial assumptions used in the July 1, 2023 valuation were based on the results of an actuarial experience study for the period July 1, 2023– June 30, 2024.

NOTE 13. WEIGHTED AVERAGE PUPIL UNITS

The weighted average pupil units (WAPU) for calculating various aids is as follows:

Resident Students	681.63
Open Enrollment Residents Out	(164.94)
Non-Residents In	<u>143.02</u>
	<u><u>659.71</u></u>

NOTE 14. COMMITMENTS AND CONTINGENCIES

A. FEDERAL AND STATE PROGRAMS

Amounts received or receivable from federal and state agencies are subject to agency audit and adjustment. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable fund. The amount, if any, of funds which may be disallowed by the agencies cannot be determined at this time although the District expects such amounts, if any, to be immaterial.

B. LITIGATION

The District is not involved in any litigation as of the date of the report.

INDEPENDENT SCHOOL DISTRICT #2534

NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2025

NOTE 14. COMMITMENTS AND CONTINGENCIES (Cont'd)

C. CONSTRUCTION COMMITMENT

The District has active construction projects, including the following:

	<u>Contract Amount</u>	<u>Remaining Commitment</u>
School Improvements Project	\$ 34,796,219	\$ 22,824,861

NOTE 15. RISK MANAGEMENT

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; natural disasters and workers' compensation. To mitigate these risks, the District has obtained commercial property and casualty insurance and workers' compensation coverage. The District pays an annual premium with no additional assessments.

The District has joined together with other school districts in Minnesota in the Southwest Central - West Central Service Cooperative Gross Self-Insured Health Insurance Plan, a public entity risk pool currently operating as a common risk management and insurance program for member districts. The District pays an annual premium to this plan for its health insurance coverage. These premiums are used to purchase reinsurance through commercial companies. The administrators of the plan believe assessment to participating districts for future losses sustained is extremely remote.

There has been no significant reduction in insurance coverage from the previous year in any of the District's policies. Settled claims resulting from these risks have not exceeded insurance coverage in any of the past three fiscal years.

NOTE 16. RECLASSIFICATIONS

Certain immaterial prior year financial statement amounts have been reclassified to conform to current year's presentation. There was no affect on total net position or fund balance.

NOTE 17. PRIOR PERIOD ADJUSTMENT

The beginning net position of the governmental activities has been adjusted to reflect a correction of error. During the current year, management updated the calculation of the District's compensated absences liability in accordance with the criteria described in Note 1. The governmental activities balance for compensated absence liability has been restated from \$9,577 to \$206,639 (an increase of \$197,062). The net position, beginning of year, as originally stated; prior period adjustment; and net position, beginning of year, as restated as of June 30, 2024, are summarized in the following table:

	<u>Net Position, Beginning of Year, as Originally Stated</u>	<u>Prior Period Adjustment</u>	<u>Net Position, Beginning of Year, as Restated</u>
Governmental Activities	\$ 2,102,440	\$ (197,062)	\$ 1,905,378

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REQUIRED SUPPLEMENTARY INFORMATION

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INDEPENDENT SCHOOL DISTRICT #2534

SCHEDULE OF PROPORTIONATE SHARE OF NET PENSION LIABILITIES  
FOR PENSION PLANS ADMINISTERED THROUGH A TRUST  
JUNE 30, 2025

Fiscal Year Ending	Employer's Proportion of the Net Pension Liability (Asset)	Employer's Proportionate Share of the Net Pension Liability (Asset) (a)	State's Proportionate Share of the Net Pension Liability (Asset) Associated with the Employer (b)	Employer's Proportionate Share of the Net Pension Liability (Asset) and the State's Proportionate Share of the Net Pension Liability (Asset) Associated with the Employer (a+b)	Employer's Covered Payroll (c)	Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered Payroll ((a+b)/c)	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
<u>Pensions</u>							
<u>GERP</u>							
6/30/2024	0.0134%	\$ 493,785	\$ 12,768	\$ 506,553	\$ 1,126,053	44.98%	89.08%
6/30/2023	0.0128%	715,762	19,652	735,414	1,012,707	72.62%	83.10%
6/30/2022	0.0139%	1,100,885	32,258	1,133,143	1,008,440	112.37%	76.67%
6/30/2021	0.0143%	610,674	18,602	629,276	1,071,013	58.76%	87.00%
6/30/2020	0.0142%	851,355	26,185	877,540	1,015,693	86.40%	79.06%
6/30/2019	0.0146%	807,201	25,166	832,367	1,036,896	80.27%	80.23%
6/30/2018	0.0150%	832,139	27,310	859,449	1,003,602	85.64%	79.53%
6/30/2017	0.0158%	1,008,662	12,679	1,021,341	1,000,719	102.06%	75.90%
6/30/2016	0.0147%	1,193,567	15,597	1,209,164	925,880	130.60%	68.91%
6/30/2015	0.0158%	818,838		818,838	922,227	88.79%	78.19%

See Accompanying Notes to Required Supplementary Information

INDEPENDENT SCHOOL DISTRICT #2534

SCHEDULE OF PROPORTIONATE SHARE OF NET PENSION LIABILITIES  
FOR PENSION PLANS ADMINISTERED THROUGH A TRUST  
JUNE 30, 2025

Fiscal Year Ending	Employer's Proportion of the Net Pension Liability (Asset)	Employer's Proportionate Share of the Net Pension Liability (Asset) (a)	State's Proportionate Share of the Net Pension Liability (Asset) Associated with the Employer (b)	Employer's Proportionate Share of the Net Pension Liability (Asset) and the State's Proportionate Share of the Net Pension Liability (Asset) Associated with the Employer (a+b)	Employer's Covered Payroll (c)	Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered Payroll ((a+b)/c)	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
<u>Pensions</u>							
<u>TRA</u>							
6/30/2024	0.0522%	\$ 3,316,956	\$ 216,980	\$ 3,533,936	\$ 3,588,994	98.47%	82.07%
6/30/2023	0.0508%	4,194,162	294,020	4,488,182	3,240,409	138.51%	76.42%
6/30/2022	0.0506%	4,051,780	300,738	4,352,518	3,132,182	138.96%	76.17%
6/30/2021	0.0510%	2,231,912	188,232	2,420,144	3,079,090	78.60%	86.63%
6/30/2020	0.0525%	3,878,770	325,054	4,203,824	3,017,323	139.32%	75.48%
6/30/2019	0.0593%	3,779,794	334,252	4,114,046	3,392,607	121.27%	78.21%
6/30/2018	0.0592%	3,718,612	349,552	4,068,164	3,313,107	122.79%	78.07%
6/30/2017	0.0605%	12,076,897	1,166,584	13,243,481	3,304,446	400.78%	51.57%
6/30/2016	0.0559%	13,333,484	1,338,097	14,671,581	2,865,667	511.98%	44.88%
6/30/2015	0.0586%	3,624,990	444,722	4,069,712	3,062,613	132.88%	76.77%

See Accompanying Notes to Required Supplementary Information

INDEPENDENT SCHOOL DISTRICT #2534

SCHEDULE OF EMPLOYER CONTRIBUTIONS  
FOR PENSION PLANS ADMINISTERED THROUGH A TRUST  
JUNE 30, 2025

Fiscal Year Ending	Statutorily Required Contribution (a)	Contributions in Relation to the Statutorily Required Contribution (b)	Contribution Deficiency (Excess) (a-b)	Covered Payroll (d)	Contributions as a Percentage of Covered Payroll (b/d)
<u>Pensions</u>					
<u>GERP</u>					
6/30/2025	\$ 81,701	\$ 81,701	\$	\$ 1,189,348	7.50%
6/30/2024	84,454	84,454		1,126,053	7.50%
6/30/2023	75,953	75,953		1,012,707	7.50%
6/30/2022	75,633	75,633		1,008,440	7.50%
6/30/2021	80,326	80,326		1,071,013	7.50%
6/30/2020	76,177	76,177		1,015,693	7.50%
6/30/2019	77,767	77,767		1,036,896	7.50%
6/30/2018	75,271	75,271		1,003,602	7.50%
6/30/2017	75,066	75,066		1,000,719	7.50%
6/30/2016	69,441	69,441		925,880	7.50%
<u>TRA</u>					
6/30/2025	355,652	355,652		4,064,594	8.75%
6/30/2024	314,037	314,037		3,588,994	8.75%
6/30/2023	277,055	277,055		3,240,409	8.55%
6/30/2022	261,224	261,224		3,132,182	8.34%
6/30/2021	250,330	250,330		3,079,090	8.13%
6/30/2020	238,972	238,972		3,017,323	7.92%
6/30/2019	261,570	261,570		3,392,607	7.71%
6/30/2018	248,483	248,483		3,313,107	7.50%
6/30/2017	247,846	247,846		3,304,446	7.50%
6/30/2016	214,925	214,925		2,865,667	7.50%

INDEPENDENT SCHOOL DISTRICT #2534

SCHEDULE OF CHANGES IN THE DISTRICT'S TOTAL OPEB LIABILITY  
JUNE 30, 2025

	Measurement Date							
	6/30/2024	6/30/2023	6/30/2022	6/30/2021	6/30/2020	6/30/2019	6/30/2018	6/30/2017
Service Cost	\$ 24,666	\$ 24,666	\$ 24,613	\$ 30,860	\$ 56,903	\$ 49,517	\$ 47,192	\$ 45,817
Interest	17,436	18,191	10,694	28,134	34,841	34,781	37,237	37,952
Changes in Benefit Terms				(200,802)		198,002		
Differences Between Expected and Actual Experience		(53,465)		(494,690)		(25,708)		
Changes in Assumptions	(4,218)	5,337	(40,078)	15,229	40,442	(17,826)		
Benefit Payments	(24,886)	(27,823)	(23,970)	(46,864)	(68,439)	(220,695)	(98,339)	(113,868)
Net Change in Total OPEB Liability	12,998	(33,094)	(28,741)	(668,133)	63,747	18,071	(13,910)	(30,099)
Total OPEB Liability - Beginning of Year	434,724	467,818	496,559	1,164,692	1,100,945	1,082,874	1,096,784	1,126,883
Total OPEB Liability - End of Year	<u>\$ 447,722</u>	<u>\$ 434,724</u>	<u>\$ 467,818</u>	<u>\$ 496,559</u>	<u>\$ 1,164,692</u>	<u>\$ 1,100,945</u>	<u>\$ 1,082,874</u>	<u>\$ 1,096,784</u>
Covered Employee Payroll	<u>\$ 4,137,544</u>	<u>\$ 4,017,033</u>	<u>\$ 3,857,734</u>	<u>\$ 3,745,373</u>	<u>\$ 4,062,176</u>	<u>\$ 3,943,860</u>	<u>\$ 3,833,837</u>	<u>\$ 3,722,172</u>
Total OPEB Liability as a % of Covered Employee Payroll	10.82%	10.82%	12.13%	13.26%	28.67%	27.92%	28.25%	29.47%

The District implemented GASB Statement No. 75 for the year ended June 30, 2018. Information for prior years is not available.

INDEPENDENT SCHOOL DISTRICT #2534

NOTES TO REQUIRED SUPPLEMENTARY INFORMATION  
JUNE 30, 2025

NOTE 1. CHANGES IN PLAN PROVISIONS

A. GENERAL EMPLOYEE RETIREMENT PLAN (GERP)

**2024 Changes:**

The workers' compensation offset for disability benefits was eliminated. The actuarial equivalent factors updated to reflect the changes in assumptions.

**2023 Changes:**

An additional one-time direct state aid contribution of \$170.1 million will be contributed to the Plan on October 1, 2023.

The vesting period of those hired after June 30, 2010, was changed from five years of allowable service to three years of allowable service.

The benefit increase delay for early retirements on or after January 1, 2024, was eliminated.

A one-time, non-compounding benefit increase of 2.5 percent minus the actual 2024 adjustment will be payable in a lump sum for calendar year 2024 by March 31, 2024.

**2022 Changes:**

There have been no changes since the prior valuation.

**2021 Changes:**

There have been no changes since the prior valuation.

**2020 Changes:**

Augmentation for current privatized members was reduced to 2.0% for the period July 1, 2020 through December 31, 2023 and 0.0% after. Augmentation was eliminated for privatizations occurring after June 30, 2020.

**2019 Changes:**

The employer supplemental contribution was changed prospectively, decreasing from \$31.0 million to \$21.0 million per year. The State's special funding contribution was changed prospectively, requiring \$16.0 million due per year through 2031.

**2018 Changes:**

The augmentation adjustment in early retirement factors is eliminated over a five-year period starting July 1, 2019, resulting in actuarial equivalence after June 30, 2024.

Interest credited on member contributions decreased from 4.00 percent to 3.00 percent, beginning July 1, 2018.

Deferred augmentation was changed to 0.00 percent, effective January 1, 2019. Augmentation that has already accrued for deferred members will still apply.

Contribution stabilizer provisions were repealed.

INDEPENDENT SCHOOL DISTRICT #2534

NOTES TO REQUIRED SUPPLEMENTARY INFORMATION  
JUNE 30, 2025

NOTE 1. CHANGES IN PLAN PROVISIONS (Cont'd)

A. GENERAL EMPLOYEE RETIREMENT PLAN (GERP) (Cont'd)

**2018 Changes:** (Cont'd)

Postretirement benefit increases were changed from 1.00 percent per year with a provision to increase to 2.50 percent upon attainment of 90.00 percent funding ratio to 50.00 percent of the Social Security Cost of Living Adjustment, not less than 1.00 percent and not more than 1.50 percent, beginning January 1, 2019.

For retirements on or after January 1, 2024, the first benefit increase is delayed until the retiree reaches normal retirement age; does not apply to Rule of 90 retirees, disability benefit recipients, or survivors. Actuarial equivalent factors were updated to reflect revised mortality and interest assumptions.

**2017 Changes:**

The State's contribution for the Minneapolis Employees Retirement Fund equals \$16,000,000 in 2017 and 2018, and \$6,000,000 thereafter.

The Employer Supplemental Contribution for the Minneapolis Employees Retirement Fund changed from \$21,000,000 to \$31,000,000 in calendar years 2019 to 2031. The state's contribution changed from \$16,000,000 to \$6,000,000 in calendar years 2019 to 2031.

**2016 Changes:**

There have been no changes since the prior valuation.

**2015 Changes:**

On January 1, 2015 the Minneapolis Employees Retirement Fund was merged into the General Employees Fund, which increased the total pension liability by \$1.1 billion and increased the fiduciary plan net position by \$892 million. Upon consolidation, state and employer contributions were revised.

B. TEACHERS RETIREMENT ASSOCIATION (TRA)

**2024 Changes:**

The 2024 Omnibus Pensions and Retirement Bill (HF 5040/SF 4643) lowered the normal retirement age for Tier 2 members from 66 to 65 effective July 1, 2024, and provided for a one-time State appropriation of \$28.46 million to cover the cost.

HF 3100, appropriated \$176,166,838 to TRA, payable on October 1, 2023: \$28,735,816 for the difference between the statutory 1.1% compounded COLA payable on January 1, 2024 and a one-time 2.5% lump-sum COLA for coordinated plan members; \$2,384,222 for the difference between the statutory 1.1% compounded COLA payable on January 1, 2024, and a one-time 4% lump-sum COLA for basic plan members; and \$145,046,800 to pay down the unfunded actuarial accrued liability.

**2023 Changes:**

Effective July 1, 2025, the normal retirement age for Tier 2 members will decrease from 66 to 65.

The employer contribution rate will increase from 8.75% to 9.50% on July 1, 2025.

The employee contribution rate will increase from 7.75% to 8.00% on July 1, 2025

INDEPENDENT SCHOOL DISTRICT #2534

NOTES TO REQUIRED SUPPLEMENTARY INFORMATION  
JUNE 30, 2025

NOTE 1. CHANGES IN PLAN PROVISIONS (Cont'd)

B. TEACHERS RETIREMENT ASSOCIATION (TRA) (Cont'd)

**2022 Changes:**

There have been no changes since the prior valuation.

**2021 Changes:**

There have been no changes since the prior valuation.

**2020 Changes:**

There have been no changes since the prior valuation.

**2019 Changes:**

There have been no changes since the prior valuation.

**2018 Changes:**

The COLA was reduced from 2.0% each January 1 to 1.0%, effective January 1, 2019. Beginning January 1, 2024, the COLA will increase 0.1% each year until reaching the ultimate rate of 1.5% in January 1, 2028.

Beginning July 1, 2024, eligibility for the first COLA changes to normal retirement age (age 65 to 66, depending on date of birth). However, members who retire under Rule of 90 and members who are at least age 62 with 30 years of service credit are exempt.

The COLA trigger provision, which would have increased the COLA to 2.5% if the funded ratio was at least 90% for two consecutive years, was eliminated.

Augmentation in the early retirement reduction factors is phased out over a five-year period beginning July 1, 2019 and ending June 30, 2024 (this reduces early retirement benefits). Members who retire and are at least age 62 with 30 years of service are exempt.

Augmentation on deferred benefits will be reduced to zero percent beginning July 1, 2019. Interest payable on refunds to members was reduced from 4.0% to 3.0%, effective July 1, 2018. Interest due on payments and purchases from members, employers is reduced from 8.5% to 7.5%, effective July 1, 2018.

The employer contribution rate is increased each July 1 over the next 6 years, (7.71% in 2018, 7.92% in 2019, 8.13% in 2020, 8.34% in 2021, 8.55% in 2022, and 8.75% in 2023). In addition, the employee contribution rate will increase from 7.50% to 7.75% on July 1, 2023. The state provides funding for the higher employer contribution rate through an adjustment in the school aid formula.

**2017 Changes:**

There have been no changes since the prior valuation.

**2016 Changes:**

There have been no changes since the prior valuation.

**2015 Changes:**

The Duluth Teachers Retirement Fund Association was merged into TRA on June 30, 2015. This also resulted in an additional state-provided contribution stream of \$14.377 million until the System becomes fully funded.

INDEPENDENT SCHOOL DISTRICT #2534

NOTES TO REQUIRED SUPPLEMENTARY INFORMATION  
JUNE 30, 2025

NOTE 1. CHANGES IN PLAN PROVISIONS (Cont'd)

C. OTHER POST-EMPLOYMENT BENEFITS PLAN (OPEB) NOT ADMINISTERED IN A TRUST

**2024 Changes:**

There have been no changes since the prior valuation.

**2023 Changes:**

There have been no changes since the prior valuation.

**2022 Changes:**

There have been no changes since the prior valuation.

**2021 Changes:**

The subsidized benefit of 100 days times daily rate of pay for Teachers hired prior to July 1, 2000 is now based on unused sick days. Therefore, this benefit is covered under GASB 16 instead of GASB 75.

**2020 Changes:**

There have been no changes since the prior valuation.

**2019 Changes:**

Eligibility for the retirement benefit for Teachers hired before July 1, 2000 was changed to include those who elected the 403(b) Matching Plan.

**2018 Changes:**

There have been no changes since the prior valuation.

**2017 Changes:**

There have been no changes since the prior valuation.

NOTE 2. CHANGES IN ACTUARIAL ASSUMPTIONS

A. GENERAL EMPLOYEE RETIREMENT PLAN (GERP)

**2024 Changes:**

Rates of merit and seniority were adjusted, resulting in slightly higher rates.

Assumed rates of retirement were adjusted as follows: increase the rate of assumed unreduced retirements, slight adjustments to Rule of 90 retirement rates, and slight adjustments to early retirement rates for Tier 1 and Tier 2 members.

Minor increase in assumed withdrawals for males and females.

Lower rates of disability.

Continued use of Pub-2010 general mortality table with slight rate adjustments as recommended in the most recent experience study.

Minor changes to form of payment assumptions for male and female retirees.

INDEPENDENT SCHOOL DISTRICT #2534

NOTES TO REQUIRED SUPPLEMENTARY INFORMATION  
JUNE 30, 2025

NOTE 2. CHANGES IN ACTUARIAL ASSUMPTIONS (Cont'd)

A. GENERAL EMPLOYEE RETIREMENT PLAN (GERP) (Cont'd)

**2024 Changes:** (Cont'd)

Minor changes to assumptions made with respect to missing participant data.

**2023 Changes:**

The investment return assumption and single discount rate were changed from 6.5 percent to 7.00 percent.

**2022 Changes:**

The mortality improvement scale was changed from Scale MP-2020 to Scale MP-2021.

**2021 Changes:**

The investment return and single discount rates were changed from 7.50 percent to 6.50 percent, for financial reporting purposes.

The mortality improvement scale was changed from Scale MP-2019 to Scale MP-2020.

**2020 Changes:**

The price inflation assumption was decreased from 2.50% to 2.25%.

The payroll growth assumption was decreased from 3.25% to 3.00%.

Assumed salary increase rates were changed as recommended in the June 30, 2019 experience study. The net effect is assumed rates that average 0.25% less than previous rates.

Assumed rates of retirement were changed as recommended in the June 30, 2019 experience study. The changes result in more unreduced (normal) retirements and slightly fewer Rule of 90 and early retirements.

Assumed rates of termination were changed as recommended in the June 30, 2019 experience study. The new rates are based on service and are generally lower than the previous rates for years 2-5 and slightly higher thereafter.

Assumed rates of disability were changed as recommended in the June 30, 2019 experience study. The change results in fewer predicted disability retirements for males and females.

The base mortality table for healthy annuitants and employees was changed from the RP-2014 table to the Pub-2010 General Mortality table, with adjustments. The base mortality table for disabled annuitants was changed from the RP-2014 disabled annuitant mortality table to the PUB-2010 General/Teacher disabled annuitant mortality table, with adjustments.

The mortality improvement scale was changed from Scale MP-2018 to Scale MP-2019.

The assumed spouse age difference was changed from two years older for females to one year older.

INDEPENDENT SCHOOL DISTRICT #2534

NOTES TO REQUIRED SUPPLEMENTARY INFORMATION  
JUNE 30, 2025

NOTE 2. CHANGES IN ACTUARIAL ASSUMPTIONS (Cont'd)

A. GENERAL EMPLOYEE RETIREMENT PLAN (GERP) (Cont'd)

**2020 Changes:** (Cont'd)

The assumed number of married male new retirees electing the 100% Joint & Survivor option changed from 35% to 45%. The assumed number of married female new retirees electing the 100% Joint & Survivor option changed from 15% to 30%. The corresponding number of married new retirees electing the Life annuity option was adjusted accordingly.

**2019 Changes:**

The mortality projection scale was changed from MP-2017 to MP-2018.

**2018 Changes:**

The mortality projection was changed from MP-2015 to MP-2017.

The assumed benefit increase was changed from 1.00% per year through 2044 and 2.50% per year thereafter to 1.25% per year.

**2017 Changes:**

The Combined Service Annuity (CSA) loads were changed from 0.8% for active members and 60% for vested and non-vested deferred members. The revised CSA loads are now 0.0% for active member liability, 15.0% for vested deferred member liability and 3.0% for non-vested deferred member liability.

The assumed post-retirement benefit increase rate was changed from 1.0% per year for all years to 1.0% per year through 2044 and 2.5% per year thereafter.

**2016 Changes:**

The assumed post-retirement benefit increase rate was changed from 1.0% per year through 2035 and 2.5% per year thereafter to 1.0% per year for all years.

The assumed investment return was changed from 7.9% to 7.5%. The single discount rate was changed from 7.9% to 7.5%.

Other assumptions were changed pursuant to the experience study dated June 30, 2015. The assumed future salary increases, payroll growth, and inflation were decreased by 0.25% to 3.25% for payroll growth and 2.50% for inflation.

**2015 Changes:**

The assumed post-retirement benefit increase rate was changed from 1.0% per year through 2030 and 2.5% per year thereafter to 1.0% per year through 2035 and 2.5% per year thereafter.

B. TEACHERS RETIREMENT ASSOCIATION (TRA)

**2024 Changes:**

Mortality tables were updated for active employees, retirees, disabled retirees, and contingent beneficiaries to recently published tables derived from public plan data known as the Pub2010 family of tables.

INDEPENDENT SCHOOL DISTRICT #2534

NOTES TO REQUIRED SUPPLEMENTARY INFORMATION  
JUNE 30, 2025

NOTE 2. CHANGES IN ACTUARIAL ASSUMPTIONS (Cont'd)

B. TEACHERS RETIREMENT ASSOCIATION (TRA) (Cont'd)

**2024 Changes:** (Cont'd)

Retirement rates were increased for some of the tier 2 early retirement ages and some of the unreduced retirement rates were modified for both tiers to better align with actual experience.

Probability that new female retirees elect either the Straight Life Annuity or 100% Joint & Survivor Annuity were refined to reflect the actual experience.

Termination rates were reduced in the first ten years of employment and slightly increased in years 16 to 25 to better match the observed experience.

Disability rates were decreased beyond age 45 by 15% to reflect the continued lower than expected observations.

**2023 Changes:**

The investment return assumption was changed from 7.50% to 7.00%. This does not affect the GASB valuation which was already using the 7.00% assumption.

**2022 Changes:**

There have been no changes since the prior valuation.

**2021 Changes:**

The investment return assumption was changed from 7.50% to 7.00%.

**2020 Changes:**

Assumed termination rates were changed to more closely reflect actual experience.

The pre-retirement mortality assumption was changed to the RP-2014 white collar employee table, male rates set back 5 years and female rates set back 7 years. Generational projection uses the MP-2015 scale.

Assumed form of annuity election proportions were changed to a more closely reflect actual experience for female retirees.

**2019 Changes:**

There have been no changes since the prior valuation.

**2018 Changes:**

The investment return assumption was changed from 8.50% to 7.50%.

The price inflation assumption was lowered from 3.00% to 2.50%.

The payroll growth assumption was lowered from 3.50% to 3.00%.

The wage inflation assumption (above price inflation) was reduced from 0.75% to 0.35% for 10 years followed by 0.75%, thereafter.

The total salary increase assumption was adjusted by the wage inflation change.

INDEPENDENT SCHOOL DISTRICT #2534

NOTES TO REQUIRED SUPPLEMENTARY INFORMATION  
JUNE 30, 2025

NOTE 2. CHANGES IN ACTUARIAL ASSUMPTIONS (Cont'd)

B. TEACHERS RETIREMENT ASSOCIATION (TRA) (Cont'd)

**2018 Changes** (Cont'd)

The amortization date for the funding of the Unfunded Actuarial Accrued Liability (UAAL) was reset to June 30, 2048 (30 years).

A mechanism in the law that provided the TRA Board with some authority to set contribution rates was eliminated.

**2017 Changes:**

Adjustments were made to the combined service annuity loads. The active load was reduced from 1.4% to 0.0%, the vested inactive load increased from 4.0% to 7.0% and the non-vested inactive load increased from 4.0% to 9.0%.

The investment return assumption was changed from 8.00% to 7.50%.

The price inflation assumption was lowered from 2.75% to 2.50%.

The payroll growth assumption was lowered from 3.50% to 3.00%.

The general wage growth assumption was lowered from 3.50% to 2.85% for 10 years followed by 3.25%, thereafter.

The salary increase assumption was adjusted to reflect the changes in the general wage growth assumption.

**2016 Changes:**

The price inflation assumption was lowered from 3.00% to 2.75%.

The general wage growth and payroll growth assumptions were lowered from 3.75% to 3.50%.

Minor changes at some durations for the merit scale of the salary increase assumption.

The pre-retirement mortality assumption was changed to the RP-2014 white collar employee table, male rates set back 6 years and female rates set back 5 years. Generational projection uses the MP-2015 scale.

The post-retirement mortality assumption was changed to the RP-2014 white collar annuitant table, male rates set back 3 years and female rates set back 3 years, with further adjustments of the rates. Generational projection uses the MP-2015 scale.

The post-disability mortality assumption was changed to the RP-2014 disabled retiree mortality table, without adjustment.

Separate retirement assumptions for members hired before or after July 1, 1989 were created to better reflect each group's behavior in light of different requirements for retirement eligibility.

Assumed termination rates were changed to be based solely on years of service in order to better fit the observed experience.

INDEPENDENT SCHOOL DISTRICT #2534

NOTES TO REQUIRED SUPPLEMENTARY INFORMATION  
JUNE 30, 2025

NOTE 2. CHANGES IN ACTUARIAL ASSUMPTIONS (Cont'd)

B. TEACHERS RETIREMENT ASSOCIATION (TRA) (Cont'd)

**2016 Changes** (Cont'd)

A minor adjustment and simplification of the assumption regarding the election of optional forms of payment at retirement were made.

**2015 Changes:**

The Cost of Living Adjustment was not assumed to increase to 2.5%, but remain at 2.0% for all future years.

The investment return assumption was changed from 8.25% to 8.00%.

C. OTHER POST-EMPLOYMENT BENEFITS PLAN (OPEB) NOT ADMINISTERED IN A TRUST

**2024 Changes:**

The discount rate was changed from 3.90% to 4.10%.

**2023 Changes:**

The health care trend rates were changed to better anticipate short term and long term medical increases.

The mortality tables were updated from the Pub-2010 Public Retirement Plans Headcount-Weighted Mortality Tables (General, Teachers) with MP-2020 Generational Improvement Scale to the Pub-2010 Public Retirement Plans Headcount-Weighted Mortality Tables (General, Teachers) with MP-2021 Generational Improvement Scale.

The discount rate was changed from 3.80% to 3.90%.

These changes increased the liability \$5,337.

**2022 Changes:**

The inflation rate was changed from 2.00% to 2.50%.

The discount rate was changed from 2.10% to 3.80%.

**2021 Changes:**

The health care trend rates were changed to better anticipate short term and long term medical increases.

The mortality tables were updated from the Pub-2010 Public Retirement Plans Headcount-Weighted Mortality Tables (General, Teachers) with MP-2018 Generational Improvement Scale to the Pub-2010 Public Retirement Plans Headcount-Weighted Mortality Tables (General, Teachers) with MP-2020 Generational Improvement Scale.

The salary increase rates for non-teachers were updated to reflect the latest experience study.

The withdrawal rates were updated to reflect the latest experience study.

The percentage of future Custodians who are assumed to continue on one of the District's medical plans post-employment was reduced from 30% to 10%.

INDEPENDENT SCHOOL DISTRICT #2534

NOTES TO REQUIRED SUPPLEMENTARY INFORMATION  
JUNE 30, 2025

NOTE 2. CHANGES IN ACTUARIAL ASSUMPTIONS (Cont'd)

C. OTHER POST-EMPLOYMENT BENEFITS PLAN (OPEB) NOT ADMINISTERED IN A TRUST (Cont'd)

**2021 Changes:** (Cont'd)

The inflation rate was changed from 2.50% to 2.00%.

The discount rate was changed from 2.40% to 2.10%.

**2020 Changes:**

The discount rate was changed from 3.10% to 2.40%.

**2019 Changes:**

The health care trend rates were changed to better anticipate short term and long term medical increases.

The mortality tables were updated from the RP-2014 White Collar Mortality Tables with MP-2017 Generational Improvement Scale to the Pub-2010 Public Retirement Plans Headcount-Weighted Mortality Tables (General, Teachers) with MP-2019 Generational Improvement Scale.

The salary increase rates were changed from a flat 3.00% per year for all employees to rates which vary by service and contract group.

The discount rate was changed from 3.40% to 3.10%.

**2018 Changes:**

There have been no changes since the prior valuation.

**2017 Changes:**

There have been no changes since the prior valuation.

SUPPLEMENTARY INFORMATION

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INDEPENDENT SCHOOL DISTRICT #2534

COMBINING BALANCE SHEET  
NONMAJOR GOVERNMENTAL FUNDS  
JUNE 30, 2025

	Food Service	Community Service	Total
<b>ASSETS</b>			
Cash and Investments	\$ 231,854	\$	\$ 231,854
Receivables			
Accounts	687		687
Current Property Taxes		34,969	34,969
Delinquent Property Taxes		1,912	1,912
Due from Other Governments			
State Department of Education		8,531	8,531
Other Governmental Units		20,974	20,974
Inventory	7,417		7,417
	<u>7,417</u>		<u>7,417</u>
<b>Total Assets</b>	<b>\$ 239,958</b>	<b>\$ 66,386</b>	<b>\$ 306,344</b>
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCE</b>			
<b>Liabilities</b>			
<b>Payables</b>			
Accounts	\$ 4,415	\$ 13,566	\$ 17,981
Payroll	4,006	27,887	31,893
Due to Other Funds		108,120	108,120
Unearned Revenue	8,249		8,249
<b>Total Liabilities</b>	<b>16,670</b>	<b>149,573</b>	<b>166,243</b>
<b>Deferred Inflows of Resources</b>			
Unavailable Revenue - Delinquent Property Taxes		1,912	1,912
Property Taxes Levied for Subsequent Year		79,731	79,731
<b>Total Deferred Inflows of Resources</b>	<b>0</b>	<b>81,643</b>	<b>81,643</b>
<b>Fund Balance</b>			
Restricted	223,288	39,623	262,911
Unassigned		(204,453)	(204,453)
<b>Total Fund Balance</b>	<b>223,288</b>	<b>(164,830)</b>	<b>58,458</b>
<b>Total Liabilities, Deferred Inflows of Resources     and Fund Balance</b>	<b>\$ 239,958</b>	<b>\$ 66,386</b>	<b>\$ 306,344</b>

INDEPENDENT SCHOOL DISTRICT #2534

COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES  
NONMAJOR GOVERNMENTAL FUNDS  
YEAR ENDED JUNE 30, 2025

	<i>(Formerly Major)</i> Food Service	<i>(Formerly Major)</i> Community Service	Total
<b>REVENUES</b>			
Local Sources			
Property Taxes	\$	\$ 69,902	\$ 69,902
Interest Earnings	5,491		5,491
Other	3,090	79,598	82,688
State Sources	232,265	124,136	356,401
Federal Sources	278,746		278,746
Sales and Other Conversions of Assets	35,645	200	35,845
Total Revenues	<u>555,237</u>	<u>273,836</u>	<u>829,073</u>
<b>EXPENDITURES</b>			
Current			
Food Service	567,253		567,253
Community Service		322,360	322,360
Total Expenditures	<u>567,253</u>	<u>322,360</u>	<u>889,613</u>
Excess (Deficiency) of Revenue Over (Under) Expenditures	(12,016)	(48,524)	(60,540)
<b>OTHER FINANCING SOURCES (USES)</b>			
Insurance Recovery		6,703	6,703
Transfers In		28,734	28,734
Total Other Financing Sources (Uses)	<u>0</u>	<u>35,437</u>	<u>35,437</u>
Net Change in Fund Balances	(12,016)	(13,087)	(25,103)
<b>FUND BALANCE, BEGINNING OF YEAR, AS ORIGINALLY STATED</b>			
Adjustment - Changes within Reporting Entity	<u>235,304</u>	<u>(151,743)</u>	<u>83,561</u>
<b>FUND BALANCE, BEGINNING OF YEAR, AS RESTATED</b>	<u>235,304</u>	<u>(151,743)</u>	<u>83,561</u>
<b>FUND BALANCE, END OF YEAR</b>	<u>\$ 223,288</u>	<u>\$ (164,830)</u>	<u>\$ 58,458</u>

INDEPENDENT SCHOOL DISTRICT #2534

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES  
 BUDGET AND ACTUAL  
 FOOD SERVICE SPECIAL REVENUE FUND  
 YEAR ENDED JUNE 30, 2025  
 WITH PARTIAL COMPARATIVE AMOUNTS FOR THE YEAR ENDED JUNE 30, 2024

	2025			Over (Under) Final Budget	2024
	Budgeted Amounts		Actual		Actual
	Original	Final			
<b>REVENUES</b>					
Local Sources					
Interest Earnings	\$ 250	\$ 250	\$ 5,491	\$ 5,241	\$ 3,569
Other	2,100	2,490	3,090	600	2,100
State Sources	190,900	199,300	232,265	32,965	198,733
Federal Sources	317,700	303,200	278,746	(24,454)	329,599
Sales and Other Conversions of Assets	36,550	34,100	35,645	1,545	45,299
Total Revenues	<u>547,500</u>	<u>539,340</u>	<u>555,237</u>	<u>15,897</u>	<u>579,300</u>
<b>EXPENDITURES</b>					
Current					
Food Service	584,174	590,300	567,253	(23,047)	540,593
Capital Outlay					
Food Service	20,000				29,578
Total Expenditures	<u>604,174</u>	<u>590,300</u>	<u>567,253</u>	<u>(23,047)</u>	<u>570,171</u>
Net Change in Fund Balance	<u>\$ (56,674)</u>	<u>\$ (50,960)</u>	(12,016)	<u>\$ 38,944</u>	9,129
FUND BALANCE, BEGINNING OF YEAR			<u>235,304</u>		<u>226,175</u>
FUND BALANCE, END OF YEAR			<u>\$ 223,288</u>		<u>\$ 235,304</u>

INDEPENDENT SCHOOL DISTRICT #2534

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES  
 BUDGET AND ACTUAL  
 COMMUNITY SERVICE SPECIAL REVENUE FUND  
 YEAR ENDED JUNE 30, 2025  
 WITH PARTIAL COMPARATIVE AMOUNTS FOR THE YEAR ENDED JUNE 30, 2024

	2025			Over (Under) Final Budget	2024
	Budgeted Amounts		Actual		Actual
	Original	Final			
<b>REVENUES</b>					
Local Sources					
Property Taxes	\$ 65,985	\$ 69,661	\$ 69,902	\$ 241	\$ 63,882
Other	171,400	101,800	79,598	(22,202)	110,930
State Sources	114,777	122,492	124,136	1,644	113,430
Sales and Other Conversions of Assets	500	500	200	(300)	175
Total Revenues	<u>352,662</u>	<u>294,453</u>	<u>273,836</u>	<u>(20,617)</u>	<u>288,417</u>
<b>EXPENDITURES</b>					
Current					
Community Service	<u>352,662</u>	<u>350,192</u>	<u>322,360</u>	<u>(27,832)</u>	<u>412,656</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures		(55,739)	(48,524)	7,215	(124,239)
<b>OTHER FINANCING SOURCES (USES)</b>					
Insurance Recovery			6,703	6,703	103,675
Transfer In		31,750	28,734	(3,016)	82,662
Total Other Financing Sources (Uses)	<u>0</u>	<u>31,750</u>	<u>35,437</u>	<u>3,687</u>	<u>186,337</u>
Net Change in Fund Balance	<u>\$ 0</u>	<u>\$ (23,989)</u>	<u>(13,087)</u>	<u>\$ 10,902</u>	<u>62,098</u>
FUND BALANCE, BEGINNING OF YEAR			<u>(151,743)</u>		<u>(213,841)</u>
FUND BALANCE, END OF YEAR			<u>\$ (164,830)</u>		<u>\$ (151,743)</u>

INDEPENDENT SCHOOL DISTRICT #2534

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES  
 BUDGET AND ACTUAL  
 BUILDING CONSTRUCTION CAPITAL PROJECT FUND  
 YEAR ENDED JUNE 30, 2025  
 WITH PARTIAL COMPARATIVE AMOUNTS FOR THE YEAR ENDED JUNE 30, 2024

	2025			Over (Under) Final Budget	2024
	Budgeted Amounts		Actual		Actual
	Original	Final			
<b>REVENUES</b>					
Local Sources					
Interest Earnings	\$	\$	\$ 1,954,893	\$ 1,954,893	\$ 401,737
Other			750,000	750,000	
Total Revenue	0	0	2,704,893	2,704,893	401,737
<b>EXPENDITURES</b>					
Current					
Sites and Buildings			15,155,568	15,155,568	2,898,662
Debt Service					339,575
Capital Outlay					
Sites and Buildings			2,636,429	2,636,429	33,737
Total Expenditures	0	0	17,791,997	17,791,997	3,271,974
Excess (Deficiency) of Revenues Over (Under Expenditures)			(15,087,104)	(17,791,997)	(2,870,237)
<b>OTHER FINANCING SOURCES (USES)</b>					
Bonds Issued					39,950,000
Bond Premium					4,703,490
Total Other Financing Sources (Uses)	0	0	0	0	44,653,490
Net Change in Fund Balance	\$ 0	\$ 0	(15,087,104)	\$ (15,837,104)	41,783,253
FUND BALANCE, BEGINNING OF YEAR			41,783,253		
FUND BALANCE, END OF YEAR			\$ 26,696,149	\$ 41,783,253	

INDEPENDENT SCHOOL DISTRICT #2534

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES  
 BUDGET AND ACTUAL  
 DEBT SERVICE FUND  
 YEAR ENDED JUNE 30, 2025  
 WITH PARTIAL COMPARATIVE AMOUNTS FOR THE YEAR ENDED JUNE 30, 2024

	2025			2024	
	Budgeted Amounts		Actual	Over (Under) Final Budget	Actual
	Original	Final			
<b>REVENUES</b>					
Local Sources					
Property Taxes	\$ 2,563,195	\$ 1,161,855	\$ 1,162,633	\$ 778	\$ 552
Interest Earnings			2,094	2,094	1,855
State Sources					
Total Revenues	<u>2,563,195</u>	<u>2,563,195</u>	<u>2,566,067</u>	<u>2,872</u>	<u>2,407</u>
<b>EXPENDITURES</b>					
Debt Service					
Fiscal and Other Fixed Costs Programs					
Principal		555,000	555,000		
Interest		1,886,528	1,886,528		
Total Expenditures	<u>0</u>	<u>2,441,528</u>	<u>2,441,528</u>	<u>0</u>	<u>0</u>
Net Change in Fund Balance	<u>\$ 2,563,195</u>	<u>\$ 121,667</u>	124,539	<u>\$ 2,872</u>	2,407
FUND BALANCE, BEGINNING OF YEAR			<u>86,294</u>		<u>83,887</u>
FUND BALANCE, END OF YEAR			<u>\$ 210,833</u>		<u>\$ 86,294</u>

INDEPENDENT SCHOOL DISTRICT #2534

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES  
 BUDGET AND ACTUAL  
 SWIMMING POOL JOINT POWERS  
 PART OF COMMUNITY SERVICE FUND  
 YEAR ENDED JUNE 30, 2025  
 WITH PARTIAL COMPARATIVE AMOUNTS FOR THE YEAR ENDED JUNE 30, 2024

	2025			Over (Under) Final Budget	2024
	Budgeted Amounts		Actual		Actual
	Original	Final			
REVENUES					
Local Sources	\$ 110,000	\$ 67,000	\$ 52,027	\$ (14,973)	\$ 44,931
EXPENDITURES					
Current					
Community Service	110,000	98,750	87,464	(11,286)	177,098
Excess (Deficiency) of Revenues Over (Under) Expenditures	0	(31,750)	(35,437)	(3,687)	(132,167)
OTHER FINANCING SOURCES (USES)					
Insurance Recovery			6,703	6,703	103,675
Transfers In		31,750	28,734	(3,016)	32,662
Total Other Financing Sources (Uses)	0	31,750	35,437	3,687	136,337
Net Change in Fund Balance	\$ 0	\$ 0	\$ 0	\$ 0	4,170
FUND BALANCE, BEGINNING OF YEAR					(4,170)
FUND BALANCE, END OF YEAR			\$ 0		\$ 0

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## REQUIRED REPORTS

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INDEPENDENT SCHOOL DISTRICT #2534

UFARS COMPLIANCE TABLE  
YEAR ENDED JUNE 30, 2025

	Audited	UFARS	Difference		Audited	UFARS	Difference
<b>01 GENERAL FUND</b>				<i>Restricted:</i>			
Total Revenue	\$ 10,303,404	\$ 10,303,406	\$ 2	464 Restricted	\$ 27,050	\$ 27,050	\$
Total Expenditures	10,378,768	10,378,770	2	<i>Unassigned:</i>			
<i>Nonspendable:</i>				463 Unassigned			
460 Nonspendable				<b>06 BUILDING CONSTRUCTION</b>			
<i>Restricted/Reserved:</i>				Total Revenue	2,704,893	2,704,893	
401 Student Activities	101,406	101,406		Total Expenditures	17,791,997	17,791,996	(1)
402 Scholarships				<i>Nonspendable:</i>			
403 Staff Development	211,381	211,381		460 Nonspendable			
407 Capital Projects Levy				<i>Restricted/Reserved:</i>			
408 Cooperative Programs				407 Capital Projects Levy			
412 Literacy Incentive Aid	49,786	49,786		413 Project Funded by COP/LP			
414 Operating Debt				467 LTFM			
416 Levy Reduction				<i>Restricted:</i>			
417 Taconite Building Maintenance				464 Restricted	26,696,149	26,696,150	1
420 American Indian Ed Aid				<i>Unassigned:</i>			
424 Operating Capital	70,610	70,610		463 Unassigned			
426 \$25 Taconite				<b>07 DEBT SERVICE</b>			
427 Disabled Accessibility				Total Revenue	2,566,067	2,566,067	
428 Learning & Development				Total Expenditures	2,441,528	2,441,528	
434 Area Learning Center				<i>Nonspendable:</i>			
435 Contracted Alt. Programs				460 Nonspendable			
436 State Approved Alt. Programs				<i>Restricted/Reserved:</i>			
437 Q Comp				425 Bond Refundings			
438 Gifted & Talented				433 Max Effort Loan			
439 English Learner				451 QZAB and QSCB Payments			
440 Teacher Development & Eval				467 LTFM			
441 Basic Skills Programs				<i>Restricted:</i>			
443 School Library Aid	24,621	24,621		464 Restricted	210,833	210,834	1
448 Achievement and Integration				<i>Unassigned:</i>			
449 Safe Schools - Crime Levy	48,698	48,698		463 Unassigned			
451 QZAB and QSCB Payments				<b>08 TRUST</b>			
452 OPEB Liab Not Held in a Trust				Total Revenue			
453 Unfunded Sev & Retirement Levy				Total Expenditures			
459 Basic Skills Ext Time				<i>Unassigned:</i>			
456 Literacy Aid				401 Student Activities			
457 Teacher Comp Read Act	22,321	22,321		402 Scholarships			
467 LTFM	687,195	687,195		422 Net Assets			
471 Student Support Personnel	40,201	40,201		<b>18 CUSTODIAL</b>			
472 Medical Assistance	190,058	190,058		Total Revenue	25,187	25,188	1
<i>Restricted:</i>				Total Expenditures	5,000	5,000	
464 Restricted				401 Student Activities			
475 Title VII - Impact Aid				402 Scholarships	220,597	220,597	
476 Pilt				448 Achievement and Integration			
<i>Committed:</i>				464 Restricted Fund Balance			
418 Separation/Retirement Benefits				<b>20 INTERNAL SERVICE</b>			
461 Committed	488,795	488,795		Total Revenue			
<i>Assigned:</i>				Total Expenditures			
462 Assigned	355,689	355,689		<i>Unassigned:</i>			
<i>Unassigned:</i>				422 Net Assets			
422 Unassigned	616,099	616,096	(3)	<b>25 OPEB REVOCABLE TRUST</b>			
<b>02 FOOD SERVICE</b>				Total Revenue			
Total Revenue	555,237	555,238	1	Total Expenditures			
Total Expenditures	567,253	567,253		<i>Unassigned:</i>			
<i>Nonspendable:</i>				422 Net Assets			
460 Nonspendable				<b>45 OPEB IRREVOCABLE TRUST</b>			
<i>Restricted/Reserved:</i>				Total Revenue			
452 OPEB Liab Not Held in a Trust				Total Expenditures			
<i>Restricted:</i>				<i>Unassigned:</i>			
464 Restricted	223,288	223,289	1	422 Net Assets			
<i>Unassigned:</i>				<b>47 OPEB DEBT SERVICE</b>			
463 Unassigned				Total Revenue			
<b>04 COMMUNITY SERVICE</b>				Total Expenditures			
Total Revenue	273,836	273,837	1	<i>Unassigned:</i>			
Total Expenditures	322,360	322,362	2	422 Net Assets			
<i>Nonspendable:</i>				<b>47 OPEB DEBT SERVICE</b>			
460 Nonspendable				Total Revenue			
<i>Restricted/Reserved:</i>				Total Expenditures			
426 \$25 Taconite				<i>Nonspendable:</i>			
431 Community Education	12,573	12,573		460 Nonspendable			
432 E.C.F.E	(68,260)	(68,261)	(1)	<i>Restricted:</i>			
437 Q Comp				425 Bond Refundings			
440 Teacher Development & Eval				464 Restricted			
444 School Readiness	(136,193)	(136,193)		<i>Unassigned:</i>			
447 Adult Basic Education				463 Unassigned			
452 OPEB Liab Not Held in a Trust							
456 Literacy Aid							
457 Teacher Comp Read Act							

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INDEPENDENT SCHOOL DISTRICT #2534

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
JUNE 30, 2025

Federal Grantor / Pass-Through Grantor/ Program Title	Assistance Listing Number	Pass- Through Entity Identifying Number	Expenditures	Passed Through to Subrecipients
U.S. Department of Agriculture				
Minnesota Department of Education				
Child Nutrition Cluster:				
National School Lunch Program				
Food Distribution (Commodities-noncash)			\$ 35,187	\$
Free and Reduced Lunch			141,848	
Regular School Lunch			41,072	
Total National School Lunch Program	10.555 *	0000206898	218,107	0
School Breakfast Program	10.553 *	0000206898	52,694	
Summer Food Service Program for Children	10.559 *	0000206898	7,945	
Total Child Nutrition Cluster and U.S. Department of Agriculture			278,746	0
U.S. Department of Education				
Direct Program				
Rural Education Achievement Program				
Small, Rural School Achievement Program		S358A221613	29,955	
Small, Rural School Achievement Program		S358A231669	36,162	
Small, Rural School Achievement Program		S358A241604	42,036	
Total Rural Education Achievement Program	84.358A		108,153	0
Minnesota Department of Education				
Title I - Grants to Local Educational Agencies	84.010	0000206898	141,800	
Migrant Education State Grant Program	84.011	0000206898	93,575	
Supporting Effective Instruction State Grants (formerly Improving Teacher Quality State Grants)	84.367	0000206898	19,784	6,850
Student Support and Academic Enrichment Program	84.424	0000206898	8,718	5,423
Education Stabilization Fund Under the Coronavirus Aid, Relief, and Economic Security Act				
American Rescue Plan Elementary and Secondary School Emergency Relief Fund	84.425U	0000206898	637,407	
SWWC Service Cooperative				
Special Education Cluster				
Special Education Grants to States	84.027	Not Assigned	25,045	
Career and Technical Education - Basic Grants to States				
Basic Grants to States	84.048A	Not Assigned	1,879	
Total U.S. Department of Education			1,036,361	12,273
Total Federal Awards			\$ 1,315,107	\$ 12,273

\* Denotes major program

INDEPENDENT SCHOOL DISTRICT #2534

NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
JUNE 30, 2025

NOTE 1. REPORTING ENTITY

The Schedule of Expenditures of Federal Awards presents the activities of federal award programs expended by the Independent School District #2534. The District's reporting entity is defined in Note 1 to the financial statements.

NOTE 2. BASIS OF PRESENTATION

The accompanying Schedule of Expenditures of Federal Awards (the Schedule) includes the federal loan and grant activity of the Independent School District #2534 under programs of the federal government for the year ended June 30, 2025. The information in this Schedule is presented in accordance with the requirements of the Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the District, it is not intended to and does not present the financial position, changes in financial position, or cash flows of the District.

NOTE 3. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the Schedule are reported on the modified accrual basis of accounting. Such expenditures are recognized following the cost principles contained in Title 2 U.S. *Code of Federal Regulations Part 200, Subpart E - Cost Principles*, wherein certain types of expenditures are not allowed or are limited as to reimbursement. Pass-through entity identifying numbers are presented where available.

NOTE 4. FOOD DISTRIBUTION

Nonmonetary assistance is reported in the Schedule at the fair market value of the Commodities received and disbursed.

NOTE 5. SUBRECIPIENTS

During the year ended June 30,2025, the District passed \$12,273 of federal money to subrecipients.

NOTE 6. DE MINIMIS COST RATE

The District elected not to charge the de minimis indirect cost rate of 15% to federal programs.

COMPLIANCE SECTION

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INDEPENDENT AUDITOR'S REPORT ON MINNESOTA LEGAL COMPLIANCE

To The Board of Education  
Independent School District #2534  
Olivia, Minnesota

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund and the aggregate remaining fund information as of and for the year ended June 30, 2025, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated December 22, 2025.

In connection with our audit, nothing came to our attention that caused us to believe that the District failed to comply with the provisions of the contracting - bid laws, depositories of public funds and investments, conflicts of interest, public indebtedness, claims and disbursements, miscellaneous provisions, and uniform financial accounting and reporting standards of the *Minnesota Legal Compliance Audit Guide for School Districts*, promulgated by the State Auditor pursuant to Minn. Stat. §6.65, insofar as they relate to accounting matters. However, our audit was not directed primarily toward obtaining knowledge of such noncompliance. Accordingly, had we performed additional procedures, other matters may have come to our attention regarding the District's noncompliance with the above referenced provisions in so far as they relate to accounting matters.

The purpose of this report is solely to describe the scope of our testing of compliance and the results of that testing, and not to provide an opinion on compliance. Accordingly, this communication is not suitable for any other purpose.

*Conway, Deuth & Schmiesing, PLLP*

CONWAY, DEUTH & SCHMIESING, PLLP  
CPAS & ADVISORS  
LITCHFIELD, MINNESOTA

December 22, 2025

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<b>Willmar Office</b> 331 Third St SW, Ste 2 PO Box 570 Willmar, MN 56201 (320) 235-3311 (888) 388-1040	<b>Benson Office</b> 1209 Pacific Ave, Ste 3 Benson, MN 56215 (320) 843-2302	<b>Morris Office</b> 401 Atlantic Ave Morris, MN 56267 (320) 589-2602	<b>Litchfield Office</b> 820 Sibley Ave N Litchfield, MN 55355 (320) 693-7975	<b>Sartell Office</b> Ste 110 2351 Connecticut Ave Sartell, MN 56377 (320) 252-7565 (800) 862-1337
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INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To The Board of Education
Independent School District #2534
Olivia, Minnesota

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Governmental Auditing Standards issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund and the aggregate remaining fund information of Independent School District #2534, Olivia, Minnesota, as of and for the year ended June 30, 2025, and the related notes to the financial statements, which collectively comprise the District's basic financial statements and have issued our report thereon dated December 22, 2025.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the District's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. We identified certain deficiencies in internal control, described in the accompanying Schedule of Findings and Questioned Costs as items 2025-001 and 2025-002 that we consider to be significant deficiencies.

Table with 5 columns: Willmar Office, Benson Office, Morris Office, Litchfield Office, Sartell Office. Includes contact information and website www.cdscpa.com.

## Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## District's Response to Findings

*Government Auditing Standards* requires the auditor to perform limited procedures on the District's response to the findings identified in our audit are described in the accompanying Schedule of Findings and Questioned Costs. The District's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

## Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purposes.

*Conway, Deuth & Schmiesing, PLLP*

CONWAY, DEUTH & SCHMIESING, PLLP  
CPAS & ADVISORS  
LITCHFIELD, MINNESOTA

December 22, 2025



INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH FEDERAL MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY UNIFORM GUIDANCE

To the Board of Education
Independent School District #2534
Olivia, Minnesota

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited Independent School District #2534's compliance with the types of compliance requirements described in the OMB Compliance Supplement that could have a direct and material effect on each of the District's major federal programs for the year ended June 30, 2025.

In our opinion, the District complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2025.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).

We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the District's federal programs.

## ***Auditor's Responsibilities for the Audit of Compliance***

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the District's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the District's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

Exercise professional judgment and maintain professional skepticism throughout the audit.

Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the District's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.

Obtain an understanding of the District's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

### **Report on Internal Control Over Compliance**

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

## Report on Internal Control Over Compliance (Cont'd)

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

*Conway, Deuth & Schmiesing, PLLP*

CONWAY, DEUTH & SCHMIESING, PLLP  
CPAS & CONSULTANTS  
LITCHFIELD, MINNESOTA

December 22, 2025

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INDEPENDENT SCHOOL DISTRICT #2534

SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
JUNE 30, 2025

I. SUMMARY OF AUDIT RESULTS

**A. Financial Statements**

Type of auditor's report issued:	Unmodified
Internal control over financial reporting:	
- Material weakness(es) identified?	No
- Significant deficiencies identified that are not considered to be material weakness(es)?	2025-001, 2025-002
Noncompliance material to financial statements noted?	No

**B. Federal Awards**

Type of auditor's report issued on compliance for major programs:	Unmodified
Internal control over major programs:	
- Material weakness(es) identified?	No
- Significant deficiencies identified that are not considered to be material weakness(es)?	No
Any audit findings disclosed that are required to be reported in accordance with Part 200.516(a) of the Uniform Guidance?	No

**C. Identification of Major Programs**

Assistance Listing No.:	10.553, 10.555, and 10.559
Name of Federal Program or Cluster:	Child Nutrition Cluster
Dollar threshold used to distinguish between Type A and Type B programs:	\$750,000
Auditee qualified as a low-risk auditee?	Yes

INDEPENDENT SCHOOL DISTRICT #2534

SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
JUNE 30, 2025

II. FINDINGS RELATED TO FINANCIAL STATEMENTS AUDITED IN ACCORDANCE WITH GOVERNMENT  
AUDITING STANDARDS

FINDING: 2025-001 LIMITED SEGREGATION OF DUTIES

Condition: There is an absence of appropriate segregation of duties consistent with appropriate control objectives due to a limited number of employees.

Criteria: The basic premise is that no one person should have access to both physical assets and the related accounting records or to all phases of a transaction. The lack of such controls could result in the occurrence of a material error or fraud in relation to the financial statements not being detected by management.

Cause: The District has assigned duties to staff based on a cost-benefit relationship to the District and the practicality of the level of staffing the District maintains.

Effect: The lack of segregation of duties could adversely affect the District's ability to initiate, record, process and report financial data consistent with the assertions of management in the financial statements.

Recommendation: The District should continue to monitor and evaluate the job responsibilities assigned to staff to determine whether there is an unacceptable risk.

CORRECTIVE ACTION PLAN (CAP):

Explanation of Disagreement with Audit Findings:  
None

Actions Planned in Response to Finding:

The District is aware of the limited segregation of duties and will continue to review internal controls and make changes when they can be made.

Official Responsible for Ensuring CAP:  
Tim Tydlacka, Superintendent

Planned Completion Date for CAP:  
June 30, 2026

Plan to Monitor Completion of CAP:  
Board of Education

INDEPENDENT SCHOOL DISTRICT #2534

SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
JUNE 30, 2025

II. FINDINGS RELATED TO FINANCIAL STATEMENTS AUDITED IN ACCORDANCE WITH GOVERNMENT  
AUDITING STANDARDS (Cont'd)

FINDING: 2025-002 AUDITOR PREPARED FINANCIAL STATEMENTS

Condition: The District does not have an internal control system designed to provide for the preparation of the financial statements and the related notes being audited. However, based on the degree of complexity and level of detail needed to prepare the financial statements in accordance with accounting principles generally accepted in the United States of America (GAAP), the District has requested the auditors to prepare them.

Criteria: The preparation of the financial statements and the related notes are the responsibility of management.

Cause: There are a limited number of office employees and resources available to allow for the adequate preparation of the financial statements and the related notes by the District.

Effect: This could result in a material misstatement to the financial statements and related notes that would not be prevented, or detected and corrected as a result of the District's current internal control.

Recommendation: The District should continue to request the assistance to draft the financial statements and related notes and thoroughly review these financial statements after they have been prepared so the District can take responsibility for them.

CORRECTIVE ACTION PLAN (CAP):

Explanation of Disagreement with Audit Findings:  
None

Actions Planned in Response to Finding:

The District is aware of this; however, due to significant cost and a limited number of employees, it is in the District's best financial interest to contract for the preparation of the financial statements.

Official Responsible for Ensuring CAP:

Tim Tydlacka, Superintendent

Planned Completion Date for CAP:

June 30, 2026

Plan to Monitor Completion of CAP:

Board of Education

III. FINDINGS AND QUESTIONED COSTS - MAJOR FEDERAL AWARD PROGRAMS

None

INDEPENDENT SCHOOL DISTRICT #2534

SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS  
JUNE 30, 2025

<u>Finding Reference</u>	<u>Finding Title</u>	<u>Status</u>	<u>Year Finding Initially Occurred</u>	<u>If Not Corrected, Provide Planned Corrective Action or Other Explanation</u>
Financial Statement Findings:				
2024-001	Limited Segregation of Duties	Not Corrected	2007	See current year finding 2025-001
2024-002	Auditor Prepared Financial Statements	Not Corrected	2007	See current year finding 2025-002

Federal Award Findings:

None

Minnesota Legal Compliance Findings:

None

December 22, 2025

Conway, Deuth, & Schmiesing, PLLP  
820 Sibley Avenue North  
Litchfield, Minnesota 55355

This representation letter is provided in connection with your audit of the financial statements of District #2534 (the District), which comprise the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information as of June 30, 2025, and the respective changes in financial position and, where applicable, cash flows for the years then ended, and the disclosures (collectively, the "financial statements"), for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered to be material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of December 22, 2025, the following representations made to you during your audit.

#### **Financial Statements**

- 1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated July 28, 2025, including our responsibility for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP and for preparation of the supplementary information in accordance with the applicable criteria.
- 2) The financial statements referred to above are fairly presented in conformity with U.S. GAAP and include all properly classified funds and other financial information of the primary government and all component units required by generally accepted accounting principles to be included in the financial reporting entity.
- 3) We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- 4) We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- 5) The methods, significant assumptions, and data used in making accounting estimates and their related disclosures are appropriate to achieve recognition, measurement, or disclosure that is reasonable in accordance with U.S. GAAP.
- 6) Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with U.S. GAAP.
- 7) Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements that would require adjustment to or disclosure in the financial statements.
- 8) The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements as a whole for each opinion unit. A list of the uncorrected misstatements is attached to the representation letter.
- 9) The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
- 10) Guarantees, whether written or oral, under which the District is contingently liable, if any, have been properly recorded or disclosed.

#### **Information Provided**

- 11) We have provided you with:

- a) Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records (including information obtained from outside of the general and subsidiary ledgers), documentation, and other matters.
  - b) Additional information that you have requested from us for the purpose of the audit.
  - c) Unrestricted access to persons within the District from whom you determined it necessary to obtain audit evidence.
  - d) Minutes of the meetings of the Board or summaries of actions of recent meetings for which minutes have not yet been prepared.
- 12) All material transactions have been recorded in the accounting records and are reflected in the financial statements.
  - 13) We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
  - 14) We have no knowledge of any fraud or suspected fraud that affects the District and involves—
    - Management,
    - Employees who have significant roles in internal control, or
    - Others where the fraud could have a material effect on the financial statements.
  - 15) We have no knowledge of any allegations of fraud or suspected fraud affecting the District's financial statements communicated by employees, former employees, regulators, or others.
  - 16) We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or waste or abuse, whose effects should be considered when preparing financial statements.
  - 17) We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements.
  - 18) We have disclosed to you the names of the District's related parties and all the related party relationships and transactions, including any side agreements.

#### **Government-specific**

- 19) There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
- 20) We have taken timely and appropriate steps to remedy identified and suspected fraud or noncompliance with provisions of laws, regulations, contracts, and grant agreements that you have reported to us.
- 21) We have a process to track the status of audit findings and recommendations.
- 22) We have identified to you any previous audits, attestation engagements, and other studies related to the objectives of the audit and whether related recommendations have been implemented.
- 23) We have identified to you any investigations or legal proceedings that have been initiated with respect to the period under audit.
- 24) We have provided our views on reported findings, conclusions, and recommendations, as well as our planned corrective actions, for the report.
- 25) The District has no plans or intentions that may materially affect the carrying value or classification of assets, deferred outflows of resources, liabilities, deferred inflows of resources, and fund balance or net position.
- 26) We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts, and legal and contractual provisions for reporting specific activities in separate funds.
- 27) We have appropriately identified, recorded, and disclosed all leases in accordance with [GASBS No. 87](#) .
- 28) We have identified and disclosed to you all instances of identified and suspected fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we believe have a material effect on the financial statements.

- 29) There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.
- 30) As part of your audit, you assisted with preparation of the financial statements and disclosures and schedule of expenditures of federal awards. We acknowledge our responsibility as it relates to those nonaudit services, including that we assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. We have reviewed, approved, and accepted responsibility for those financial statements and disclosures. In regard to the proposed entries, preparation of the depreciation schedule, modified accrual to government-wide conversion, preparation and submission of the UFARS Annual Reporting Form, payroll tax preparation, payroll and related disbursements, and consulting services performed by you, we have—
- 1) Assumed all management responsibilities.
  - 2) Designated Nicole Veith who has suitable skill, knowledge, or experience to oversee the services.
  - 3) Evaluated the adequacy and results of the services performed.
  - 4) Accepted responsibility for the results of the services.
  - 5) Ensured that the data and records are complete, and we have sufficient information to oversee the services.
- 31) The District has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- 32) The District has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
- 33) The financial statements include all component units, appropriately present majority equity interests in legally separate organizations and joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations.
- 34) The financial statements include all fiduciary activities required by [GASBS No. 84](#) , as amended.
- 35) The financial statements properly classify all funds and activities in accordance with [GASBS No. 34](#) , as amended.
- 36) All funds that meet the quantitative criteria in [GASBS Nos. 34](#) and [37](#) for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
- 37) Components of net position (net investment in capital assets; restricted; and unrestricted) and classifications of fund balance (nonspendable, restricted, committed, assigned, and unassigned) are properly classified and, if applicable, approved.
- 38) Investments, derivative instrument transactions, and land and other real estate held by endowments are properly valued.
- 39) Provisions for uncollectible receivables have been properly identified and recorded.
- 40) Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
- 41) Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
- 42) Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
- 43) Deposits and investment securities and derivative instrument transactions are properly classified as to risk and are properly disclosed.
- 44) Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated or amortized.

- 45) The government meets the GASB-established requirements for accounting for eligible infrastructure assets using the modified approach.
- 46) We have appropriately disclosed the District's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.
- 47) We are following our established accounting policy regarding which resources (that is, restricted, committed, assigned, or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available. That policy determines the fund balance classifications for financial reporting purposes.
- 48) We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.
- 49) With respect to the supplementary information:
- a) We acknowledge our responsibility for presenting the supplementary information in accordance with accounting principles generally accepted in the United States of America, and we believe the supplementary information, including its form and content, is fairly presented in accordance with accounting principles generally accepted in the United States of America. The methods of measurement and presentation of the supplementary information have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.
  - b) If the supplementary information is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the supplementary information no later than the date we issue the supplementary information and the auditor's report thereon.
- 50) With respect to federal award programs:
- a) We are responsible for understanding and complying with and have complied with, the requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), including requirements relating to preparation of the schedule of expenditures of federal awards.
  - b) We acknowledge our responsibility for preparing and presenting the schedule of expenditures of federal awards (SEFA) and related disclosures in accordance with the requirements of the Uniform Guidance, and we believe the SEFA, including its form and content, is fairly presented in accordance with the Uniform Guidance. The methods of measurement or presentation of the SEFA have not changed from those used in the prior period and we have disclosed to you any significant assumptions and interpretations underlying the measurement or presentation of the SEFA.
  - c) If the SEFA is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the SEFA no later than the date we issue the SEFA and the auditor's report thereon.
  - d) We have identified and disclosed to you all of our government programs and related activities subject to the Uniform Guidance compliance audit, and have included in the SEFA, expenditures made during the audit period for all awards provided by federal agencies in the form of federal awards, federal cost-reimbursement contracts, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other direct assistance.
  - e) We are responsible for understanding and complying with, and have complied with, the requirements of federal statutes, regulations, and the terms and conditions of federal awards related to each of our federal programs and have identified and disclosed to you the requirements of federal statutes, regulations, and the terms and conditions of federal awards that are considered to have a direct and material effect on each major program.
  - f) We are responsible for establishing, designing, implementing, and maintaining, and have established, designed, implemented, and maintained, effective internal control over compliance for federal programs that provides reasonable assurance that we are managing our federal awards in compliance with federal

statutes, regulations, and the terms and conditions of federal awards that could have a material effect on our federal programs. We believe the internal control system is adequate and is functioning as intended.

- g) We have made available to you all federal awards (including amendments, if any) and any other correspondence with federal agencies or pass-through entities relevant to federal programs and related activities.
- h) We have received no requests from a federal agency to audit one or more specific programs as a major program.
- i) We have complied with the direct and material compliance requirements (except for noncompliance disclosed to you), including when applicable, those set forth in the *OMB Compliance Supplement* relating to federal awards and have identified and disclosed to you all amounts questioned and all known noncompliance with the direct and material compliance requirements of federal awards OR confirm that there were no amounts questioned and no known noncompliance with the direct and material compliance requirements of federal awards.
- j) We have disclosed any communications from federal awarding agencies and pass-through entities concerning possible noncompliance with the direct and material compliance requirements, including communications received from the end of the period covered by the compliance audit to the date of the auditor's report.
- k) We have disclosed to you the findings received and related corrective actions taken for previous audits, attestation engagements, and internal or external monitoring that directly relate to the objectives of the compliance audit, including findings received and corrective actions taken from the end of the period covered by the compliance audit to the date of the auditor's report.
- l) Amounts claimed or used for matching were determined in accordance with relevant guidelines in OMB's Uniform Guidance (2 CFR part 200, subpart E).
- m) We have disclosed to you our interpretation of compliance requirements that may have varying interpretations.
- n) We have made available to you all documentation related to compliance with the direct and material compliance requirements, including information related to federal program financial reports and claims for advances and reimbursements.
- o) We have disclosed to you the nature of any subsequent events that provide additional evidence about conditions that existed at the end of the reporting period affecting noncompliance during the reporting period.
- p) There are no such known instances of noncompliance with direct and material compliance requirements that occurred subsequent to the period covered by the auditor's report.
- q) No changes have been made in internal control over compliance or other factors that might significantly affect internal control, including any corrective action we have taken regarding significant deficiencies or material weaknesses in internal control over compliance, subsequent to the period covered by the auditor's report.
- r) Federal program financial reports and claims for advances and reimbursements are supported by the books and records from which the financial statements have been prepared.
- s) The copies of federal program financial reports provided you are true copies of the reports submitted, or electronically transmitted, to the respective federal agency or pass-through entity, as applicable.
- t) We have monitored subrecipients, as necessary, to determine that they have expended subawards in compliance with federal statutes, regulations, and the terms and conditions of the subaward and have met the other pass-through entity requirements of the Uniform Guidance.
- u) We have issued management decisions for audit findings that relate to federal awards made to subrecipients and such management decisions have been issued within six months of acceptance of the audit report by the Federal Audit Clearinghouse. Additionally, we have followed-up ensuring that the subrecipient has taken timely and appropriate action on all deficiencies detected through audits, on-site reviews, and other means that pertain to the federal award provided to the subrecipient.
- v) We have considered the results of subrecipient audits and have made any necessary adjustments to our books and records.

- w) We have charged costs to federal awards in accordance with applicable cost principles.
- x) We are responsible for and have accurately prepared the summary schedule of prior audit findings to include all findings required to be included by the Uniform Guidance, and we have provided you with all information on the status of the follow-up on prior audit findings by federal awarding agencies and pass-through entities, including all management decisions.
- y) We are responsible for and have ensured the reporting package does not contain protected personally identifiable information.
- z) We are responsible for and have accurately prepared the auditee section of the Data Collection Form as required by the Uniform Guidance.
- aa) We are responsible for taking corrective action on each audit finding of the compliance audit and have developed a corrective action plan that meets the requirements of the Uniform Guidance.
- bb) We have disclosed to you all contracts or other agreements with service organizations, and we have disclosed to you all communications from the service organizations relating to noncompliance at the service organizations.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_



Division of School Finance  
400 NE Stinson Blvd.  
Minneapolis, MN 55413

## District Revenues and Expenditures Budget for Fiscal Year (FY) 2025 and FY 2026

ED-00110-48

**General Information:** Minnesota Statutes 2024, section 123B.10, requires that every school board shall publish the subject data of this report.

District Name: <b>BOLD</b>						District Number: <b>2534</b>		
Fund	FY 2025 Beginning Fund Balances	FY 2025 Actual Revenues and Transfers In	FY 2025 Actual Expenditures and Transfers Out	June 30, 2025 Actual Fund Balances	FY 2026 Budget Revenues and Transfers In	FY 2026 Budget Expenditures and Transfers Out	June 30, 2026 Projected Fund Balances	
General Fund/Restricted	\$ 1,447,217	\$ 1,661,179	\$ 1,426,162	\$ 1,682,233	\$ 1,143,932	\$ 1,018,689	\$ 1,807,477	
General Fund/Other	\$ 1,563,740	\$ 8,642,227	\$ 8,972,592	\$ 1,233,375	\$ 8,396,555	\$ 8,816,653	\$ 813,277	
Food Service Fund	\$ 235,304	\$ 553,459	\$ 567,253	\$ 221,510	\$ 539,340	\$ 520,388	\$ 240,462	
Community Service Fund	\$ (151,743)	\$ 309,274	\$ 322,362	\$ (164,831)	\$ 352,973	\$ 365,474	\$ (177,332)	
Building Construction Fund	\$ 41,783,253	\$ 2,704,893	\$ 17,791,996	\$ 26,696,150	\$ -	\$ -	\$ 26,696,150	
Debt Service Fund	\$ 86,295	\$ 2,566,067	\$ 2,441,528	\$ 210,834	\$ 2,734,988	\$ 2,604,750	\$ 341,072	
Trust Fund	\$ 200,409	\$ 25,188	\$ 5,000	\$ 220,597	\$ 7,500	\$ 7,500	\$ 220,597	
Internal Service Fund	\$ -			\$ -			\$ -	
* OPEB Revocable Trust Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
OPEB Irrevocable Trust Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
OPEB Debt Service Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Total - All Funds</b>	<b>\$ 45,164,475</b>	<b>\$ 16,462,287</b>	<b>\$ 31,526,893</b>	<b>\$ 30,099,868</b>	<b>\$ 13,175,288</b>	<b>\$ 13,333,454</b>	<b>\$ 29,941,702</b>	
<b>Long-Term Debt</b>		<b>Current Statutory Operating Debt per Minnesota Statutes, section 123B.81</b>						
Outstanding July 1, 2024	\$ 39,863,706	Amount of General Fund Deficit, if any, in excess of 2.5% of expenditures 06/30/2025					\$0	
Plus: New Issues								
Less: Redeemed Issues	\$ 555,000	<b>Cost per student - Average Daily Membership (ADM) 06/30/2025</b>						
Outstanding June 30, 2025	\$ 39,308,706							
<b>Short-Term Debt</b>								
Certificates of Indebtedness		Total Operating Expenditures					\$ 10,984,013.86	
Other Short-Term Indebtedness		FY 2025 Total ADM Served + Tuitioned Out ADM + Adjusted Extended ADM					609.64	
		FY 2025 Operating Cost per ADM					\$ 18,017.21	

**The complete budget may be inspected upon request to the superintendent.**

**Comments:**

Unofficial data as audit is not finalized

\* Other Post-Employment Benefits (OPEB)

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

RESOLUTION TO ADOPT THE 2025 PAYABLE 2026 FINAL PROPERTY TAX LEVY

Whereas, Pursuant to Minnesota statutes, the school board of Independent School District #2534 - Bird Island Olivia Lake Lillian District, is authorized to make the following proposed tax levies for general purposes:

General Fund	\$ 1,466,409.27
Community Service	\$ 74,045.91
Debt Service	\$ 2,733,150.00
Grand Total	\$ 4,273,605.18

Now therefore, be it resolved, by the school board of Independent School District # 2534 - Bird Island Olivia Lake Lillian District, that the levy to be levied in 2025 to be collected in 2026 is set at \$4,273,605.18. The clerk of the ISD #2534 school board is authorized to certify the proposed levy to the county auditors of Renville and Kandiyohi counties, Minnesota. The levy authority will also be forwarded to the Minnesota Department of Education.

The motion for the adoption of the foregoing resolution was duly seconded by Member \_\_\_\_\_.

And upon vote being taken thereon, the following voted in favor thereof:

And the following voted against:

And the following was absent:

The foregoing resolution was approved this 22nd day of December, 2025.

\_\_\_\_\_  
Greg Peppel, School Board Clerk

Member Benson introduced the following resolution and moved its adoption:

**RESOLUTION TO ADOPT THE 2025 PAYABLE 2026 FINAL PROPERTY TAX LEVY**

Whereas, Pursuant to Minnesota statutes, the school board of Independent School District #2534 - Bird Island Olivia Lake Lillian District, is authorized to make the following proposed tax levies for general purposes:

General Fund	\$ 1,466,409.27
Community Service	\$ 74,045.91
Debt Service	\$ 2,733,150.00
Grand Total	\$ 4,273,605.18

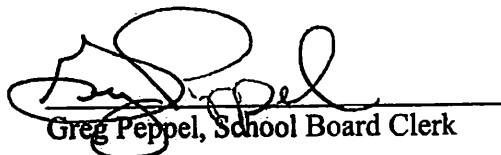
Now therefore, be it resolved, by the school board of Independent School District # 2534 - Bird Island Olivia Lake Lillian District, that the levy to be levied in 2025 to be collected in 2026 is set at \$4,273,605.18. The clerk of the ISD #2534 school board is authorized to certify the proposed levy to the county auditors of Renville and Kandiyohi counties, Minnesota. The levy authority will also be forwarded to the Minnesota Department of Education.

The motion for the adoption of the foregoing resolution was duly seconded by Member Aaseth, and upon vote being taken thereon, the following voted in favor thereof: Zimmerman, Aaseth, Peppel, Benson, Clouse, Sheehan and Frank.

And the following voted against: None

And the following was absent: None

The foregoing resolution was approved this 22nd day of December, 2025.

  
Greg Peppel, School Board Clerk

## 425 STAFF DEVELOPMENT AND MENTORING

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

### I. PURPOSE

The purpose of this policy is to establish a staff development program and structure to carry out planning and reporting on staff development that supports improved student learning.

### II. ADVISORY STAFF DEVELOPMENT COMMITTEE AND SITE PROFESSIONAL DEVELOPMENT TEAMS

A. The school board will establish an Advisory Staff Development Committee to develop a Staff Development Plan, assist Site Professional Development Teams in developing a site plan consistent with the goals of the Staff Development Plan, and evaluate staff development efforts at the site level.

1. The majority of the membership of the Advisory Staff Development Committee shall consist of teachers representing various grade levels, subject areas, and special education. The Committee also will include nonteaching staff, parents, and administrators.
2. Members of the Advisory Staff Development Committee shall be appointed by the school administration. Committee members shall serve a two-year term\* based upon nominations by board members, teachers, and paraprofessionals. The school administration shall appoint replacement members of the Advisory Staff Development Committee as soon as possible following the resignation, death, serious illness, or removal of a member from the Committee.

B. The school board will establish the Site Professional Development Teams.

1. Members of the Site Professional Development Teams will be appointed by the school administration. Team members shall serve a two-year term\* based upon nominations by board members, teachers, and paraprofessionals. The school administration shall appoint replacement members of the Site Professional Development Teams as soon as possible following the resignation, death, serious illness, or removal of a member from the Team.
2. The majority of the Site Professional Development Teams shall be teachers representing various grade levels, subject areas, and special education.

### III. DUTIES OF THE ADVISORY STAFF DEVELOPMENT COMMITTEE

A. The Advisory Staff Development Committee will develop a Staff Development Plan that will be reviewed and subject to approval by the school board twice a year.\*

B. The Staff Development Plan must contain the following elements:

1. Staff development outcomes that are consistent with the education outcomes as may be determined periodically by the school board;

[NOTE: The board-determined education outcomes for your district could be inserted here.]

2. The means to achieve the Staff Development outcomes;

3. The procedures for evaluating progress at each school site toward meeting educational outcomes consistent with relicensure requirements under Minnesota Statutes, section 122A.187;
4. Ongoing staff development activities that contribute toward continuous improvement in achievement of the following goals:
  - a. Improve student achievement of state and local education standards in all areas of the curriculum, including areas of regular academic and applied and experiential learning, by using research-based best practices methods;
  - b. Effectively meet the needs of a diverse student population, including at-risk children, children with disabilities, English learners, and gifted children, within the regular classroom, applied and experiential learning settings, and other settings;
  - c. Provide an inclusive curriculum for a racially, ethnically, linguistically, and culturally diverse student population that is consistent with state education diversity rule and the district's education diversity plan;
  - d. Improve staff collaboration and develop mentoring and peer coaching programs for teachers new to the school or district;
  - e. Effectively teach and model violence prevention policy and curriculum that address early intervention alternatives, issues of harassment, and teach nonviolent alternatives for conflict resolution;
  - f. Effectively deliver digital and blended learning and curriculum and engage students with technology; and
  - g. Provide teachers and other members of site-based management teams with appropriate management and financial management skills.
5. The Staff Development Plan also must:
  - a. Support stable and productive professional communities achieved through ongoing and schoolwide progress and growth in teaching practice;
  - b. Emphasize coaching, professional learning communities, classroom action research, and other job-embedded models;
  - c. Maintain a strong subject matter focus premised on students' learning goals consistent with Minnesota Statutes, section 120B.125;
  - d. Ensure specialized preparation and learning about issues related to teaching English learners and students with special needs by focusing on long-term systemic efforts to improve educational services and opportunities and raise student achievement; and
  - e. Reinforce national and state standards of effective teaching practice.
6. Staff development activities must:
  - a. Focus on the school classroom and research-based strategies that improve student learning;
  - b. Provide opportunities for teachers to practice and improve their instructional skills over time;
  - c. Provide opportunities for teachers to use student data as part of their daily work to increase student achievement;

- d. Enhance teacher content knowledge and instructional skills, including to accommodate the delivery of digital and blended learning and curriculum and engage students with technology;
  - e. Align with state and local academic standards;
  - f. Provide opportunities to build professional relationships, foster collaboration among principals and staff who provide instruction, and provide opportunities for teacher-to-teacher mentoring;
  - g. Align with the plan, if any, of the district or site for an alternative teacher professional pay system;
  - h. Provide teachers of English learners, including English as a second language, and content teachers with differentiated instructional strategies critical for ensuring students long-term academic success, the means to effectively use assessment data on the academic literacy, oral academic language, and English language development of English learners, and skills to support native and English language development across the curriculum; and
  - i. Provide opportunities for staff to learn about current workforce trends, the connections between workforce trends and postsecondary education, and training options, including career and technical education options.
7. Staff development activities may include curriculum development and curriculum training programs and activities that provide teachers and other members of site-based teams training to enhance team performance.
8. The school district may implement other staff development activities required by law and activities associated with professional teacher compensation models.
- [NOTE: To the extent the school board offers K-12 teachers the opportunity for more staff development training under Minnesota Statutes, section 122A.40, Subdivisions. 7 and 7a, or Minnesota Statutes, section 122A.41, subdivisions. 4 and 4a, such additional days of staff development should include peer mentoring, peer gathering, continuing education, professional development, or other training which enable teachers to achieve the staff development outcomes enumerated above in Section III.B.4.]**
- C. The Advisory Staff Development Committee will assist Site Professional Development Teams in developing a site plan consistent with the goals and outcomes of the Staff Development Plan.
- D. The Advisory Staff Development Committee will evaluate staff development efforts at the site level and will report to the school board on a quarterly basis\* the extent to which staff at the site have met the outcomes of the Staff Development Plan.
- E. In addition to developing a Staff Development Plan, the Staff Development Advisory Committee also must develop teacher mentoring programs for teachers new to the profession or school district, including teaching residents, teachers of color, teachers who are American Indian, teachers in license shortage areas, teachers with special needs, or experienced teachers in need of peer coaching. Teacher mentoring programs must be included in or aligned with the school district's teacher evaluation and peer review processes under Minnesota Statutes, sections 122A.40, subdivision 8 or 122A.41, subdivision 5.
- F. The Advisory Staff Development Committee shall assist the school district in preparing any reports required by the Minnesota Department of Education (MDE) relating to staff

development or teacher mentoring including, but not limited to, the reports referenced in Section VII. below.

#### **IV. DUTIES OF THE SITE PROFESSIONAL DEVELOPMENT TEAM**

- A. Each Site Professional Development Team shall develop a site plan, consistent with the goals of the Staff Development Plan. The school board will review the site plans for consistency with the Staff Development Plan twice a year.\*
- B. The Site Professional Development Team must demonstrate to the school board the extent to which staff at the site have met the outcomes of the Staff Development Plan. The actual reports to the school board can be made by the Advisory Staff Development Committee to avoid duplication of effort.
- C. If the school board determines that staff development outcomes are not being met, it may withhold a portion of the initial allocation of revenue referenced in Section V. below.

#### **V. STAFF DEVELOPMENT FUNDING**

- A. Unless the school district is in statutory operating debt or a majority of the school board and a majority of its licensed teachers annually vote to waive the requirement to reserve basic revenue for staff development, the school district will reserve an amount equal to at least two percent of its basic revenue for: (1) teacher development and evaluation under Minnesota Statutes, section 122A.40, subdivision 8 or 122A.41, subdivision 5; (2) principal development and evaluation under section 123B.147, subdivision. 3; (3) professional development under section 122A.60; (4) in-service education for programs under section 120B.22, subdivision 2; and (5) teacher mentorship under section 122A.70, subdivision 1. To the extent extra funds remain, staff development revenue may be used for development plans, including plans for challenging instructional activities and experiences under section 122A.60, and for curriculum development and programs, other in-service education, teacher's workshops, teacher conferences, the cost of substitute teachers for staff development purposes, preservice and in-service education for special education professionals and paraprofessionals, and other related costs for staff development efforts. The school district also may use the revenue reserved for staff development for grants to the school district's teachers to pay for coursework and training leading to certification as either a college in the schools teacher or a concurrent enrollment teacher. To receive a grant, the teacher must be enrolled in a program that includes coursework and training focused on teaching a core subject.
- B. The school district may, in its discretion, expend an additional amount of unreserved revenue for staff development based on its needs.
- C. Release time provided for teachers to supervise students on field trips and school activities, or independent tasks not associated with enhancing the teacher's knowledge and instructional skills, such as preparing report cards, calculating grades, or organizing classroom materials, may not be counted as staff development time that is financed with staff development reserved revenue under Minnesota Statutes, section 122A.61.

#### **VI. PROCEDURE FOR USE OF STAFF DEVELOPMENT FUNDS**

- A. On a yearly\* basis, the Advisory Staff Development Committee, with the assistance of the Site Professional Development Teams, shall prepare a projected budget setting forth proposals for allocating staff development and mentoring funds reserved for each school site. Such budgets shall include, but not be limited to, projections as to the cost of building site training programs, costs of individual staff seminars, and cost of substitutes.

- B. Upon approval of the budget by the school board, the Advisory Committee shall be responsible for monitoring the use of such funds in accordance with the Staff Development Plan and budget. The requested use of staff development funds must meet or make progress toward the goals and objectives of the Staff Development Plan. All costs/expenditures will be reviewed by the school board and/or superintendent for consistency with the Staff Development Plan on a quarterly basis.\*
- C. Individual requests from staff for leave to attend staff development activities shall be submitted and reviewed according to school district policy, staff procedures, contractual agreement, and the effect on school district operations. Failure to timely submit such requests may be cause for denial of the request.
- D. The school district may use staff development revenue, special grant programs established by the legislature, or another funding source to pay a stipend to a mentor who may be a current or former teacher who has taught at least three (3) years and is not on an improvement plan. Other initiatives using such funds. or funds available under Minnesota Statutes, sections 124D.861 and 124D.862, may include:
  - 1. additional stipends as incentives to mentors of color or who are American Indian;
  - 2. financial supports for professional learning community affinity groups across schools within and between districts for teachers from underrepresented racial and ethnic groups to come together throughout the school year;
  - 3. programs for induction aligned with the school district or school mentorship program during the first three (3) years of teaching, especially for teachers from underrepresented racial and ethnic groups; or
  - 4. grants supporting licensed and nonlicensed educator participation in professional development, such as workshops and graduate courses, related to increasing student achievement for students of color and American Indian students in order to close opportunity and achievement gaps.

To the extent the school district receives a grant for any of the above purposes, it will negotiate additional retention strategies or protection from unrequested leave of absences in the beginning years of employment for teachers of color and teachers who are American Indian. Retention strategies may include providing financial incentives for teachers of color and teachers who are American Indian to work in the school or district for at least five (5) years and placing American Indian educators at sites with other American Indian educators and educators of color at sites with other educators of color to reduce isolation and increase opportunity for collegial support.

## **VII. PARAPROFESSIONALS, TITLE I AIDES, AND OTHER INSTRUCTIONAL SUPPORT STAFF**

- A. The school district must provide a minimum of eight hours of paid orientation or professional development annually to all paraprofessionals, Title I aides, and other instructional support staff. Six of the eight hours must be completed before the first instructional day of the school year or within 30 days of hire. The school district must consult the exclusive representative for employees receiving this training before creating or planning the training required under this section.

- B. The orientation or professional development must be relevant to the employee's occupation and may include collaboration time with classroom teachers and planning for the school year.
- C. For paraprofessionals who provide direct support to students, at least 50 percent of the professional development or orientation must be dedicated to meeting the requirements of this section. Professional development for paraprofessionals may also address the requirements of Minnesota Statutes, section 120B.363, subdivision 3.
- D. A school administrator must provide an annual certification of compliance with this requirement to the MDE Commissioner.

## **VIII. REPORTING**

- A. The school district and site staff development committee shall prepare a report of the previous fiscal year's staff development activities and expenditures as part of the school district's comprehensive achievement and civic readiness report.
  - 1. The report must include assessment and evaluation data indicating progress toward district and site staff development goals based on teaching and learning outcomes, including the percentage of teachers and other staff involved in instruction who participate in effective staff development activities.
  - 2. The report will provide a breakdown of expenditures for:
    - a. Curriculum development and curriculum training programs;
    - b. Staff development training models, workshops, and conferences; and
    - c. The cost of releasing teachers or providing substitute teachers for staff development purposes.The report also must indicate whether the expenditures were incurred at the district level or the school site level and whether the school site expenditures were made possible by the grants to school sites that demonstrate exemplary use of allocated staff development revenue. These expenditures must be reported using the uniform financial and accounting and reporting standards (UFARS).
  - 3. The report will be signed by the superintendent and staff development chair.
- B. To the extent the school district receives a grant for mentorship activities described in Section V. D., by June 30 of each year after receiving a grant, the site staff development committee must submit a report to the Professional Educator Licensing and Standards Board on program efforts that describes mentoring and induction activities and assesses the impact of these programs on teacher effectiveness and retention.

**Legal References:** Minn. Stat. § 120A.41 (Length of School Year; Days of Instruction)  
Minn. Stat. § 120A.415 (Extended School Calendar)  
Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Personal Learning Plans)  
Minn. Stat. § 120B.22, Subd. 2 (Violence Prevention Education)  
Minn. Stat. § 121A.642 (Paraprofessional Training)  
Minn. Stat. § 122A.187 (Expiration and Renewal)  
Minn. Stat. § 122A.40, Subds. 7, 7a and 8 (Employment; Contracts; Termination - Additional Staff Development and Salary)  
Minn. Stat. § 122A.41, Subds. 4, 4a and 5 (Teacher Tenure Act; Cities of the First Class; Definitions - Additional Staff Development and Salary)  
Minn. Stat. § 122A.60 (Staff Development Program)  
Minn. Stat. § 122A.70 (Teacher Mentorship and Retention of Effective Teachers)  
Minn. Stat. § 122A.61 (Reserved Revenue for Staff Development)  
Minn. Stat. § 123B.147, Subd. 3 (Principals)  
Minn. Stat. § 124D.861 (Achievement and Integration for Minnesota)  
Minn. Stat. § 124D.862 (Achievement and Integration Revenue)  
Minn. Stat. § 126C.10, Subds. 2 and 2b (General Education Revenue)  
Minn. Stat. § 126C.13, Subd. 5 (General Education Levy and Aid)

**Cross References:** None.

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\* This time period may be changed to accommodate individual school district needs.

Adopted: December 22, 2025

BOLD Policy 614

Orig1999

Revised: November 14, 2024

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## **614 SCHOOL DISTRICT TESTING PLAN AND PROCEDURE**

### **I. PURPOSE**

The purpose of this policy is to set forth the school district's testing plan and procedure.

### **II. GENERAL STATEMENT OF POLICY**

The policy of the school district is to implement procedures for testing, test security, documentation, and record keeping.

### **III. DUTIES OF SCHOOL DISTRICT PERSONNEL REGARDING TEST ADMINISTRATION**

**[NOTE: This listing of school personnel may not be consistent with the personnel in the school district and, consequently, should be amended to reflect the personnel with responsibility for testing in the school district.]**

#### **A. Superintendent**

##### **1. Responsibilities before testing**

- a. Designate a district assessment coordinator and district technology coordinator.
- b. The superintendent, or a designee who has been authorized to be the identified official with authority by the school board, pre-authorizes staff access for applicable Minnesota Department of Education (MDE) secure systems.
- c. Annually review and recertify staff who have access to MDE secure systems.
- d. Read and complete the *Assurance of Test Security and Non-Disclosure*.

**[NOTE: This form is ~~included in the 614 Form file of the Policy Reference Manual~~ available on the Minnesota PearsonAccess Next website—see Cross References for website address.]**

- e. Establish a culture of academic integrity.

- f. Fully cooperate with MDE representatives conducting site visits or Minnesota Test of Academic Skills (MTAS) audits during testing.
- g. Ensure student information is current and accurate.
- h. Ensure that a current district test security procedure is in place and that all relevant staff have been provided district training on test administration and test security.
- i. Ensure that a current process is included for tracking which students tested with which test monitors and any other adult(s) who were present in the testing room (e.g., staff providing assistance, paraprofessionals, etc.).
- j. Confirm the district assessment coordinator has current information and training specific to test security and the administration of statewide assessments.
- k. Confirm the district assessment coordinator completes Pre-test Editing in the Test Web Edit System (WES).
- l. Post on the school district website the complete Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing form.

2. Responsibilities after testing

- a. Confirm the district assessment coordinator and Minnesota Automated Reporting Student System (MARSS) coordinator complete Post-test Editing in Test WES.
- b. Verify with the district assessment coordinator that all test security issues have been reported to MDE and are being addressed.
- c. Confirm the MARSS coordinator has updated all student records for Post-test Editing.
- d. Confirm the district assessment coordinator has finalized the district's assessment information prior to the close of Post-test Editing in Test WES.
- e. Confirm the district assessment coordinator, or designee, has access to the Graduation Requirements Records (GRR) system and enters necessary information.

- f. Discuss assessment results with the district assessment coordinator and school administrators.

B. District Assessment Coordinator

1. Responsibilities before testing

- a. Serve as primary contact with MDE regarding policy and procedure questions related to test administration.
- b. Read and complete the *Assurance of Test Security and Non-Disclosure*.
- c. Confirm all staff who handle test materials, administer tests, or have access to secure test content have completed the *Assurance of Test Security and Non-Disclosure*.
  - (1) Maintain the completed *Assurance of Test Security and Non-Disclosure* for two years after the end of the academic school year in which testing took place.
- d. Review with all staff the *Assurance of Test Security and Non-Disclosure* and their responsibilities thereunder.
- e. Identify appropriate tests for students and ensure student data sent to service providers for testing are correct.
- f. Establish district testing schedule within the testing windows specified by the MDE and service providers.
- g. Prepare testing conditions, including user access to service provider websites, preparing readiness for online testing, preparing a plan for tracking which students test on which computers or devices, ensure accommodations are indicated as necessary, providing students with opportunity to become familiar with test format, item types, and tools prior to test administration; establishing process for inventorying and distributing secure test materials where necessary; preparing procedures for expected and unexpected situations occurring during testing; planning for addressing technical issues while testing; identify staff who will enter student responses from paper accommodated test materials and scores from MTAS administration online.
- h. Train school assessment coordinators, test monitors, MTAS test administrators, and ACCESS (test for English language learners) and Alternate ACCESS test administrators.

- (1) Provide training on proper test administration and test security (Pearson’s Training Management System).
    - (2) Verify staff complete any and all test-specific training.
  - i. Maintain security of test content, test materials, and record of all staff involved.
    - (1) Receive secure paper test materials from the service provider and immediately lock them in a previously identified secure area, inventory same, and contact service provider with any discrepancies.
    - (2) Organize secure test materials for online administrations and keep them secure.
    - (3) Define chain of custody for providing test materials to test monitors and administrators. The chain of custody must address the process for providing test materials on the day of testing, distributing test materials to and collecting test materials from students at the time of testing, keeping test materials secure between testing sessions, and returning test materials after testing is completed.
  - J. Confirm that all students have appropriate test materials.
- 2. Responsibilities on testing day(s)
  - a. Conduct random, unannounced visits to testing rooms to observe staff adherence to test security and policies and procedures.
  - b. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
  - c. Contact the MDE assessment contact within 24 hours of a security breach and submit the *Test Security Notification* in Test WES within 48 hours.
  - d. Address invalidations and test or accountability codes.
- 3. Responsibilities after testing
  - a. Ensure that student responses from paper accommodated test materials and MTAS scores are entered.

- b. Arrange for secure disposal of all test materials that are not required to be returned within 48 hours after the close of the testing window.
- c. Return secure test materials as outlined in applicable manuals and resources.
- d. Collect security documents and maintain them for two years from the end of the academic school year in which testing took place.
- e. Review student assessment data and resolve any issues.
- f. Distribute Individual Student Reports no later than fall parent/teacher conferences.
- g. Enter Graduation Requirements Records in the GRR system.

C. School Principal

1. Responsibilities before testing

- a. Designate a school assessment coordinator and technology coordinator for the building.
- b. Be knowledgeable about proper test administration and test security as outlined in manuals and directions.
- c. Read and complete the *Assurance of Test Security and Non-Disclosure*.
- d. Communicate the importance of test security and expectation that staff will keep test content secure and act with honesty and integrity during test administration.
- e. Provide adequate secure storage space for secure test materials before, during, and after testing until they are returned to the service provider or securely disposed of.
- f. Ensure adequate computers and/or devices are available and rooms are appropriately set up for online testing.
- g. Verify that all test monitors and test administrators receive proper training for test administration.
- h. Ensure students taking specified tests have opportunity to become familiar with test format, item types, and tools prior to test administration.

- i. Include the complete Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing form in the student handbook.
  2. Responsibilities on testing day(s)
    - a. Ensure that test administration policies and procedures and test security requirements in all manuals and directions are followed.
    - b. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
  3. Responsibilities after testing
    - a. Ensure all secure test materials are collected, returned, and/or disposed of securely as required in any manual.
    - b. Ensure requirements for embargoed final assessment results are followed.
- D. School Assessment Coordinator
  1. Responsibilities before testing
    - a. Implement test administration and test security policies and procedures.
    - b. Read and complete the *Assurance of Test Security and Non-Disclosure*.
    - c. Ensure all staff who handle test materials, administer tests, or have access to secure test content read and complete the *Assurance of Test Security and Non-Disclosure*.
    - d. Identify appropriate tests for students and ensure student data sent to service providers for testing are correct.
    - e. Prepare testing conditions, including the following: schedule rooms and computer labs; arrange for test monitors and administrators; arrange for additional staff to assist with unexpected situations; arrange for technology staff to assist with technical issues; develop a plan for tracking which students test on which computers or devices; plan seating arrangements for students; ensure preparations are completed for Optional Local Purpose Assessment (OLPA), Minnesota Comprehensive Assessment (MCA), and ACCESS online testing; ensure accommodations are properly reported; confirm how

secure paper test materials will arrive and quantities to expect; address accommodations and specific test administration procedures; determine staff who will enter the student responses from paper accommodated test materials and scores from MTAS administrations online.

- f. Train staff, including all state-provided training materials, policies and procedures, and test-specific training.
- g. Maintain security of test content and test materials
  - (1) Receive secure paper test materials from the service provider and immediately lock them in a previously identified secure area, inventory same, and contact service provider with any discrepancies.
  - (2) Organize secure test materials for online administrations and keep them secure.
  - (3) Follow chain of custody for providing test materials to test monitors and administrators. The chain of custody must address the process for providing test materials on the day of testing, distributing test materials to and collecting test materials from students at the time of testing, keeping test materials secure between testing sessions, and returning test materials after testing is completed.
  - (4) Identify need for additional test materials to district assessment coordinator.
  - (5) Provide MTAS student data collection forms if necessary.
  - (6) Distribute applicable ACCESS and Alternate ACCESS *Test Administrator Scripts* and *Test Administration Manuals* to test administrators so they can become familiar with the script and prepare for test administration.
  - (7) Confirm that all students taking ACCESS and Alternate ACCESS have appropriate test materials and preprinted student information on the label is accurate.

2. Responsibilities on testing day(s)

- a. Distribute materials to test monitors and ACCESS test administrators and ensure security of test materials between testing sessions and that district procedures are followed.

- b. Ensure *Test Monitor and Student Directions* and *Test Administrator Scripts* are followed and answer questions regarding same.
- c. Fully cooperate with MDE representatives conducting site visits or MTAS audits, as applicable.
- d. Conduct random, unannounced visits to testing rooms to observe staff adherence to test security and test administration policies and procedures.
- e. Report testing irregularities to district assessment coordinator using the *Test Administration Report*.

**[NOTE: This form is ~~included in the 614 Form file of the Policy Reference Manual~~ available on the Minnesota PearsonAccess Next website—see Cross References for website address.]**

- F. Report security breaches to the district assessment coordinator as soon as possible.

3. Responsibilities after testing

- a. Ensure that all paper test materials are kept locked and secure and security checklists completed.
- b. Ensure that student responses from paper accommodated test materials and MTAS scores are entered.
- c. Arrange for secure disposal of all test materials that are not required to be returned within 48 hours after the close of the testing window.
- d. Return secure test materials as outlined in applicable manuals and resources.
- e. Prepare materials for pickup by designated carrier on designated date(s). Maintain security of all materials.
- f. Ensure requirements for embargoed final assessment results are followed.

E. Technology Coordinator

- 1. Ensure that district is prepared for online test administration and provide technical support to district staff.
- 2. Acquire all necessary user identifications and passwords.

3. Read and complete the *Assurance of Test Security and Non-Disclosure*.
4. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
5. Attend district training and any service provider technology training.
6. Review, use, and be familiar with all service provider technical documentation.
7. Prepare computers and devices for online testing.
8. Confirm site readiness.
9. Provide all necessary accessories for testing, technical support/troubleshooting during test administration and contact service provider help desks as needed.

F. Test Monitor

1. Responsibilities before testing

- a. Read and complete the *Assurance of Test Security and Non-Disclosure*.
- b. Attend trainings related to test administration and security.
- c. Complete required training course(s) for tests administering.
- d. Be knowledgeable about how to contact the school assessment coordinator during testing, where to pick up materials on day of test, and plan for securing test materials between test sessions.
- e. Be knowledgeable regarding student accommodations.
- f. Remove or cover any instructional posters or visual materials in the testing room.

2. Responsibilities on testing day(s)

a. Before the test

- (1) Receive and maintain security of test materials.
- (2) Verify that all test materials are received.
- (3) Ensure proper number of computers/devices or paper accommodated test materials are present.

- (4) Verify student testing tickets and appropriate allowable materials.
- (5) Assign numbered test books to individual students.
- (6) Complete information as directed.
- (7) Record extra test materials.

b. During the test

- (1) Verify that students are logged in and taking the correct test or using the correct grade-level and tier test booklet for students with paper accommodated test materials.
- (2) Follow all directions and scripts exactly.
- (3) Follow procedures for restricting student access to cell phones and other electronic devices, including wearable electronic devices.
- (4) Stay in testing room and remain attentive during entire test session. Practice active monitoring by circulating throughout the room during testing.

**NOTE: School districts may allow test monitors to use their cell phones only to alert other staff of issues. If allowed, the school district should train the test monitors on proper and improper use.]**

- (5) Be knowledgeable about responding to emergency or unusual circumstances and technology issues.
- (6) Do not review, discuss, capture, email, post, or share test content in any format.
- (7) Ensure all students have been provided the opportunity to independently demonstrate their knowledge.
- (8) Fully cooperate with MDE representatives conducting site visits or MTAS audits.
- (9) Document the students who tested with the test monitor and any other adult(s) who were present in the testing room (e.g., staff providing assistance, paraprofessionals, etc.).

(10) Document students who require a scribe or translated directions or any unusual circumstances and report to school assessment coordinator.

(11) Report any possible security breaches as soon as possible.

c. After the test

(1) Follow directions and scripts exactly.

(2) Collect all materials and keep secure after each session. Upon completion, return to the school assessment coordinator.

(3) Immediately report any missing test materials to the school assessment coordinator.

G. MTAS Test Administrator

1. Before testing

a. Read and complete the *Assurance of Test Security and Non-Disclosure*.

b. Attend trainings related to test administration and security.

c. Complete required training course(s) for tests administering.

d. Be knowledgeable as to when and where to pick up MTAS materials and the school's plan for keeping test materials secure.

e. Prepare test materials for administration, including objects and manipulatives, special instructions, and specific adaptations for each student.

2. Responsibility on testing day(s)

a. Before the test

(1) Maintain security of materials.

(2) Confirm appropriate MTAS materials are available and prepared for student.

b. During the test

(1) Administer each task to each student and record the score.

- (2) Be knowledgeable about how to contact the district or school assessment coordinator, if necessary, and responding to emergency and unusual circumstances.
- (3) Fully cooperate with MDE representatives conducting site visits or MTAS audits.
- (4) Document and report and unusual circumstances to district or school assessment coordinator.

c. After the test

- (1) Keep materials secure.
- (2) Return all materials.
- (3) Return objects and manipulatives to classroom.
- (4) Enter MTAS scores online or return data collection forms to the district or school assessment coordinator.

H. MARSS Coordinator

1. Responsibilities before testing

- a. Confirm all eligible students have unique state student identification (SSID) or MARSS numbers.
- B. Ensure English language and special education designations are current and correct for students testing based on those designations.
- c. Submit MARSS data on an ongoing basis to ensure accurate student demographic and enrollment information.

2. Responsibilities after testing

- a. Ensure accurate enrollment of students in schools during the accountability windows.
- b. Ensure MARSS identifying characteristics are correct, especially for any student not taking an accountability test.
- c. Work with district assessment coordinator to edit discrepancies during the Post-test Edit window in Test WES.

I. Any Person with Access to Test Materials

Read and complete the *Assurance of Test Security and Non-Disclosure*.

#### **IV. TEST SECURITY**

- A. Test Security Procedures will be adopted by school district administration.

**[NOTE: ~~A sample procedure that has been approved by MDE is included in the 614 Form file of the Policy Reference Manual~~ This form is available on the Minnesota PearsonAccess Next website—see Cross References for website address.]**

- B. Students will be informed of the following:

1. The importance of test security;
2. Expectation that students will keep test content secure;
3. Expectation that students will act with honesty and integrity during test administration;
4. Expectation that students will not access cell phones, wearable technology (e.g., smart watches, fitness trackers), or other devices that can electronically send or receive information. The test of a student who wears a device during testing must be invalidated.

If a student completes testing and then accesses a cell phone or other prohibited device (including wearable technology), the school district must take further action to determine if the test should be invalidated, rather than automatically invalidating the test.

5. Availability of the online Test Security Tip Line on the MDE website for reporting suspected incidents of cheating or other improper or unethical behavior.
- C. Staff will be informed of the following:
1. Availability of the online Test Security Tip Line on the MDE website for reporting suspected incidents of cheating or other improper or unethical behavior.
  2. Other contact information and options for reporting security concerns.

#### **V. REQUIRED DOCUMENTATION FOR PROGRAM AUDIT**

- A. The school district shall maintain records necessary for program audits conducted by MDE. The records must include documentation consisting of the following:
1. Signed *Assurance of Test Security and Non-Disclosure* forms must be maintained for two years after the end of the academic year in which the testing took place.

2. School district security checklists provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
3. School security checklists provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
4. Test Monitor Test Materials Security Checklist provided for each group of students assigned to a test monitor must be maintained for two years after the end of the academic school year in which testing took place.
5. School district test monitor tracking documentation must be maintained for two years after the end of the academic year in which the tracking took place.
6. ACCESS and Alternate ACCESS Packing List and Security Checklist provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
7. Documentation of school district staff training on test administration and test security must be maintained for two years after the end of the academic school year in which testing took place.
8. *Test Security Notification* must be maintained for two years after the end of the academic school year in which testing took place.
9. *Test Administration Report* must be maintained for one year after the end of the academic school year in which testing took place.
10. Record of staff trainings and test-specific trainings must be maintained for one year after the end of the academic year in which testing took place.

## **VI. RETALIATION PROHIBITED**

An employee who discloses information to the MDE Commissioner or a parent or guardian about service disruptions or technical interruptions related to administering assessments under this section is protected under section 181.932, governing disclosure of information by employees.

**[NOTE: The 2024 Minnesota legislature enacted this provision.]**

**Legal References:** Minn. Stat. § 13.34 (Examination Data)

Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum Instruction, and Student Achievement Goals; Striving for Comprehensive Achievement and Civic Readiness)

Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)

Minn. Stat. § 120B.36, Subd. 2 (~~Adequate Yearly Progress School Accountability~~)

~~Minn. Rules Parts 3501.0010-3501.0180 (Graduation Standards—Mathematics and Reading) (repealed Minn. L. 2013, Ch. 116, Art 2, 22)~~

~~Minn. Rules Parts 3501.0200-3501.0290 (Graduation Standards—written Composition) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)~~

Minn. Rules Parts ~~3501.0640-3501.0655~~ 3501.0660 (Academic Standards for Language Arts)

Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)

Minn. Rules Parts ~~3501.0800-3501.0815-800-~~ 3501.0820 (Academic Standards for the Arts)

Minn. Rules Parts ~~3501.0900-3501.0955~~ 3501.0900-3501.0960 (Academic Standards in Science)

~~Minn. Rules Parts 3501.1000-3501.1190 (Graduation Required Assessment for Diploma)(repealed Minn. L. 2013, ch. 116, Art. 2, § 22~~

Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)

Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)

20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

**Cross References:**

MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)

MSBA/MASA Model Policy 613 (Graduation Requirements)

MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)

MSBA/MASA Model Policy 616 (School District System Accountability)

Minnesota PearsonAccess Next Resources and Forms:

<http://minnesota.pearsonaccessnext.com/policies-and-procedures/>

## **620 CREDIT FOR LEARNING**

**[NOTE: School districts statutorily are required to provide students with credit for approved postsecondary courses, as set forth in Section V.; and accelerated or advanced academic courses offered by a higher education institution or nonprofit public agency, as set forth in Section VII. Additionally, school districts are required by statute to identify whether the school district offers weighted grades and, if it does, identify the courses for which a student may earn a weighted grade (Section VIII). Optional provisions related to awarding credit to students transferring from out-of-state, private, or home schools and the issuance of student grades for purposes of awarding certain honors, as set forth in Section IV., are not required by statute. Therefore, the language contained in Section IV. is suggested language, and a school district may or may not include this section or may modify this section at its discretion.]**

### **I. PURPOSE**

This policy recognizes student achievement which occurs in postsecondary enrollment options and other advanced enrichment programs. This policy also recognizes student achievement that occurs in other schools, in alternative learning sites, and in out-of-school experiences such as community organizations, work-based learning, and other educational activities and opportunities. This policy addresses transfer of student credit from out-of-state, private, or home schools and online learning programs and to address how the school district will recognize student achievement obtained outside of the school district.

### **II. GENERAL STATEMENT OF POLICY**

The policy of the school district is to provide a process for awarding students credit toward graduation requirements for credits and grades students complete in other schools, postsecondary or higher education institutions, other learning environments, and online courses and programs.

### **III. DEFINITIONS**

- A. "Accredited school" means a school that is accredited by an accrediting agency, recognized according to Minnesota Statutes, section 123B.445 or recognized by the Commissioner of the Minnesota Department of Education (Commissioner).
- B. "Concurrent enrollment" means nonsectarian courses in which an eligible pupil under subdivision 5 or 5b enrolls to earn both secondary and postsecondary credits, are taught by a secondary teacher or a postsecondary faculty member, and are offered at a high school for which the district is eligible to receive concurrent enrollment program aid under Minnesota Statutes, section 124D.091.
- C. "Course" means a course or program.

- D. "Eligible institution" means a Minnesota public postsecondary institution, a private, nonprofit two-year trade and technical school granting associate degrees, an opportunities industrialization center accredited by an accreditor recognized by the United States Department of Education, or a private, residential, two-year or four-year, liberal arts, degree-granting college or university located in Minnesota.
- E. "Nonpublic school" is a private school or home school in which a child is provided instruction in compliance with the Minnesota compulsory attendance laws.
- F. "Weighted grade" is a letter or numerical grade that is assigned a numerical advantage when calculating the grade point average.

#### **IV. TRANSFER OF CREDIT FROM OTHER SCHOOLS**

##### **A. Transfer of Academic Requirements from Other Minnesota Public Secondary Schools**

- 1. The school district will accept and transfer secondary credits and grades awarded to a student from another Minnesota public secondary school upon presentation of a certified transcript from the transferring public secondary school evidencing the course taken and the grade and credit awarded.
- 2. Credits and grades awarded from another Minnesota public secondary school may be used to compute honor roll and/or class rank if a student has earned at least *six (6)* credits from the school district.

##### **B. Transfer of Academic Requirements from Other Schools**

- 1. The school district will accept secondary credits and grades awarded to a student for courses successfully completed at a public school outside of Minnesota or an accredited nonpublic school upon presentation of a certified transcript from the transferring public school in another state or nonpublic school evidencing the course taken and the grade and credit awarded.
  - a. When a determination is made that the content of the course aligns directly with school district graduation requirements, the student will be awarded commensurate credits and grades.
  - b. Commensurate credits and grades awarded from an accredited nonpublic school or public school in another state may be used to compute honor roll and/or class rank if a student has earned at least *six (6)* credits from the school district.
  - c. In the event the content of a course taken at an accredited nonpublic school or public school in another state does not fully align with the content of the school district's high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements. Credit that does not fully align with the school district's high school graduation requirements will not be used to compute honor roll and/or class rank.

- d. If no comparable course is offered by the school district for which high school graduation credit would be provided, no credit will be provided to the student.
2. Students transferring from a non-accredited, nonpublic school shall receive credit from the school district upon presentation of a transcript or other documentation evidencing the course taken and grade and credit awarded.
  - a. Students will be required to provide copies of course descriptions, syllabi, or work samples for determination of appropriate credit. In addition, students also may be asked to provide interviews/conferences with the student and/or student's parent and/or former administrator or teacher; review of a record of the student's entire curriculum at the nonpublic school; and review of the student's complete record of academic achievement.
  - b. Where the school district determines that a course completed by a student at a non-accredited, nonpublic school is commensurate with school district graduation requirements, credit shall be awarded, but the grade shall be "P" (pass).
  - c. In the event the content of a course taken at a non-accredited, nonpublic school does not fully align with the content of the school district's high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements.
  - d. If no comparable course is offered by the school district for which local high school graduation credit would be provided, no credit will be provided to the student.
  - e. Credit and grades earned from a non-accredited nonpublic school shall not be used to compute honor roll and/or class rank.
3. A student must provide the school with a copy of the student's grades in each course taken for secondary credit under this policy, including interim or nonfinal grades earned during the academic term.

## **V POSTSECONDARY ENROLLMENT CREDIT**

- A. A student who satisfactorily completes a postsecondary enrollment options course or program under Minnesota Statutes, section 124D.09 that has been approved as meeting the necessary requirements is not required to complete other requirements of the academic standards corresponding to that specific rigorous course of study.
- B. Secondary credits granted to a student through a postsecondary enrollment options course or program must be counted toward the graduation requirements and subject area requirements of the district.

1. Course credit will be considered by the school district only upon presentation of a certified transcript from an eligible institution evidencing the course taken and the grade and credit awarded.
  2. Seven quarter or four semester postsecondary credits shall equal at least one full year of high school credit. Fewer postsecondary credits may be prorated.
  3. When a determination is made that the content of the postsecondary course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.
  4. In the event the content of the postsecondary course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.
  5. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner, who shall determine the number of credits that shall be granted to a student.
  6. When secondary credit is granted for postsecondary credits taken by a student, the school district will record those credits on the student's transcript as credits earned at a postsecondary institution.
- C. A list of the courses or programs meeting the necessary requirements may be obtained from the school district.
- D. By the earlier of (1) three weeks prior to the date by which a student must register for district courses for the following school year, or (2) March 1 of each year, the school district must provide up-to-date information on the district's website and in materials that are distributed to parents and students about the program, including information about enrollment requirements and the ability to earn postsecondary credit to all pupils in grades 8, 9, 10, and 11. To assist the school district in planning, a pupil must inform the district by October 30 or May 30 of each year of the pupil's intent to enroll in postsecondary courses during the following academic term. A pupil is bound by notifying or not notifying the district by October 30 or May 30.
- [NOTE: Because the 2024 Minnesota legislature amended the last two sentences, MSBA decided to add this language to this model policy.]**
- E. Postsecondary institutions must notify a pupil's school as soon as practicable if the pupil withdraws from the enrolled course. The institution must also notify the pupil's school as soon as practicable if the pupil has been absent from a course for ten consecutive days on which classes are held, based on the postsecondary institution's academic calendar, and the pupil is not receiving instruction in their home or hospital or other facility.

**[NOTE: The 2024 Minnesota legislature enacted this provision.]**

**VI. CREDIT FOR EMPLOYMENT WITH HEALTH CARE PROVIDERS**

Consistent with the career and technical pathways program, a student in grade 11 or 12 who is employed by an institutional long-term care or licensed assisted living facility, a home and community-based services and supports provider, a hospital or health system clinic, or a child care center may earn up to two elective credits each year toward graduation under Minnesota Statutes, section 120B.024, subdivision 1, paragraph (a), clause (8), at the discretion of the enrolling school district. A student may earn one elective credit for every 350 hours worked, including hours worked during the summer. A student who is employed by an eligible employer must submit an application, in the form or manner required by the school district, for elective credit to the school district in order to receive elective credit. The school district must verify the hours worked with the employer before awarding elective credit.

**VII. ADVANCED ACADEMIC CREDIT**

- A. The school district will grant academic credit to a student attending an accelerated or advanced academic course offered by a higher education institution or a nonprofit public agency, other than the school district.
- B. Course credit will be considered only upon official documentation from the higher education institution or nonprofit public agency that the student successfully completed the course attended and passed an examination approved by the school district.
- C. When a determination is made that the content of the advanced academic course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.
- D. In the event the content of the advanced academic course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.
- E. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner and request a determination of the number of credits that shall be granted to a student.

**VIII. WEIGHTED GRADES**

**[NOTE: School districts must identify in policy whether they offer courses with weighted grades. Therefore, school districts must include one of the following options in their policies. A school board must adopt an identical policy regarding weighted grade point averages for credits earned via postsecondary coursework as it gives to credits earned via concurrent enrollment coursework.]**

- A. The school district does not offer weighted grades.

- B. The school district will update its website prior to the beginning of each school year with a listing of the courses for which a student may earn a weighted grade.

**IX. PROCESS FOR AWARDING CREDIT**

- A. The building principal will be responsible for carrying out the process to award credits and grades pursuant to this policy. The building principal will notify students in writing of the decision as to how credits and grades will be awarded.
- B. A student or the student’s parent or guardian may seek reconsideration of the decision by the building principal as to credits and/or grades awarded upon request of a student or the student’s parent or guardian if the request is made in writing to the superintendent within five school days of the date of the building principal’s decision. The request should set forth the credit and/or grade requested and the reason(s) why credit(s)/grade(s) should be provided as requested. Any pertinent documentation in support of the request should be submitted.
- C. The decision of the superintendent as to the award of credits or grades shall be a final decision by the school district and shall not be appealable by the student or student’s parent or guardian except as set forth in Section IX.D. below.
- D. If a student disputes the number of credits granted by the school district for a particular postsecondary enrollment course, or advanced academic credit course, the student may appeal the school district’s decision to the Commissioner. The decision of the Commissioner shall be final.
- E. At any time during the process, the building principal or superintendent may ask for course descriptions, syllabi, or work samples from a course where content of the course is in question for purposes of determining alignment with graduation requirements or the number of credits to be granted. Students will not be provided credit until requested documentation is available for review, if requested.

**Legal References:** Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota’s Students)  
Minn. Stat. § 120B.021 (Required Academic Standards)  
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement Goals; Striving for Comprehensive Achievement and Civic Readiness)  
Minn. Stat. § 120B.14 (Advanced Academic Credit)  
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)  
Minn. Stat. § 123B.445 (Nonpublic Education Council)  
Minn. Stat. § 124D.03, Subd. 9 (Enrollment Options Program)  
Minn. Stat. § 124D.09 (Postsecondary Enrollment Options Act)  
Minn. Stat. § 124D.094 (Online Instruction Act)  
Minn. Rules Parts 3501.0660 (Academic Standards for Language Arts)  
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)  
Minn. Rules Parts 3501.0820 (Academic Standards for the Arts)  
Minn. Rules Parts 3501.0900-3501.0960 (Academic Standards in Science)  
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)

Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)

Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)

***Cross References:***

**MSBA/MASA Model Policy 104 (School District Mission Statement)**

**MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)**

MSBA/MASA Model Policy 613 (Graduation Requirements)

MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)

MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)

MSBA/MASA Model Policy 616 (School District System Accountability)

MSBA/MASA Model Policy 618 (Assessment of Student Achievement)

MSBA/MASA Model Policy 624 (Online Instruction)

## **713 STUDENT ACTIVITY ACCOUNTING**

### **I. PURPOSE**

The school board recognizes the need to provide alternative paths to learning, skill development for its students, and activities for student enjoyment. It also understands its commitment to and obligation for assuring maximum accountability for public funds and student activity funds. For these reasons, the school board will assume control over and/or oversee funds for student activities as set forth in this policy.

### **II. GENERAL STATEMENT OF POLICY**

#### **A. Curricular and Cocurricular Activities**

The school board shall take charge of, control over, and account for all student activity funds that relate to curricular and cocurricular activities.

**[NOTE: The school board is required by Minnesota Statutes, section 123B.49, subdivision 2, to take charge of and control over all cocurricular activities, including all money received for such activities.]**

#### **B. Extracurricular Activities**

The school board shall take charge of and control over all student activity accounting that relates to extracurricular activities.

**[NOTE: The school board is required by Minnesota Statutes, section 123B.49, subdivision 4, to take charge of and control over all extracurricular activities, including all money received for such activities.]**

#### **C. Non-Student Activities**

In overseeing student activity accounts under this policy, the school board shall not maintain or account for funds generated by non-students including, but not limited to, convenience funds of staff members, booster club funds, parent-teacher organization or association funds, or funds donated to the school district for specified purposes other than student activities.

### **III. DEFINITIONS**

#### **A. Cocurricular Activity**

A "cocurricular activity" means those portions of the school-sponsored and directed activities designed to provide opportunities for students to participate

in such experiences on an individual basis or in groups, at school and at public events, for improvement of skills (i.e., interscholastic sports, band, etc.). Cocurricular activities are not offered for school credit, cannot be counted toward graduation, and have *one or more* of the following characteristics:

1. They are conducted at regular and uniform times during school hours, or at times established by school authorities;
2. They are directed or supervised by instructional staff in a learning environment similar to that found in courses offered for credit; and
3. They are partially, primarily, or totally funded by public moneys for general instructional purposes under direction and control of the school board.

B. Curricular Activity

A "curricular activity" means those portions of the school program for which credit is granted, whether the activity is part of a required or elective program.

C. Extracurricular (Noncurricular/Supplementary) Activity

An "extracurricular (noncurricular/supplementary) activity" means all direct and personal services for students for their enjoyment that are managed and operated under the guidance of an adult or staff member. Extracurricular activities have *all* of the following characteristics:

1. They are not offered for school credit nor required for graduation;
2. They generally are conducted outside school hours or, if partly during school hours, at times agreed by the participants and approved by school authorities;
3. The content of the activities is determined primarily by the student participants under the guidance of a staff member or other adult.

D. Public Purpose Expenditure

A "public purpose expenditure" is one which benefits the community as a whole, is directly related to the functions of the school district, and does not have as its primary objective the benefit of private interest.

**IV. MANAGEMENT AND CONTROL OF ACTIVITY FUNDS**

A. Curricular and Cocurricular Activities

1. All money received on account of cocurricular activities shall be turned over to the treasurer, who shall deposit such funds in the general fund,

to be disbursed for expenses and salaries connected with the activities, or otherwise, by the school board upon properly allowed itemized claims.

2. The treasurer shall account for all revenues and expenditures related to curricular and cocurricular activities in accordance with the Uniform Financial Accounting and Reporting Standards (UFARS) and school district policies and procedures.

B. Extracurricular Activities

1. Any and all costs of extracurricular activities may be provided from school revenues.
2. All money received or expended for extracurricular activities shall be recorded in the same manner as other revenues and expenditures of the school district and shall be turned over to the treasurer, who shall deposit such funds in the general fund, to be disbursed for expenses and salaries connected with the activities, or otherwise, by the school board upon properly allowed itemized claims.
3. The treasurer shall account for all revenues and expenditures related to extracurricular activities in accordance with UFARS and school district policies and procedures.
4. All student activity funds will be collected and expended:
  - a. in compliance with school district policies and procedures;
  - b. under the general direction of the principal and with the participation of students and faculty members who are responsible for generating the revenue;
  - c. in a manner which does not produce a deficit or an unreasonably large accumulation of money to a particular student activity fund;
  - d. for activities which directly benefit the majority of those students making the contributions in the year the contributions were made whenever possible; and
  - e. in a manner which meets a public purpose.
5. Activity accounts of a graduated class will be terminated prior to the start of the school year following graduation. Any residual money from a graduating class activity fund will remain in the general fund and may be used for any school district purpose. Prior to depositing such accounts, all donations or gifts accepted for the specific purpose of the

student activity account shall be administered in accordance with the terms of the gift or donation and school district policy.

## V. DEMONSTRATION OF ACCOUNTABILITY

### A. Annual External Audit

The school board shall direct its independent certified public accountants to audit, examine, and report upon student activity accounts as part of its annual school district audit in accordance with state law.

### B. Fundraiser Report

The administration will prepare a fundraising report semi-annually which will be reviewed by the school board in May and November. The report will list the activity, type of fundraisers, timing, purpose, and results.

**[NOTE: The school board should conduct periodic reviews of student fundraising. The manner in which such reviews are conducted is in the discretion of the school board.]**

**Legal References:** Minn. Stat. § 123B.02, Subd. 6 (General Powers of Independent School Districts)

Minn. Stat. § 123B.09 (Boards of Independent School Districts)

Minn. Stat. § 123B.14, Subd. 7 (Officers of Independent School Districts)

Minn. Stat. § 123B.35 (General Policy)

Minn. Stat. § 123B.36 (Authorized Fees)

Minn. Stat. § 123B.37 (Prohibited Fees)

Minn. Stat. § 123B.38 (Hearing)

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

Minn. Stat. § 123B.52 (Contracts)

Minn. Stat. § 123B.76 (Expenditures; Reporting)

Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting Requirement)

Minn. Rules Part 3500.1050 (Definitions for Pupil Fees)

*Visina v. Freeman*, 252 Minn. 177, 89 N.W.2d 635 (1958)

Minn. Op. Atty. Gen. 159a-16 (May 10, 1966)

**Cross References:** Uniform Financial Accounting and Reporting Standards (UFARS)

MSBA/MASA Model Policy 510 (School Activities)

MSBA/MASA Model Policy 511 (Student Fundraising)

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)

MSBA/MASA Model Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)

MSBA/MASA Model Policy 706 (Acceptance of Gifts)

Adopted: ~~January 24, 2022~~ December 22, 2025

BOLD Policy 760

Orig. 2021

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Rev. 2025

## **POLICY 760 CREDIT CARD USE**

### **Introduction to Credit Card Policy**

Use of the Bird Island-Olivia-Lake Lillian Public School District 2534-01 Credit Card is an opportunity to expedite the purchasing process at the department level and reduce Bird Island-Olivia-Lake Lillian Public School District 2534-01 expenses.

It is important to use good judgement and act within your authorized budget when using the school credit card. The District Credit Card is provided for your use to purchase school commodities. You must maintain simple but accurate records and receipts for auditing purposes.

Record keeping will be essential to ensure the success of this program. This is not an extraordinary requirement since standard reimbursement policies require the retention of all receipts.

Lastly, remember you are spending District/Public Funds each time you use the District Credit Card.

### **Acceptable Credit Card Purchases**

Any purchases using the credit card must be within Bird Island-Olivia-Lake Lillian Public School District 2534-01 expenditure policies, procedures, practices and Minnesota Statute 123B.02 Subd. 23. The following information provides examples of purchases that are appropriate for the Bird Island-Olivia-Lake Lillian Public School District 2534-01 Credit Card:

- Fuel (Bird Island-Olivia-Lake Lillian Public School District 2534-01 owned vehicles only)

- Approved supplies for Bird Island-Olivia-Lake Lillian Public School District 2534-01 programs

- Conferences/Seminar registrations

- Travel/Conference expenses (Employee Only)

- On-Line Purchases

### **Unacceptable Credit Card Purchases**

- Personal purchases (i.e. including spouse/family costs for attending a conference such as room costs, meals, etc.)

- Alcoholic Beverages/Tobacco

- Lottery Tickets

- Cash Advances or ATM's

- Fuel for personal use ~~or~~ of vehicle

This list is not to be all-inclusive. If you have specific questions, please call the District Office for assistance.

### **Program Restrictions**

The School Credit Card has been assigned a credit limit.

All card purchases must be pre-approved. In some cases, this may include pre-approval or a certain dollar amount rather than a particular item to be purchased.

### **Reconciliation and payment**

The Bird Island-Olivia-Lake Lillian Public School District 2534-01 School Credit Card carries corporate, not individual, liability. The invoice will be paid each month by the accounting department.

**To meet State and District payment policies, it is required that you submit all original receipts with the monthly statement for all purchases made using the credit card.** If you purchase via phone or mail, require the merchant to include a receipt with the goods when the product is shipped to you. If that is not possible you must obtain a packing slip when the shipment is received to document the purchase.

### **Misuse of the School Credit Card includes:**

- **Using the School Credit Card for personal purchases**
- **Purchase of unauthorized items**
- **Use of the School Credit Card by someone other than the cardholder**
- **Fraudulent or inaccurate record keeping**
- **Or diverting legitimate school purchases to personal use**

In the case of misuse, the individual responsible will pay all transaction fees and forfeit further use of the credit card.

### **Sales Tax**

Purchases of items by public schools for their own use are generally exempt from sales tax. The exemption applies to the public schools, not to the individual.

It is the employee's responsibility to notify the merchant that Bird Island-Olivia-Lake Lillian Public School District 2534-01 is tax exempt. The state tax exempt number and form are available from the District Office. Should you have any questions, please contact the District Office for assistance.

**Legal Reference(s):** Minn. Stat. § 123B.02 (General Powers of Independent School Districts) Subd. 23 (Credit cards)

**Cross References:** MSBA/MASA Model Policy 306 (Administrator Code of Ethics)  
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School  
District Employees)  
MSBA/MASA Model Policy 412 (Expense Reimbursement)

## 103 COMPLAINTS – STUDENTS, EMPLOYEES, PARENTS, OTHER PERSONS

### I. PURPOSE

The school district takes seriously all concerns or complaints by students, employees, parents or other persons. If a specific complaint procedure is provided within any other policy of the school district, the specific procedure shall be followed in reference to such a complaint. If a specific complaint procedure is not provided, the purpose of this policy is to provide a procedure that may be used.

### II. GENERAL STATEMENT OF POLICY

- A. Students, parents, employees, or other persons may report concerns or complaints to the school district. While written reports are encouraged, a complaint may be made orally. Any employee receiving a complaint shall advise the principal or immediate supervisor of the receipt of the complaint. The supervisor shall make an initial determination as to the seriousness of the complaint and whether the matter should be referred to the superintendent. A person may file a complaint at any level of the school district; i.e., principal, superintendent or school board. However, persons are encouraged to file a complaint at the building level when appropriate.
- B. Depending upon the nature and seriousness of the complaint, the supervisor or other administrator receiving the complaint shall determine the nature and scope of the investigation or follow-up procedures. If the complaint involves serious allegations, the matter shall promptly be referred to the superintendent, who shall determine whether an internal or external investigation should be conducted. In either case, the superintendent shall determine the nature and scope of the investigation and designate the person responsible for investigation or follow-up relating to the complaint. The designated investigator shall ascertain details concerning the complaint and respond promptly to the appropriate administrator concerning the status or outcome of the matter.
- C. The appropriate administrator shall respond in writing to the complaining party concerning the outcome of the investigation or follow up, including any appropriate action or corrective measure that was taken. The superintendent shall be copied on the correspondence and consulted in advance of the written response when appropriate. The response to the complaining party shall be consistent with the rights of others pursuant to the applicable provisions of Minnesota Statutes chapter 13 (Minnesota Government Data Practices Act) or other law.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

**Cross References:** MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)  
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 514 (Bullying Prohibition)  
MSBA School Law Bulletin “I” (School Records – Privacy – Access to Data)

## **418 DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL**

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

### **I PURPOSE**

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances, medical cannabis, non-intoxicating cannabinoids, edible cannabinoid products, and controlled substances without a physician's prescription.

### **II. GENERAL STATEMENT OF POLICY**

- A. Use or possession of controlled substances, toxic substances, medical cannabis, non-intoxicating cannabinoids, edible cannabinoid products, and ~~alcohol~~ **controlled substances** before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.
- B. A violation of this policy occurs when any student, teacher, administrator, other school district personnel, or member of the public uses or possesses alcohol, toxic substances, medical cannabis, non-intoxicating cannabinoids, edible cannabinoid products, or controlled substances in any school location.
- C. An individual may not use or possess cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in a public school, as defined in Minnesota Statutes, section 120A.05, subdivisions 9, 11, and 13, including all facilities, whether owned, rented, or leased, and all vehicles that the school district owns, leases, rents, contracts for, or controls.
- D. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

### **III. DEFINITIONS**

- A. "Alcohol" includes any alcoholic beverage containing more than one-half of one percent alcohol by volume.

- B. "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. "Edible cannabinoid product" means any product that is intended to be eaten or consumed as a beverage by humans, contains a cannabinoid in combination with food ingredients, and is not a drug.
- D. "Nonintoxicating cannabinoid" means substances extracted from certified hemp plants that do not produce intoxicating effects when consumed by injection, inhalation, ingestion, or by any other immediate means.
- E. "Medical cannabis" means any species of the genus cannabis plant, or any mixture or preparation of them, including whole plant extracts and resins, and is delivered in the form of: (1) liquid, including, but not limited to, oil; (2) pill; (3) vaporized delivery method with use of liquid or oil but which does not require the use of dried leaves or plant form; (4) combustion with use of dried raw cannabis; or (5) any other method, ~~excluding smoking~~ approved by the Commissioner of the Minnesota Department of Health ("Commissioner").
- F. "Possess" means to have on one's person, in one's effects, or in an area subject to one's control.
- G. "School location" includes any school building or on any school premises; in 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.
- H. "Sell" means to sell, give away, barter, deliver, exchange, distribute or dispose of to another, or to manufacture; or to offer or agree to perform such an act, or to possess with intent to perform such an act.
- I. "Toxic substances" includes: (1) glue, cement, aerosol paint, containing toluene, benzene, xylene, amyl nitrate, butyl nitrate, nitrous oxide, or containing other aromatic hydrocarbon solvents, but does not include glue, cement, or paint contained in a packaged kit for the construction of a model automobile, airplane, or similar item; (2) butane or a butane lighter; or (3) any similar substance declared to be

toxic to the central nervous system and to have a potential for abuse, by a rule adopted by the Commissioner.

- J. "Use" means to sell, buy, manufacture, distribute, dispense, ~~use~~, be under the influence of, or consume in any manner, including, but not limited to, consumption by injection, inhalation, ingestion, or by any other immediate means.

#### **IV. EXCEPTIONS**

- A. A violation of this policy does not occur when a person brings onto a school location, for such person's own use, a controlled substance, except medical cannabis, non-intoxicating cannabinoids, or edible cannabinoid products, which has a currently accepted medical use in treatment in the United States and the person has a physician's prescription for the substance. The person shall comply with the relevant procedures of this policy.
- B. A violation of this policy does not occur when a person possesses an alcoholic beverage in a school location when the possession is within the exceptions of Minnesota Statutes, section 624.701, subdivision 1a (experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder).
- C. A violation of this policy does not occur when a person uses or possesses a toxic substance unless they do so with the intent of inducing or intentionally aiding another in inducing intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor.
- D. The school district may not refuse to enroll or otherwise penalize a patient or person enrolled in the Minnesota Patient Registry Program **or a Tribal medical cannabis program** as a pupil solely because the patient or person is enrolled in the registry program **or a Tribal medical cannabis program**, unless failing to do so would violate federal law or regulations or cause the school to lose a monetary or licensing-related benefit under federal law or regulations.

An employer or a school must provide written notice to a patient at least fourteen (14) days before the employer or school takes an action against the patient that is prohibited under Minnesota Statutes, section 342.57, subdivision 3 or 5. The written notice must cite the specific federal law or regulation that the employer or school believes would be violated if the employer or school fails to take action. The notice must specify what monetary or licensing-related benefit under federal law or regulations that the employer or school would lose if the employer or school fails to take action.

A school or an employer must not retaliate against a patient for asserting the patient's rights or seeking remedies under Minnesota Statutes, section 342.57 or section 152.32.

~~[NOTE: The 2024 Minnesota legislature amended this law to add this protection.]~~

**[NOTE: The 2025 Minnesota legislature amended this law.]**

## V. PROCEDURES

- A. Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, non-intoxicating cannabinoids, or edible cannabinoid products, must comply with the school district's student medication policy.

**[NOTE: School districts are required by Minnesota Statutes, section 121A.22 to develop procedures for the administration of drugs and medicine. If the school district does not have a student medication policy such as MSBA/MASA Model Policy 516, this Paragraph A. can be modified to provide: "Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, non-intoxicating cannabinoids, or edible cannabinoid products, must provide a copy of the prescription and the medication to the school nurse, principal, or other designated staff member. The school district's licensed school nurse, trained health clerk, principal, or teacher will administer the prescribed medication except medical cannabis, non-intoxicating cannabinoids, or edible cannabinoid products, in accordance with school district procedures."]**

- B. Employees who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, non-intoxicating cannabinoids, or edible cannabinoid products, are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or her supervisor. The employee may be required to provide a copy of the prescription.
- C. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy.

**[NOTE: The Drug-Free Workplace Act requires that school district employees be notified by a published statement of the prohibition of the use of controlled substances and actions that will be taken against employees for violations of such prohibition (41 United States Code, section 8103; 34 Code of Federal Regulations, Part 84). An acknowledgment will document satisfaction by the school district of this federal requirement.]**

- D. Employees are subject to the school district's drug and alcohol testing policies and procedures.
- E. Members of the public are not permitted to possess controlled substances, intoxicating cannabinoids, or edible cannabinoid products in a school location except with the express permission of the superintendent.
- F. No person is permitted to possess or use medical cannabis, non-intoxicating cannabinoids, or edible cannabinoid products on a school bus or van; or on the grounds of any preschool or primary or secondary school; or on the grounds of any child care facility. This prohibition includes (1) vaporizing or combusting medical cannabis on any form of public transportation where the vapor or smoke could be inhaled by a minor child or in any public place, including indoor or outdoor areas used by or open to the general public or place of employment; and (2) operating, navigating, or being in actual physical control of any motor vehicle or working on transportation property, equipment or facilities while under the influence of medical cannabis, non-intoxicating cannabinoids, or edible cannabinoid products.
- G. Possession of alcohol on school grounds pursuant to the exceptions of Minnesota Statutes, section 624.701, subdivision 1a, shall be by permission of the school board only. The applicant shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda.

## **VI. SCHOOL PROGRAMS**

- A. Starting in the 2026-2027 school year, the school district must implement a comprehensive education program on cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl, for students in middle school and high school. The program must include instruction on the topics listed in Minnesota Statutes, section 120B.215, subdivision 1 and must:
  - 1. respect community values and encourage students to communicate with parents, guardians, and other trusted adults about cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl, **or mixtures containing fentanyl**; and
  - 2. refer students to local resources where students may obtain medically accurate information about cannabis use and substance

use, including but not limited to the use of fentanyl or mixtures containing fentanyl, and treatment for a substance use disorder.

**[NOTE: MDE information on this requirement is provided in the Resources section of this model policy.]**

- B. School district efforts to develop, implement, or improve instruction or curriculum as a result of the provisions of this section must be consistent with Minnesota Statutes, sections 120B.10 and 120B.11.
- C. Notwithstanding any law to the contrary, the school district shall have a procedure for a parent, a guardian, or an adult student 18 years of age or older to review the content of the instructional materials to be provided to a minor child or to an adult student pursuant to this article. The district must allow a parent or adult student to opt out of instruction under this article with no academic or other penalty for the student and must inform parents and adult students of this right to opt out.

## **VII. ENFORCEMENT**

### **A. Students**

- 1. Students may be required to participate in programs and activities that provide education against the use of alcohol, tobacco, marijuana, smokeless tobacco products, electronic cigarettes, and nonintoxicating cannabinoids, and edible cannabinoid products.
- 2. Students may be referred to drug or alcohol assistance or rehabilitation programs; school based mental health services, mentoring and counseling, including early identification of mental health symptoms, drug use and violence and appropriate referral to direct individual or group counselling service. which may be provided by school based mental health services providers; and/or referral to law enforcement officials when appropriate.
- 3. A student who violates the terms of this policy shall be subject to discipline in accordance with the school district's discipline policy. Such discipline may include suspension or expulsion from school.

### **B. Employees**

- 1. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this

policy and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction. Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

2. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination, ~~or discharge~~ as deemed appropriate by the school board.
3. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the school district. Any employee who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension, or termination as deemed appropriate by the school board.
4. Sanctions against employees, including nonrenewal, suspension, termination, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.

#### C. The Public

A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort.

**Legal References:** Minn. Stat. § 120B.215 (Education on Cannabis Use and Substance Use)  
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)  
Minn. Stat. § 121A.40-§ 121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 151.72 (Sale of Certain Cannabinoid Products)  
Minn. Stat. § 152.01, Subd. 15a (Definitions)  
Minn. Stat. § 152.0264 (Cannabis Sale Crimes)  
Minn. Stat. § 152.22, Subd. 6 (Definitions; Medical Cannabis)  
Minn. Stat. § 152.23 (Limitations; Medical Cannabis)  
Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)  
Minn. Stat. § 340A.101 (Definitions; Alcoholic Beverage)

Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses)  
Minn. Stat. § 340A.404 (Intoxicating Liquor; On-Sale Licenses)  
Minn. Stat. § 342.09 (Personal Adult Use of Cannabis)  
Minn. Stat. § 342.56 (Limitations)  
Minn. Stat. § 609.684 (~~Sale of Toxic Substances to Children~~; Abuse of Toxic Substances)  
Minn. Stat. § 624.701 (Alcohol in Certain Buildings or Grounds)  
20 U.S.C. § 7101-7122 (Student Support and Academic Enrichment Grants)  
21 U.S.C. § 812 (Schedules of Controlled Substances)  
41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)  
21 C.F.R. §§ 1308.11-1308.15 (Controlled Substances)  
34 C.F.R. Part 84 (Government-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 417 (Chemical Use and Abuse)  
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 506 (Student Discipline)  
MSBA/MASA Model Policy 516 (Student Medication)

**Resources:** To support the requirements for school districts and charter schools outlined in [Minnesota Statute 2024, section 120B.215, subdivision 2](#), and in accordance with subdivision 1, MDE, in collaboration with MDH, the Minnesota Department of Human Services (DHS), and education experts, has created a [List of Model Cannabis Education Programs for School District and Charter School Consideration](#). Schools may choose to implement one of the listed programs or they may implement their own program(s) identified through a local curriculum adoption process by the 2026-27 school year. While it is not required for a school district or charter school to use one of the programs in the list, the list and rubric provided may be useful to school districts and charter schools in their own decision-making process. Please visit [MDE's Health Education webpage](#) for more information.



# BOLD

**Bird Island-Olivia-Lake  
Lillian School District**  
ISD 2534-01

701 S. 9<sup>th</sup> Street  
Olivia, MN 56277  
Ph.# 320-523-1031 Fax: 320-523-2399  
Tim Tydlacka, Superintendent  
Kristine Flohrs Krafka, K-6 Principal  
Melissa Hoffman Bodin, 7-12 Principal  
Derek Flann, Dean of Students/Activities Director

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**— ACKNOWLEDGMENT —  
DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL POLICY**

I have received a copy of the Drug-Free Workplace/Drug-Free School Policy 418 of Independent School District No. 2534-01, Bird Island-Olivia-Lake Lillian Public School District, Minnesota.

Dated: \_\_\_\_\_

\_\_\_\_\_  
*Signature of Employee/Applicant*

\_\_\_\_\_  
*Typed or Printed Name*

## **423 EMPLOYEE-STUDENT RELATIONSHIPS**

### **I. PURPOSE**

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

### **II GENERAL STATEMENT OF POLICY**

- A. This policy applies to all school district employees at all times, whether on or off duty and on or off of school district locations.
- B. At all times, students will be treated by teachers and other school district employees with respect, courtesy, and consideration and in a professional manner. Each school district employee is expected to exercise good judgment and professionalism in all interpersonal relationships with students. Such relationships must be and remain on a teacher-student basis or an employee-student basis.
- C. Teachers must be mindful of their inherent positions of authority and influence over students. Similarly, other school district employees also may hold positions of authority over students of the school district and must be mindful of their authority and influence over students.
- D. Sexual relationships between school district employees and students, without regard to the age of the student, are strictly forbidden and may subject the employee to criminal liability.
- E. Other actions that violate this policy include, but are not limited to, the following:
  - 1. Dating students.
  - 2. Having any interaction/activity of a sexual nature with a student.
  - 3. Committing or attempting to induce students or others to commit an illegal act or act of immoral conduct which may be harmful to others or bring discredit to the school district.
  - 4. Supplying alcohol or any illegal substance to a student, allowing a student access to such substances, or failing to take reasonable steps to prevent such access from occurring.
- F. School district employees shall, whenever possible, employ safeguards against improper relationships with students and/or claims of such improper relationships.  
  
**[NOTE: Such safeguards may include the following: avoiding altogether or minimizing physical contact, keeping doors open when talking or meeting with students one-on-one, and/or making sure that such meetings with a student take place in rooms with windows and/or others nearby.]**
- G. Excessive informal and social involvement with individual students is unprofessional, is not compatible with employee-student relationships, and is inappropriate.
- H. School district employees will adhere to applicable standards of ethics and professional conduct in Minnesota law.

### **III. REPORTING AND INVESTIGATION**

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

### **IV. SCHOOL DISTRICT ACTION**

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

### **V. SCOPE OF LIABILITY**

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

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

**Cross References:** MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons)  
MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)  
MSBA/MASA Model Policy 306 (Administrator Code of Ethics)  
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)  
MSBA/MASA Model Policy 421 (Gifts to Employees and School Board Members)  
MSBA/MASA Model Policy 507 (Corporal Punishment)

## 427 WORKLOAD LIMITS FOR CERTAIN SPECIAL EDUCATION TEACHERS

[NOTE: School districts are required by Minnesota Rules 3525.2340, subpart 4.B., to have a policy for determining the workload limits of special education staff who provide services to students who receive direct special education services 60 percent or less of the instructional day.]

[NOTE: Minnesota Statutes section 179A.07, subdivision 1, of the Public Employment Labor Relations Act (PELRA) provides that a public employer is not required to meet and negotiate on matters of inherent managerial policy. Matters of inherent managerial policy include, but are not limited to, **such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology**, the organizational structure, selection of personnel, and direction of personnel. MSBA's position is that this policy is not a mandatory subject of bargaining. School districts, therefore, are cautioned to not relinquish their inherent managerial right to determine workload limits for special education teachers.]

### I. PURPOSE

The purpose of this policy is to establish general parameters for determining the workload limits of special education staff who provide services to children with disabilities receiving direct special education services 60 percent or less of the instructional day.

### II. DEFINITIONS

#### A. Special Education Staff; Special Education Teacher

"Special education staff" and "special education teacher" both mean a teacher employed by the school district who is licensed under the rules of the Minnesota ~~Board of Teaching~~ Professional Educator Licensing and Standards Board to instruct children with specific disabling conditions.

#### B. Direct Services

"Direct services" means special education services provided by a special education teacher **or a related service professional** when the services are related to instruction, including cooperative teaching.

#### C. Indirect Services

"Indirect services" means special education services provided by a special education teacher **or a related service professional** which include ongoing progress reviews; cooperative planning; consultation; demonstration teaching; modification and adaptation of the environment, curriculum, materials, or equipment; and direct contact with the pupil to monitor and observe.

#### D. Workload

"Workload" means a special education teacher's total number of minutes required for all due process responsibilities, including direct and indirect services, evaluation and reevaluation time, management of individualized education programs (IEPs), travel time, parental contact, and other services required in the IEPs.

**III. GENERAL STATEMENT OF POLICY**

- A. Workload limits for special education teachers shall be determined by the appropriate special education administrator, in consultation with the building principal and the superintendent.
- B. In determining workload limits for special education staff, the school district shall take into consideration the following factors: student contact minutes, evaluation and reevaluation time, indirect services, management of IEPs, travel time, and other services required in the IEPs of eligible students.

**IV. COLLECTIVE BARGAINING AGREEMENT UNAFFECTED**

This policy shall not be construed as a reopening of negotiations between the school district and the special education teachers' exclusive representative, nor shall it be construed to alter or limit in any way the managerial rights or other authority of the school district set forth in the Public Employment Labor Relations Act or in the collective bargaining agreement between the school district and the special education teachers' exclusive representative.

**Legal References:** Minn. Stat. § 179A.07, Subd. 1 (Inherent Managerial Policy)  
Minn. Rule 3525.0210, Subps. 14, 27, 44, and 49 (Definitions of ~~Direct Services~~, ~~Indirect Services~~, ~~Teacher~~, and ~~Workload~~)  
Minn. Rule 3525.2340, Subps. 4.B. (Case Loads for School-Age Educational Service Alternatives)

**Cross References:** *MSBA/MASA Model Policy 508 (Extended School Year for Certain Students with Individualized Education Programs)*  
*MSBA/MASA Model Policy 608 (Instructional Services – Special Education)*

## **705 INVESTMENTS**

*[Note: The provisions of this policy substantially reflect legal requirements.]*

### **I. PURPOSE**

The purpose of this policy is to establish guidelines for the investment of school district funds.

### **II. GENERAL STATEMENT OF POLICY**

The policy of this school district is to comply with all state laws relating to investments and to guarantee that investments meet certain primary criteria.

### **III. SCOPE**

This policy applies to all investments of the surplus funds of the school district, regardless of the fund accounts in which they are maintained, unless certain investments are specifically exempted by the school board through formal action.

### **IV. AUTHORITY; OBJECTIVES**

- A. The funds of the school district shall be deposited or invested in accordance with this policy, Minnesota Statutes chapter 118A and any other applicable law or written administrative procedures.
- B. The primary criteria for the investment of the funds of the school district, in priority order, are as follows
  1. Safety and Security. Safety of principal is the first priority. The investments of the school district shall be undertaken in a manner that seeks to ensure the preservation of the capital in the overall investment portfolio.
  2. Liquidity. The funds shall be invested to assure that funds are available to meet immediate payment requirements, including payroll, accounts payable, and debt service.
  3. Return and Yield. The investments shall be managed in a manner to attain a market rate of return through various economic and budgetary cycles, while preserving and protecting the capital in the investment portfolio and taking into account constraints on risk and cash flow requirements.

### **V. DELEGATION OF AUTHORITY**

- A. The Superintendent of the school district is designated as the investment officer of the school district and is responsible for investment decisions and activities under the direction of the school board. The investment officer shall operate the school district's investment program consistent with this policy. The investment officer may delegate certain duties to a designee or designees but shall remain responsible for the operation of the program.
- B. All officials and employees that are a part of the investment process shall act professionally and responsibly as custodians of the public trust and shall refrain from personal business activity that could conflict with the investment program or which could reasonably cause others to question the process and integrity of the investment program. The investment officer shall avoid any transaction that could impair public confidence in the school district.

## **VI. STANDARD OF CONDUCT**

The standard of conduct regarding school district investments to be applied by the investment officer shall be the “prudent person standard.” Under this standard, the investment officer shall exercise that degree of judgment and care, under the circumstances then prevailing, that persons of prudence, discretion, and intelligence would exercise in the management of their own affairs, investing not for speculation and considering the probable safety of their capital as well as the probable investment return to be derived from their assets. The prudent person standard shall be applied in the context of managing the overall investment portfolio of the school district. The investment officer, acting in accordance with this policy and exercising due diligence, judgment, and care commensurate with the risk, shall not be held personally responsible for a specific security’s performance or for market price changes. Deviations from expectations shall be reported in a timely manner and appropriate actions shall be taken to control adverse developments.

## **VII. MONITORING AND ADJUSTING INVESTMENTS**

The investment officer shall routinely monitor existing investments and the contents of the school district’s investment portfolio, the available markets, and the relative value of competing investment instruments.

## **VIII. INTERNAL CONTROLS**

The investment officer shall establish a system of internal controls which shall be documented in writing. The internal controls shall be reviewed by the school board and shall be annually reviewed for compliance by the school district’s independent auditors. The internal controls shall be designed to prevent and control losses of public funds due to fraud, error, misrepresentation, unanticipated market changes, or imprudent actions by officers, employees, or others. The internal controls may include, but shall not be limited to, provisions relating to controlling collusion, separating functions, separating transaction authority from accounting and record keeping, custodial safekeeping, avoiding bearer form securities, clearly delegating authority to applicable staff members, limiting securities losses and remedial action, confirming telephone transactions in writing, supervising and controlling employee actions, minimizing the number of authorized investment officials, and documenting transactions and strategies.

## **IX. PERMISSIBLE INVESTMENT INSTRUMENTS**

The school district may invest its available funds in those instruments specified in Minnesota Statutes sections 118A.04 and 118A.05, as these sections may be amended from time to time, or any other law governing the investment of school district funds. The assets of an other postemployment benefits (OPEB) trust or trust account established pursuant to Minnesota Statutes section 471.6175 to pay postemployment benefits to employees or officers after their termination of service, with a trust administrator other than the Public Employees Retirement Association, may be invested in instruments authorized under Minnesota Statutes chapter 118A or Minnesota Statutes section 356A.06, subdivision 7. Investment of funds in an OPEB trust account under Minnesota Statutes section 356A.06, subdivision 7, as well as the overall asset allocation strategy for OPEB investments, shall be governed by an OPEB Investment Policy Statement (IPS) developed between the investment officer, as designed herein, and the trust administrator.

## **X. PORTFOLIO DIVERSIFICATION; MATURITIES**

- A. Limitations on instruments, diversification, and maturity scheduling shall depend on whether the funds being invested are considered short-term or long-term funds. All funds shall normally be considered short-term except those reserved for building construction projects or specific future projects and any unreserved funds used to provide financial-related managerial flexibility for future fiscal years.
- B. The school district shall diversify its investments to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions or maturities.
  - 1. The investment officer shall prepare and present a table to the school board for review and approval. The table shall specify the maximum percentage of the school district's investment portfolio that may be invested in a single type of investment instrument, such as U.S. Treasury Obligations, certificates of deposit, repurchase agreements, banker's acceptances, commercial paper, etc. The approved table shall be attached as an exhibit to this policy and shall be incorporated herein by reference.
  - 2. The investment officer shall prepare and present to the school board for its review and approval a recommendation as to the maximum percentage of the total investment portfolio that may be held in any one depository. The approved recommendation shall be attached as an exhibit or part of an exhibit to this policy and shall be incorporated herein by reference.
  - 3. Investment maturities shall be scheduled to coincide with projected school district cash flow needs, taking into account large routine or scheduled expenditures, as well as anticipated receipt dates of anticipated revenues. Maturities for short-term and long-term investments shall be timed according to anticipated need. Within these parameters, portfolio maturities shall be staggered to avoid undue concentration of assets and a specific maturity sector. The maturities selected shall provide for stability of income and reasonable liquidity.

## **XI. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS**

Before the school district invests any surplus funds in a specific investment instrument, a competitive bid or quotation process shall be utilized. If a specific maturity date is required, either for cash flow purposes or for conformance to maturity guidelines, quotations or bids shall be requested for instruments which meet the maturity requirement. If no specific maturity is required, a market trend analysis, which includes a yield curve, will normally be used to determine which maturities would be most advantageous. Quotations or bids shall be requested for various options with regard to term and instrument. The school district will accept the quotation or bid which provides the highest rate of return within the maturity required and within the limits of this policy. Generally, all quotations or bids will be computed on a consistent basis, i.e., a 360-day or a 365-day yield. Records will be kept of the quotations or bids received, the quotations or bids accepted, and a brief explanation of the decision that was made regarding the investment. If the school district contracts with an investment advisor, bids are not required in those circumstances specified in the contract with the advisor.

## **XII. QUALIFIED INSTITUTIONS AND BROKER-DEALERS**

- A. The school district shall maintain a list of the financial institutions that are approved for investment purposes.

- B. Prior to completing an initial transaction with a broker, the school district shall provide to the broker a written statement of investment restrictions which shall include a provision that all future investments are to be made in accordance with Minnesota statutes governing the investment of public funds. The broker must annually acknowledge receipt of the statement of investment restrictions and agree to handle the school district's account in accordance with these restrictions. The school district may not enter into a transaction with a broker until the broker has provided this annual written agreement to the school district. The notification form to be used shall be that prepared by the State Auditor. A copy of this investment policy, including any amendments thereto, shall be provided to each such broker.

### **XIII. SAFEKEEPING AND COLLATERALIZATION**

- A. All investment securities purchased by the school district shall be held in third-party safekeeping by an institution designated as custodial agent. The custodial agent may be any Federal Reserve Bank, any bank authorized under the laws of the United States or any state to exercise corporate trust powers, a primary reporting dealer in United States Government securities to the Federal Reserve Bank of New York, or a securities broker-dealer defined in Minnesota Statutes section 118A.06. The institution or dealer shall issue a safekeeping receipt to the school district listing the specific instrument, the name of the issuer, the name in which the security is held, the rate, the maturity, serial numbers and other distinguishing marks, and other pertinent information.
- B. Deposit-type securities shall be collateralized as required by Minnesota Statutes section 118A.03 for any amount exceeding FDIC, SAIF, BIF, FCUA, or other federal deposit coverage.
- C. Repurchase agreements shall be secured by the physical delivery or transfer against payment of the collateral securities to a third party or custodial agent for safekeeping. The school district may accept a safekeeping receipt instead of requiring physical delivery or third-party safekeeping of collateral on overnight repurchase agreements of less than \$1,000,000.

### **XIV. REPORTING REQUIREMENTS**

- A. The investment officer shall generate daily and monthly transaction reports for management purposes. In addition, the school board shall be provided a monthly report that shall include data on investment instruments being held as well as any narrative necessary for clarification.
- B. The investment officer shall prepare and submit to the school board a quarterly investment report that summarizes recent market conditions, economic developments, and anticipated investment conditions. The report shall summarize the investment strategies employed in the most recent quarter and describe the investment portfolio in terms of investment securities, maturities, risk characteristics, and other features. The report shall summarize changes in investment instruments and asset allocation strategy approved by the investment officer for an OPEB trust in the most recent quarter. The report shall explain the quarter's total investment return and compare the return with budgetary expectations. The report shall include an appendix that discloses all transactions during the past quarter. Each quarterly report shall indicate any areas of policy concern and suggested or planned revisions of investment strategies. Copies of the report shall be provided to the school district's auditor.
- C. Within ninety (90) days after the end of each fiscal year of the school district, the investment officer shall prepare and submit to the school board a comprehensive annual report on the investment program and investment activity of the school district for that fiscal year. The

annual report shall include 12-month and separate quarterly comparisons of return and shall suggest revisions and improvements that might be made in the investment program.

- D. If necessary, the investment officer shall establish systems and procedures to comply with applicable federal laws and regulations governing the investment of bond proceeds and funds in a debt service account for a bond issue. The record keeping system shall be reviewed annually by the independent auditor or by another party contracted or designated to review investments for arbitrage rebate or penalty calculation purposes.

## **XV. DEPOSITORIES**

The school board shall annually designate one or more official depositories for school district funds. The treasurer or the chief financial officer of the school district may also exercise the power of the school board to designate a depository. The school board shall be provided notice of any such designation by its next regular meeting. The school district and the depository shall each comply with the provisions of Minnesota Statutes section 118A.03 and any other applicable law, including any provisions relating to designation of a depository, qualifying institutions, depository bonds, and approval, deposit, assignment, substitution, addition, and withdrawal of collateral.

## **XVI. ELECTRONIC FUNDS TRANSFER OF FUNDS FOR INVESTMENT**

The school district may make electronic fund transfers for investments of excess funds upon compliance with Minnesota Statutes section 471.38.

**Legal References:** Minn. Stat. § 118A.01 (Definitions)  
Minn. Stat. § 118A.02 (Depositories; Investing; Sales, Proceeds, Immunity)  
Minn. Stat. § 118A.03 (When and What Collateral Required)  
Minn. Stat. § 118A.04 (Investments)  
Minn. Stat. § 118A.05 (Contracts and Agreements)  
Minn. Stat. § 118A.06 (Safekeeping; Acknowledgements)  
Minn. Stat. § 356A.06, Subd. 7 (Investments; Additional Duties)  
Minn. Stat. § 471.38 (Claims)  
Minn. Stat. § 471.6175 (Trust for Postemployment Benefits)

**Cross References:** MSBA/MASA Model Policy 703 (Annual Audit)  
Minnesota Legal Compliance Audit Guide for School Districts Prepared by the  
Office of the State Auditor

## 709 STUDENT TRANSPORTATION SAFETY POLICY

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

### I. PURPOSE

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

### II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

#### A. School Bus Safety Week

The school district may designate a school bus safety week. The National School Bus Safety Week is the third week in October.

#### B. Student School Bus Safety Training

1. The school district shall provide students enrolled in grades kindergarten (K) through 10 with age-appropriate school bus safety training of the following concepts:
  - a. transportation by school bus is a privilege, not a right;
  - b. school district policies for student conduct and school bus safety;
  - c. appropriate conduct while on the bus;
  - d. the danger zones surrounding a school bus;
  - e. procedures for safely boarding and leaving a school bus;
  - f. procedures for safe vehicle lane crossing; and
  - g. school bus evacuation and other emergency procedures.
2. All students in grades K through 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. All students in grades 7 through 10 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training or receive bus safety instruction materials by the end of the sixth week of school, if they have not previously received school bus training. Students in grades K through 10 who enroll in a school after the second week of school, are transported by school bus, and have not received training in their previous school districts shall undergo school bus safety training or receive bus safety instructional materials within four (4) weeks of their first day of attendance.
3. The school district and a nonpublic school with students transported by school bus at public expense must provide students enrolled in grades K through 3 school bus safety training twice during the school year.
4. Students taking driver's training instructional classes must receive training in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus as required by Minnesota Statutes, section 169.446, subdivision 2.
5. The school district and a nonpublic school with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.
6. The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.

7. The school district may provide kindergarten students with school bus safety training before the first day of school.
  8. The school district shall adopt and make available for public review a curriculum for transportation safety education.
  9. Nonpublic school students transported by the school district will receive school bus safety training by their nonpublic school. The nonpublic schools may use the school district's school transportation safety education curriculum. Upon request by the school district superintendent, the nonpublic school must certify to the school district's school transportation safety director that all students enrolled in grades K through 10 have received the appropriate training.
- C. Active Transportation Safety Training
1. Training Required
    - a. The school district must provide public school pupils enrolled in kindergarten through grade 3 with age-appropriate active transportation safety training. At a minimum, the training must include pedestrian safety, including crossing roads.
    - b. The school district must provide pupils enrolled in grades 4 through 8 with age-appropriate active transportation safety training. At a minimum, the training must include:
      - (1) pedestrian safety, including crossing roads safely using the searching left, right, left for vehicles in traffic technique;
      - (2) bicycle safety, including relevant traffic laws, use and proper fit of protective headgear, bicycle parts and safety features, and safe biking techniques; and
      - (3) electric-assisted bicycle safety, including that a person under the age of fifteen (15) is not allowed to operate an electric-assisted bicycle.
  2. Instruction
    - a. The school district may provide active transportation safety training through distance learning.
    - b. The district and a nonpublic school must make reasonable accommodations for the active transportation safety training of pupils known to speak English as a second language and pupils with disabilities.

### III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

- A. Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students.
- B. Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.
  1. School Bus and Bus Stop Rules

The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.

2. Rules at the Bus Stop

- a. Get to your bus stop five (5) minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- b. Respect the property of others while waiting at your bus stop.
- c. Keep your arms, legs, and belongings to yourself.
- d. Use appropriate language.
- e. Stay away from the street, road, or highway when waiting for the bus.
- f. Wait until the bus stops before approaching the bus.
- g. After getting off the bus, move away from the bus.
- h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- i. No fighting, harassment, intimidation, or horseplay.
- j. No use of alcohol, tobacco, or drugs.

3. Rules on the Bus

- a. Immediately follow the directions of the driver.
- b. Sit in your seat facing forward.
- c. Talk quietly and use appropriate language.
- d. Keep all parts of your body inside the bus.
- e. Keep your arms, legs, and belongings to yourself.
- f. No fighting, harassment, intimidation, or horseplay.
- g. Do not throw any object.
- h. No eating, drinking, or use of alcohol, tobacco, or drugs.
- i. Do not bring any weapons or dangerous objects on the school bus.
- j. Do not damage the bus.

4. Consequences

- a. Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with cocurricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

(1) Elementary (grades K-6)

1st offense	warning
2nd offense	three (3) school-day suspension from riding the bus
3rd offense	five (5) school-day suspension from riding the bus
4th offense	ten (10) school-day suspension from riding the bus/meeting with parent
Further offenses	individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

(2) Secondary (grades 7-12)

1st offense	warning
2nd offense	five (5) school-day suspension from riding the bus
3rd offense	ten (10) school-day suspension from riding the bus
4th offense	twenty (20) school-day suspension from riding the bus/meeting with parent
5th offense	suspended from riding the bus for the remainder of the school year

**[Note: When any student goes sixty (60) transportation days without a report, the student's consequences may start over at the first offense.]**

(3) Other Discipline

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school also may result from school bus/bus stop misconduct.

(4) Records

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of student misbehavior on a school bus or in a bus-loading or unloading area that are reasonably believed to cause an immediate and substantial danger to the student or surrounding persons or property shall be provided by the school district to local law enforcement and the Department of Public Safety in accordance with state and federal law.

(5) Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two (2) weeks may result in the loss of bus privileges until damages are paid.

(6) Notice

School bus and bus stop rules and consequences for violations of these rules will be reviewed with students annually and copies of these rules will be made available to students. School bus rules are to be posted on each school bus.

(7) Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons, drug possession, or vandalism), the appropriate school district personnel and local law enforcement officials will be informed.

#### **IV. PARENT AND GUARDIAN INVOLVEMENT**

A. Parent and Guardian Notification

The school district school bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.

B. Parents/Guardians Responsibilities for Transportation Safety

Parents/Guardians are responsible to:

1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;
2. Support safe riding and walking practices, and recognize that students are responsible for their actions;
3. Communicate safety concerns to their school administrators;
4. Monitor bus stops, if possible;
5. Have their children to the bus stop five (5) minutes before the bus arrives;
6. Have their children properly dressed for the weather; and
7. Have a plan in case the bus is late.

## V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

- A. School bus drivers shall have a valid Class A, B, or C Minnesota driver's license with a school bus endorsement. A person possessing a valid driver's license, without a school bus endorsement, may drive a type III vehicle set forth in Paragraphs VII.B. and VII.C., below. Drivers with a valid Class D driver's license, without a school bus endorsement, may operate a "type A-I" school bus as set forth in Paragraph VII.D., below.
- B. The school district shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and school district policy.
- C. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services (Division) of the conviction within thirty (30) days of the conviction. For purposes of this paragraph, a "serious traffic violation" means a conviction of any of the following offenses:
  - 1. excessive speeding, involving any single offense for any speed of fifteen (15) miles per hour or more above the posted speed limit;
  - 2. reckless driving;
  - 3. improper or erratic traffic lane changes;
  - 4. following the vehicle ahead too closely;
  - 5. a violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident;
  - 6. driving a commercial vehicle without obtaining a commercial driver's license or without having a commercial driver's license in the driver's possession;
  - 7. driving a commercial vehicle without the proper class of commercial driver's license and/or endorsements for the specific vehicle group being operated or for the passengers or type of cargo being transported;
  - 8. a violation of a state or local law prohibiting texting while driving a commercial vehicle; and
  - 9. a violation of a state or local law prohibiting the use of a hand-held mobile telephone while driving a commercial vehicle.
- D. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of violating, in any type of motor vehicle, a Minnesota state or local law relating to motor vehicle traffic control, other than a parking violation, shall notify the person's employer of the conviction within thirty (30) days of conviction. The notification shall be in writing and shall contain all the information set forth in Attachment A accompanying this policy.
- E. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a Minnesota commercial driver's license suspended, revoked, or cancelled by the state of Minnesota or any other state or jurisdiction and who loses the right to operate a commercial vehicle for any period or who is disqualified from operating a commercial motor vehicle for any period shall notify the person's employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day the employee received notice of the suspension,

revocation, cancellation, lost privilege, or disqualification. The notification shall be in writing and shall contain all the information set forth in Attachment B accompanying this policy.

- F. A person who operates a type III vehicle and who sustains a conviction as described in Subparagraph VII.C.1.g. (i.e., driving while impaired offenses), VII.C.1.h. (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor), or VII.C.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person's employer within ten (10) days of the date of the conviction. The notification shall be in writing and shall contain all the information set forth in Attachment C accompanying this policy.

## VI. SCHOOL BUS DRIVER TRAINING

### A. Training

1. All new school bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction, before transporting students and shall meet the competency testing specified in the Minnesota Department of Public Safety's *Minnesota Model School Bus Driver Training Program*. All school bus drivers shall receive in-service training annually. For purposes of this section, "annually" means at least once every 380 days from the initial or previous evaluation and at least once every 380 days from the initial or previous license verification. The school district shall retain on file an annual individual school bus driver "evaluation certification" form for each school district driver as contained in the *Minnesota Model School Bus Driver Training Program*.

**[NOTE: The *Minnesota Model School Bus Driver Training Program* is available online through the Minnesota Department of Public Safety State Patrol web page listed under Resources below.]**

2. All bus drivers operating a type III vehicle will be provided with annual training and certification as set forth in Subparagraph VII.C.1.b., below, by either the school district or the entity from whom such services are contracted by the school district.

### B. Evaluation

School bus drivers with a Class D license will be evaluated annually and all other bus drivers will be assessed periodically for the following competencies:

1. Safely operate the type of school bus the driver will be driving;
2. Understand student behavior, including issues relating to students with disabilities;
3. Ensure orderly conduct of students on the bus and handling incidents of misconduct appropriately;
4. Know and understand relevant laws, rules of the road, and local school bus safety policies;
5. Handle emergency situations; and
6. Safely load and unload students.

The evaluation must include completion of an individual "school bus driver evaluation form" (road test evaluation) as contained in the *Minnesota Model School Bus Driver Training Program*.

**[NOTE: The school district may use alternative assessments rather than those set forth in the *Minnesota Model School Bus Driver Training Program* for bus driver training competencies with the approval of the Commissioner of Public Safety. A driver also may receive at least eight (8) hours of**

**school bus in-service training in any year as an alternative to being assessed for bus driver competencies after the initial year of being assessed for bus driver competencies.]**

## **VII. OPERATING RULES AND PROCEDURES**

### **A. General Operating Rules**

1. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Model School Bus Driver Training Program.
2. Only students assigned to the school bus by the school district shall be transported. The number of students or other authorized passengers transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.
3. The parent/guardian may designate, pursuant to school district policy, a day care facility, respite care facility, the residence of a relative, or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet all other eligibility requirements.
4. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.
5. To the extent practical, the school district will designate school bus loading/unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.

**[NOTE: A school district is not required to comply with Subparagraph VII.A.5. if the school board determines that alternative locations block traffic, impair student safety, or are not cost effective.]**

6. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether hand-held or hands free, when the vehicle is in motion or a part of traffic. For purposes of this paragraph, "school bus" has the meaning given in Minnesota Statutes, section 169.011, subdivision 71. In addition, "school bus" also includes type III vehicles when driven by employees or agents of the school district. "Cellular phone" means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.

### **B. Type III Vehicles**

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer's rated seating capacity of ten (10) or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of ten (10) or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.
2. Type III vehicles must be painted a color other than national school bus yellow.
3. Type III vehicles shall be state inspected in accordance with legal requirements.
4. Vehicles model year 2007 or older must not be used as type III vehicles to transport school children, except those vehicles that are manufactured to meet the structural requirements of federal motor vehicle safety standard 222, 49 Code of Federal Regulations, Part 571.

5. If a type III vehicle is school district owned, the school district name will be clearly marked on the side of the vehicle. The type III vehicle must not have the words “school bus” in any location on the exterior of the vehicle or in any interior location visible to a motorist.
6. A “type III vehicle” must not be outwardly equipped and identified as a type A, B, C, or D bus.
7. Eight-lamp warning systems and stop arms must not be installed or used on type III vehicles.
8. Type III vehicles must be equipped with mirrors as required by law.
9. Any type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into neutral or park. Any type III vehicle used to transport students must not load or unload so that a student has to cross the road, except where not possible or impractical, then the driver or assistant must escort a student across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.
10. Any type III vehicle used to transport students must carry emergency equipment including:
  - a. Fire extinguisher  
A minimum of one (1) 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket and must be located in the driver’s compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.
  - b. First aid kit and body fluids cleanup kit  
A minimum of a 10-unit first aid kit and a body fluids cleanup kit is required. They must be contained in removable, moisture- and dust-proof containers mounted in an accessible place within the driver’s compartment and must be marked to indicate their identity and location.
  - c. Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location of these items.
11. Students will not be regularly transported in private vehicles that are not state inspected as type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of ten (10) or fewer without meeting the requirements for a type III vehicle. Also, parents may use a private vehicle to transport their own children under a contract with the district. The school district has no system of inspection for private vehicles.
12. All drivers of type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.
13. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.

- C. Type III Vehicle Driven by Employees with a Driver's License Without a School Bus Endorsement
1. The holder of a Class A, B, C, or D driver's license, without a school bus endorsement, may operate a type III vehicle, described above, under the following conditions:
    - a. The operator is an employee of the entity that owns, leases, or contracts for the school bus, which may include the school district.
    - b. The operator's employer, which may include the school district, has adopted and implemented a policy that provides for annual training and certification of the operator in:
      - (1) safe operation of a type III vehicle;
      - (2) understanding student behavior, including issues relating to students with disabilities;
      - (3) encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately;
      - (4) knowing and understanding relevant laws, rules of the road, and local school bus safety policies;
      - (5) handling emergency situations;
      - (6) proper use of seat belts and child safety restraints;
      - (7) performance of pre-trip vehicle inspections;
      - (8) safe loading and unloading of students, including, but not limited to:
        - (a) utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;
        - (b) refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane;
        - (c) avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not reasonably feasible to avoid such a location;
        - (d) placing the type III vehicle in "park" during loading and unloading;
        - (e) escorting a student across the road under clause (c) only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile; and
      - (9) compliance with Paragraph V. F. concerning reporting convictions to the employer within ten (10) days of the date of conviction.
    - c. A background check or background investigation of the operator has been conducted that meets the requirements under Minnesota Statutes, section 122A.18, subdivision 8, or Minnesota Statutes, section 123B.03 for school district employees; Minnesota Statutes, section 144.057 or Minnesota Statutes, chapter 245C for day care employees; or Minnesota Statutes, section 171.321, subdivision 3, for all other persons operating a type III vehicle under this section.
    - d. Operators shall submit to a physical examination as required by Minnesota Statutes, section 171.321, subdivision 2.
    - e. The operator's employer requires preemployment drug testing of applicants for operator positions. Current operators must comply with the employer's policy under Minnesota Statutes, section 181.951, subdivisions 2, 4, and 5. Notwithstanding any

law to the contrary, the operator's employer may use a breathalyzer or similar device to fulfill random alcohol testing requirements.

- f. The operator's driver's license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as required by Minnesota Statutes, section 171.321, subdivision 5.
  - g. A person who sustains a conviction, as defined under Minnesota Statutes, 609.02, of violating Minnesota Statutes, section 169A.25, 169A.26, 169A.27 (driving while impaired offenses), or 169A.31 (alcohol-related school bus driver offenses), or whose driver's license is revoked under Minnesota Statutes, sections 169A.50 to 169A.53 of the implied consent law, or who is convicted of violating or whose driver's license is revoked under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for five (5) years from the date of conviction.
  - h. A person who has ever been convicted of a disqualifying offense as defined in Minnesota Statutes, section 171.3215, subdivision 1(c), (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a type III vehicle.
  - i. A person who sustains a conviction, as defined under Minnesota Statutes, section 609.02, of a moving offense in violation of Minnesota Statutes, chapter 169 within three (3) years of the first of three (3) other moving offenses is precluded from operating a type III vehicle for one (1) year from the date of the last conviction.
  - j. Students riding the type III vehicle must have training required under Minnesota Statutes, section 123B.90, subdivision 2 (See Paragraph II.B., above).
  - k. Documentation of meeting the requirements listed in this section must be maintained under separate file at the business location for each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible for maintaining these files for inspection.
2. The Type III vehicle must bear a current certificate of inspection issued under Minnesota Statutes, section 169.451.
  3. An employee of the school district who is not employed for the sole purpose of operating a type III vehicle may, in the discretion of the school district, be exempt from Subparagraphs VII.C.1.d. (physical examination) and VII.C.1.e. (drug testing), above.
- D. Type A-I "Activity" Buses Driven by Employees with a Driver's License Without a School Bus Endorsement
1. The holder of a Class D driver's license, without a school bus endorsement, may operate a type A-I school bus or a Multifunction School Activity Bus (MFSAB) under the following conditions:
    - a. The operator is an employee of the school district or an independent contractor with whom the school district contracts for the school bus and is not solely hired to provide transportation services under this paragraph.
    - b. The operator drives the school bus only from points of origin to points of destination, not including home-to-school trips to pick up or drop off students.
    - c. The operator is prohibited from using the 8-light system if the vehicle is so equipped.
    - d. The operator has submitted to a background check and physical examination as required by Minnesota Statutes, section 171.321, subdivision 2.

- e. The operator has a valid driver's license and has not sustained a conviction of a disqualifying offense as set forth in Minnesota Statutes, section 171.02, subdivisions 2a(h) - 2a(j).
  - f. The operator has been trained in the proper use of child safety restraints as set forth in the National Highway Traffic Safety Administration's Guideline for the Safe Transportation of Pre-school Age Children in School Buses, if child safety restraints are used by passengers, in addition to the training required in Article VI., above.
  - g. The bus has a gross vehicle weight rating of 14,500 pounds or less and is designed to transport fifteen (15) or fewer passengers, including the driver.
- 2. The school district shall maintain annual certification of the requirements listed in this section for each Class D license operator.
  - 3. A school bus operated under this section must bear a current certificate of inspection.
  - 4. The word "School" on the front and rear of the bus must be covered by a sign that reads "Activities" when the bus is being operated under authority of this section.

### **VIII. SCHOOL DISTRICT EMERGENCY PROCEDURES**

- A. If possible, school bus drivers or their supervisors shall call "911" or the local emergency phone number in the event of a serious emergency.
- B. School bus drivers shall meet the emergency training requirements contained in Unit III "Crash & Emergency Preparedness" of the *Minnesota Model School Bus Driver Training Program*. This includes procedures in the event of a crash (accident).
- C. School bus drivers and bus assistants for special education students requiring special transportation service because of a disability shall be trained in basic first aid procedures, shall within one (1) month after the effective date of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of students with disabilities, assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.
- D. Emergency health information shall be maintained on the school bus for students requiring special transportation service because of a disability. The information shall state:
  - 1. the student's name and address;
  - 2. the nature of the student's disabilities;
  - 3. emergency health care information; and
  - 4. the names and telephone numbers of the student's physician, parents, guardians, or custodians, and some person other than the student's parents or custodians who can be contacted in case of an emergency.

### **IX. SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS**

- A. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the school district.
- B. All school vehicles shall be state inspected in accordance with legal requirements.
- C. A copy of the current daily pre-trip inspection report must be carried in the bus. Daily pre-trip inspections shall be maintained on file in accordance with the school district's record retention schedule. Prompt reports of defects to be immediately corrected will be submitted.
- D. Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism.

## **X. SCHOOL TRANSPORTATION SAFETY DIRECTOR**

The school board has designated an individual to serve as the school district's school transportation safety director. The school transportation safety director shall have day-to-day responsibility for student transportation safety, including transportation of nonpublic school children when provided by the school district. The school transportation safety director will assure that this policy is periodically reviewed to ensure that it conforms to law. The school transportation safety director shall certify annually to the school board that each school bus driver meets the school bus driver training competencies required Minnesota Statutes, section 171.321, subdivision 4. The transportation safety director also shall annually verify or ensure that the private contractor utilized by the school has verified the validity of the driver's license of each employee who regularly transports students for the school district in a type A, B, C, or D school bus, type III vehicle, or MFSAB with the National Driver Register or the Department of Public Safety. Upon request of the school district superintendent or the superintendent of the school district where nonpublic students are transported, the school transportation safety director also shall certify to the superintendent that students have received school bus safety training in accordance with state law. The name, address and telephone number of the school transportation safety director are on file in the school district office. Any questions regarding student transportation or this policy may be addressed to the school transportation safety director.

## **XI. STUDENT TRANSPORTATION SAFETY COMMITTEE**

The school board may establish a student transportation safety committee. The chair of the student transportation safety committee is the school district's school transportation safety director. The school board shall appoint the other members of the student transportation safety committee. Membership may include parents, school bus drivers, representatives of school bus companies, local law enforcement officials, other school district staff, and representatives from other units of local government.

**Legal References:** Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses)  
Minn. Stat. § 123B.03 (Background Check)  
Minn. Stat. § 123B.42 (Textbooks; Individual Instruction or Cooperative Learning Material; Standard Tests)  
Minn. Stat. § 123B.88 (Independent School Districts; Transportation)  
Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)  
Minn. Stat. § 123B.90 (School Bus Safety Training)  
Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)  
Minn. Stat. § 123B.935 (Active Transportation Safety Training)  
Minn. Stat. § 144.057 (Background Studies on Licensees and Other Personnel)  
Minn. Stat. Ch. 169 (Traffic Regulations)  
Minn. Stat. § 169.011, Subds. 15, 16, and 71 (Definitions)  
Minn. Stat. § 169.02 (Scope)  
Minn. Stat. § 169.443 (Safety of School Children; Bus Driver's Duties)  
Minn. Stat. § 169.446, Subd. 2 (Safety of School Children; Training and Education Rules)  
Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor)  
Minn. Stat. § 169.454 (Type III Vehicle Standards)  
Minn. Stat. § 169.4582 (Reportable Offense on School Buses)

Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired)  
Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)  
Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law)  
Minn. Stat. § 171.02, Subds. 2, 2a, and 2b (Licenses; Types, Endorsements, Restrictions)  
Minn. Stat. § 171.168 (Notice of Violation by Commercial Driver)  
Minn. Stat. § 171.169 (Notice of Commercial License Suspension)  
Minn. Stat. § 171.321 (Qualifications of School Bus and Type III Vehicle Drivers)  
Minn. Stat. § 171.3215, Subd. 1(c) (Canceling Bus Endorsement for Certain Offenses)  
Minn. Stat. § 181.951 (Authorized Drug and Alcohol Testing)  
Minn. Stat. Ch. 245C (Human Services Background Studies)  
Minn. Stat. § 609.02 (Definitions)  
Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)  
49 C.F.R. Part 383 (Commercial Driver's License Standards; Requirements and Penalties)  
49 C.F.R. § 383.31 (Notification of Convictions for Driver Violations)  
49 C.F.R. § 383.33 (Notification of Driver's License Suspensions)  
49 C.F.R. § 383.5 (Transportation Definitions)  
49 C.F.R. § 383.51 (Disqualification of Drivers)  
49 C.F.R. Part 571 (Federal Motor Vehicle Safety Standards)

**Cross References:** MSBA/MASA Model Policy 416 (Drug, Alcohol, and Cannabis Testing)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 707 (Transportation of Public Students)  
MSBA/MASA Model Policy 708 (Transportation of Nonpublic Students)  
MSBA/MASA Model Policy 710 (Extracurricular Transportation)

**Resources:** Minnesota Department of Public Safety: [School Bus Resources](#) (accessed 10/12/25)  
National Highway Traffic Safety Administration: [Guideline for the Safe Transportation of Pre-school Age Children in School Buses](#) (Feb. 1999) (accessed 10/12/25)

## 722 PUBLIC DATA AND DATA SUBJECT REQUESTS

**[NOTE: School districts are required by statute to establish procedures consistent with the Minnesota Government Data Practices Act for public data requests and data subject requests.]**

### I. PURPOSE

The school district recognizes its responsibility relative to the collection, maintenance, and dissemination of public data as provided in state statutes.

### II. GENERAL STATEMENT OF POLICY

The school district will comply with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13 (MGDPA), and Minnesota Rules, parts 1205.0100-1205.2000 in responding to requests for public data.

### III. DEFINITIONS

#### A. Confidential Data on Individuals

Data made not public by statute or federal law applicable to the data and are inaccessible to the individual subject of those data.

#### B. Data on Individuals

All government data in which any individual is or can be identified as the subject of that data, unless the appearance of the name or other identifying data can be clearly demonstrated to be only incidental to the data and the data are not accessed by the name or other identifying data of any individual.

#### C. Data Practices Compliance Officer

The data practices compliance official is the designated employee of the school district to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems. The responsible authority may be the data practices compliance official.

#### D. Government Data

All data collected, created, received, maintained or disseminated by any government entity regardless of its physical form, storage media or conditions of use.

#### E. Individual

"Individual" means a natural person. In the case of a minor or an incapacitated person as defined in Minnesota Statutes, section 524.5-102, subdivision 6, "individual" includes a parent or guardian or an individual acting as a parent or guardian in the absence of a parent or guardian, except that the responsible authority shall withhold data from parents or guardians, or individuals acting as parents or guardians in the absence of parents or guardians, upon request by the minor if the responsible authority determines that withholding the data would be in the best interest of the minor.

#### F. Inspection

“Inspection” means the visual inspection of paper and similar types of government data. Inspection does not include printing copies by the school district, unless printing a copy is the only method to provide for inspection of the data. For data stored in electronic form and made available in electronic form on a remote access basis to the public by the school district, inspection includes remote access to the data by the public and the ability to print copies of or download the data on the public’s own computer equipment.

- G. Not Public Data  
Any government data classified by statute, federal law, or temporary classification as confidential, private, nonpublic, or protected nonpublic.
- H. Nonpublic Data  
Data not on individuals made by statute or federal law applicable to the data: (a) not accessible to the public; and (b) accessible to the subject, if any, of the data.
- I. Private Data on Individuals  
Data made by statute or federal law applicable to the data: (a) not public; and (b) accessible to the individual subject of those data.
- J. Protected Nonpublic Data  
Data not on individuals made by statute or federal law applicable to the data (a) not public and (b) not accessible to the subject of the data.
- K. Public Data  
All government data collected, created, received, maintained, or disseminated by the school district, unless classified by statute, temporary classification pursuant to statute, or federal law, as nonpublic or protected nonpublic; or, with respect to data on individuals, as private or confidential.
- L. Public Data Not on Individuals  
Data accessible to the public pursuant to Minnesota Statutes, section 13.03.
- M. Public Data on Individuals  
Data accessible to the public in accordance with the provisions of Minnesota Statutes, section 13.03.
- N. Responsible Authority  
The individual designated by the school board as the individual responsible for the collection, use, and dissemination of any set of data on individuals, government data, or summary data, unless otherwise provided by state law. Until an individual is designated by the school board, the responsible authority is the superintendent.
- O. Summary Data  
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 an individual is ascertainable. Unless classified pursuant to Minnesota Statutes, section 13.06, another statute, or federal law, summary data is public.

#### **IV. REQUESTS FOR PUBLIC DATA**

- A. All requests for public data must be made in writing directed to the responsible authority.
  - 1. A request for public data must include the following information:
    - a. Date the request is made;
    - b. A clear description of the data requested;

- c. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
  - d. Method to contact the requestor (such as phone number, address, or email address).
- 2. Unless specifically authorized by statute, the school district may not require persons to identify themselves, state a reason for, or justify a request to gain access to public government data. A person may be asked to provide certain identifying or clarifying information for the sole purpose of facilitating access to the data.
- 3. The identity of the requestor is public, if provided, but cannot be required by the government entity.
- 4. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.
- B. The responsible authority will respond to a data request at reasonable times and places as follows:
  - 1. The responsible authority will notify the requestor in writing as follows:
    - a. The requested data does not exist; or
    - b. The requested data does exist but either all or a portion of the data is not accessible to the requestor; or
      - (1) If the responsible authority determines that the requested data is classified so that access to the requestor is denied, the responsible authority will inform the requestor of the determination in writing, as soon thereafter as possible, and shall cite the specific statutory section, temporary classification, or specific provision of federal law on which the determination is based.
      - (2) Upon the request of a requestor who is denied access to data, the responsible authority shall certify in writing that the request has been denied and cite the specific statutory section, temporary classification, or specific provision of federal law upon which the denial was based.
    - c. The requested data does exist and provide arrangements for inspection of the data, identify when the data will be available for pick-up, or indicate that the data will be sent by mail. If the requestor does not appear at the time and place established for inspection of the data or the data is not picked up within ten (10) business days after the requestor is notified, the school district will conclude that the data is no longer wanted and will consider the request closed.
  - 2. The school district's response time may be affected by the size and complexity of the particular request, including necessary redactions of the data, and also by the number of requests made within a particular period of time.
  - 3. The school district will provide an explanation of technical terminology, abbreviations, or acronyms contained in the responsive data on request.
  - 4. The school district is not required by the MGDPA to create or collect new data in response to a data request, or to provide responsive data in a specific form or arrangement if the school district does not keep the data in that form or arrangement.
  - 5. The school district is not required to respond to questions that are not about a particular data request or requests for data in general.

- C. If the school district notifies the requesting person that responsive data or copies are available for inspection or collection, and the requesting person does not inspect the data or collect the copies within five business days of the notification, the school district may suspend any further response to the request until the requesting person inspects the data that has been made available, or collects and pays for the copies that have been produced.

**[NOTE: The 2025 Minnesota legislature enacted Paragraph C.]**

## **V. REQUEST FOR SUMMARY DATA**

- A. A request for the preparation of summary data shall be made in writing directed to the responsible authority.
  - 1. A request for the preparation of summary data must include the following information:
    - a. Date the request is made;
    - b. A clear description of the data requested;
    - c. Identify the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
    - d. Method to contact requestor (phone number, address, or email address).
- B. The responsible authority will respond within ten (10) business days of the receipt of a request to prepare summary data and inform the requestor of the following:
  - 1. The estimated costs of preparing the summary data, if any; and
  - 2. The summary data requested; or
  - 3. A written statement describing a time schedule for preparing the requested summary data, including reasons for any time delays; or
  - 4. A written statement describing the reasons why the responsible authority has determined that the requestor's access would compromise the private or confidential data.
- C. The school district may require the requestor to pre-pay all or a portion of the cost of creating the summary data before the school district begins to prepare the summary data.

## **VI. DATA BY AN INDIVIDUAL DATA SUBJECT**

- A. Collection and storage of all data on individuals and the use and dissemination of private and confidential data on individuals shall be limited to that necessary for the administration and management of programs specifically authorized by the legislature or local governing body or mandated by the federal government.
- B. Private or confidential data on an individual shall not be collected, stored, used, or disseminated by the school district for any purposes other than those stated to the individual at the time of collection in accordance with Minnesota Statutes section 13.04, except as provided in Minnesota Statutes, section 13.05, subdivision 4.
- C. Upon request to the responsible authority or designee, an individual shall be informed whether the individual is the subject of stored data on individuals, and whether it is classified as public, private or confidential. Upon further request, an individual who is the subject of stored private or public data on individuals shall be shown the data without any charge and, if desired, shall be informed of the content and meaning of that data.

- D. After an individual has been shown the private data and informed of its meaning, the data need not be disclosed to that individual for six (6) months thereafter unless a dispute or action pursuant to this section is pending or additional data on the individual has been collected or created.
- E. The responsible authority or designee shall provide copies of the private or public data upon request by the individual subject of the data. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.
- F. The responsible authority or designee shall comply immediately, if possible, with any request made pursuant to this subdivision, or within ten (10) days of the date of the request, excluding Saturdays, Sundays and legal holidays, if immediate compliance is not possible.
- G. An individual subject of the data may contest the accuracy or completeness of public or private data. To exercise this right, an individual shall notify in writing the responsible authority describing the nature of the disagreement. The responsible authority shall within 30 days either: (1) correct the data found to be inaccurate or incomplete and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the individual; or (2) notify the individual that the authority believes the data to be correct. Data in dispute shall be disclosed only if the individual's statement of disagreement is included with the disclosed data.
- H. The determination of the responsible authority may be appealed by a data subject pursuant to the provisions of the Administrative Procedure Act relating to contested cases. Upon receipt of an appeal by an individual, the Commissioner of the Minnesota Department of Administration ("Commissioner") shall, before issuing the order and notice of a contested case hearing required by Minnesota Statutes, chapter 14, try to resolve the dispute through education, conference, conciliation, or persuasion. If the parties consent, the Commissioner may refer the matter to mediation. Following these efforts, the Commissioner shall dismiss the appeal or issue the order and notice of hearing.
- I. Data on individuals that have been successfully challenged by an individual must be completed, corrected, or destroyed by a government entity without regard to the requirements of Minnesota Statutes, section 138.17.
- J. After completing, correcting, or destroying successfully challenged data, the school district may retain a copy of the Commissioner's order issued under Minnesota Statutes, chapter 14 or, if no order were issued, a summary of the dispute between the parties that does not contain any particulars of the successfully challenged data.

## **VII. REQUESTS FOR DATA BY AN INDIVIDUAL SUBJECT OF THE DATA**

- A. All requests for individual subject data must be made in writing directed to the responsible authority.
- B. A request for individual subject data must include the following information:
  1. Statement that one is making a request as a data subject for data about the individual or about a student for whom the individual is the parent or guardian;
  2. Date the request is made;
  3. A clear description of the data requested;
  4. Proof that the individual is the data subject or the data subject's parent or guardian;

5. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
  6. Method to contact the requestor (such as phone number, address, or email address).
- C. The identity of the requestor of private data is private.
- D. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.
- E. Policy 515 (Protection and Privacy of Pupil Records) addresses requests of students or their parents for educational records and data.

## VIII. COSTS

### A. Public Data

1. The school district will charge for copies provided as follows:
  - a. **One hundred (100)** or fewer pages of black and white, letter or legal sized paper copies will be charged at **twenty-five (25)** cents for a one-sided copy or **fifty (50)** cents for a two-sided copy.
  - b. More than **one hundred (100)** pages or copies on other materials are charged based upon the actual cost of searching for and retrieving the data and making the copies or electronically sending the data, unless the cost is specifically set by statute or rule.
    - (1) The actual cost of making copies includes employee time, the cost of the materials onto which the data is copied (paper, CD, DVD, etc.), and mailing costs (if any).
    - (2) Also, if the school district does not have the capacity to make the copies, e.g., photographs, the actual cost paid by the school district to an outside vendor will be charged.
2. All charges must be paid for in cash or by check in advance of receiving the copies.

**[Note: The district should identify the payment methods that it will accept.]**

### B. Summary Data

1. Any costs incurred in the preparation of summary data shall be paid by the requestor prior to preparing or supplying the summary data.
2. The school district may assess costs associated with the preparation of summary data as follows:
  - a. The cost of materials, including paper, the cost of the labor required to prepare the copies, any schedule of standard copying charges established by the school district, any special costs necessary to produce such copies from a machine-based record-keeping system, including computers and microfilm systems;
  - b. The school district may consider the reasonable value of the summary data prepared and, where appropriate, reduce the costs assessed to the requestor.

### C. Data Belonging to an Individual Subject

1. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.

The responsible authority shall not charge the data subject any fee in those instances where the data subject only desires to view private data.

The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies. Based on the factors set forth in Minnesota Rule, 1205.0300, subpart 4, the school district determines that a reasonable fee would be the charges set forth in section VIII.A of this policy that apply to requests for data by the public.

2. The school district may not charge a fee to search for or to retrieve educational records of a child with a disability by the child's parent or guardian or by the child upon the child reaching the age of majority.

#### **IX. Annual Review and Posting**

- A. The responsible authority shall prepare a written data access policy and a written policy for the rights of data subjects (including specific procedures the school district uses for access by the data subject to public or private data on individuals). The responsible authority shall update the policies no later than August 1 of each year, and at any other time as necessary to reflect changes in personnel, procedures, or other circumstances that impact the public's ability to access data.
- B. Copies of the policies shall be easily available to the public by distributing free copies to the public or by posting the policies in a conspicuous place within the school district that is easily accessible to the public or by posting them on the school district's website.

#### **Data Practices Contacts**

##### **Responsible Authority:**

**Tim Tydlacka**, Superintendent  
BOLD Schools, ISD #2534, 701 South 9th St., Olivia, MN 56277  
320-523-1031  
[tim.tydlacka@bold.k12.mn.us](mailto:tim.tydlacka@bold.k12.mn.us)

##### **Data Practices Compliance Official:**

**Tim Tydlacka**, Superintendent  
BOLD Schools, ISD #2534, 701 South 9th St., Olivia, MN 56277  
320-523-1031  
[tim.tydlacka@bold.k12.mn.us](mailto:tim.tydlacka@bold.k12.mn.us)

##### **Data Practices Designee(s):**

**Aimee Dale**  
BOLD Schools, ISD #2534, 701 South 9th St., Olivia, MN 56277  
320-523-1031  
[aimee.dale@bold.k12.mn.us](mailto:aimee.dale@bold.k12.mn.us)

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 13.01 (Government Data)  
Minn. Stat. § 13.02 (Definitions)

Minn. Stat. § 13.025 (Government Entity Obligation)  
Minn. Stat. § 13.03 (Access to Government Data)  
Minn. Stat. § 13.04 (Rights of Subjects to Data)  
Minn. Stat. § 13.05 (Duties of Responsible Authority)  
Minn. Stat. § 13.32 (Educational Data)  
Minn. Rules Part 1205.0300 (Access to Public Data)  
Minn. Rules Part 1205.0400 (Access to Private Data)

**Cross References:** MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

**Resources:** MN Department of Administration: [Actual Cost](#)  
MN Department of Administration: [Copy Costs](#)  
MN Department of Administration: [Education Data](#)

INDEPENDENT SCHOOL DISTRICT NO. 2534-01, BIRD ISLAND-LAKE LILLIAN-OLIVIA  
**PUBLIC DATA REQUEST FORM**

**TO BE COMPLETED BY THE REQUESTOR**

REQUESTOR NAME (NOT REQUIRED):	PHONE NUMBER:*
ADDRESS:*	EMAIL ADDRESS:*
DATE OF REQUEST:	
DESCRIPTION OF THE INFORMATION REQUESTED: (attach additional page(s) if necessary)	
MANNER IN WHICH RESPONSIVE DATA IS TO BE PROVIDED:	
INSPECTION ONLY _____ COPIES ONLY** _____ BOTH INSPECTION AND COPIES _____ **	
**Inspection is free, but there is a charge for copies. Payment must be received before copies will be provided.	

**FOR OFFICE USE ONLY**

DATE REQUEST RECEIVED:	REQUEST RECEIVED BY:
DATE OF RESPONSE:	RESPONSE PROVIDED BY:

\* Requestor's name is optional. However, contact information is necessary to mail/email the data. Also, contact information is needed if the school district does not understand the request. We will not work on such a request until clarified.

Adopted: ~~May 23, 2022~~ February 23, 2026

MSBA/MASA Model Policy 802

Orig. 1995

Revised: June 16, 2025

Rev. ~~2019~~ 2025

## **802 DISPOSITION OF OBSOLETE EQUIPMENT AND MATERIAL**

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

### **I. PURPOSE**

The purpose of this policy is to provide guidelines for the superintendent to assist in timely disposition of obsolete equipment and material.

### **II. GENERAL STATEMENT OF POLICY**

Effective use of school building space, and consideration for safety of personnel, will at times require disposal of obsolete equipment and material.

### **III. DEFINITIONS**

- A. "Contract" means an agreement entered into by the school district for the sale of supplies, materials, or equipment.
- B. "Official newspaper" is a regular issue of a qualified legal newspaper.

### **IV. MANNER OF DISPOSITION**

#### **A. Authorization**

The superintendent shall be authorized to dispose of obsolete equipment and materials by selling it at a fair price consistent with the procedures outlined in this policy. Any sale exceeding the minimum amount for which bids are required must first be specifically authorized by the school board. The superintendent shall be authorized to properly dispose of used books, materials, and equipment deemed to have little or no value.

#### **B. Contracts Over \$175,000**

1. If the value of the equipment or materials is estimated to exceed \$175,000, sealed bids shall be solicited by two weeks' published notice in the official newspaper. This notice shall state the time and place of receiving bids and contain a brief description of the subject matter. Additional publication in the official newspaper or elsewhere may be made as the school board shall deem necessary.

2. The sale shall be awarded to the highest responsible bidder, be duly executed in writing, and be otherwise conditioned as required by law.
3. A record shall be kept of all bids, with names of bidders and amounts of bids, and an indication of the successful bid. A bid containing an alteration or erasure of any price contained in the bid which is used in determining the highest responsible bid shall be rejected unless the alteration or erasure is corrected by being crossed out and the correction printed in ink or typewritten adjacent thereto and initialed in ink by the person signing the bid.
4. In the case of identical high bids from two or more bidders, the school board may, at its discretion, utilize negotiated procurement methods with the tied high bidders so long as the price paid does not go below the high tied bid price. In the case where only a single bid is received, the school board may, at its discretion, negotiate a mutually agreeable contract with the bidder so long as the price paid does not fall below the original bid. If no satisfactory bid is received, the board may readvertise.
5. All bids obtained shall be kept on file for a period of at least one year after their receipt. Every contract made without compliance with the foregoing provisions shall be void.
6. Data submitted by a business to a school in response to a request for bids are private until opened. Once opened, the name of the bidder and the dollar amount specified become public; all other data are private until completion of the selection process, meaning the school has completed its evaluation and ranked the responses. After completion of the selection process, all data submitted by all bidders are public except trade secret data. If all responses are rejected prior to completion of the selection process, all data remain private, except the name of the bidder and the dollar amount specified which were made public at the bid opening for one year from the proposed opening date or until resolicitation results in completion of the selection process or until a determination is made to abandon the purchase, whichever occurs sooner, at which point the remaining data becomes public. Data created or

maintained by the school district as part of the selection or evaluation process are protected as nonpublic data until completion of the selection or evaluation process. At that time, the data are public with the exception of trade secret data.

C. Contracts From \$25,000 to \$175,000

If the amount of the sale is estimated to exceed \$25,000 but not to exceed \$175,000, the contract may be made either upon sealed bids in the manner directed above or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding notice. All quotations obtained shall be kept on file for a period of at least one year after receipt.

D. Contracts \$25,000 or Less

If the amount of the sale is estimated to be \$25,000 or less, the contract may be made either upon quotation or in the open market, ~~at~~ ~~the~~ ~~in~~ ~~the~~ discretion of the school board. The sale in the open market may be by auction. If the contract is made on quotation, it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after receipt.

E. Electronic Sale of Surplus Supplies, Materials, and Equipment

Notwithstanding the other procedural requirements of this policy, the school district may contract to sell supplies, materials, and equipment which ~~are~~ ~~is~~ surplus, obsolete, or unused through an electronic selling process in which purchasers compete to purchase the supplies, materials, or equipment at the highest purchase price in an open and interactive environment.

F. Notice of Quotation

Notice of procedures to receive quotations shall be given by publication or other means as appropriate to provide reasonable notice to the public.

G. Sales to Employees

No officer or employee of the school district shall sell or procure for sale or possess or control for sale to any other officer or employee of the school district any property or materials owned by the school

district unless the property and materials are not needed for public purposes and are sold to a school district employee after reasonable public notice, at a public auction or by sealed response, if the employee is not directly involved in the auction or sale process. Reasonable notice shall include at least one week's published or posted notice. A school district employee may purchase no more than one motor vehicle from the school district at any one auction. This section shall not apply to the sale of property or materials acquired or produced by the school district for sale to the general public in the ordinary course of business. Nothing in this section shall prohibit an employee of the school district from selling or possessing for sale public property if the sale or possession for sale is in the ordinary course of business or the normal course of the employee's duties.

H. Exceptions for Surplus School Computers

1. A school district may bypass the requirements for competitive bidding and is not subject to any other laws relating to school district contracts if it is disposing of surplus school computer and related equipment, including a tablet device, by conveying the property and title to:
  - a. another school district;
  - b. the state department of corrections;
  - c. the board of trustees of Minnesota State Colleges and Universities;
  - d. the family of a student residing in the district whose total family income meets the federal definition of poverty; or
  - e. a charitable organization under section 501(c)(3) of the Internal Revenue Code that is registered with the attorney general's office for educational use.
2. If surplus school computers are not disposed of as described in Paragraph 1., upon adoption of a written resolution of the school board, when updating or replacing school computers, including tablet devices, used primarily by students, the school district may sell or give used computers or tablets to qualifying students at the price specified in the written resolution. A student is eligible to apply to the school board for a computer or tablet

under this subdivision if the student is currently enrolled in the school and intends to enroll in the school in the year following the receipt of the computer or tablet. If more students apply for computers or tablets than are available, the school must first qualify students whose families are eligible for free or reduced-price meals and then dispose of the remaining computers or tablets by lottery.

**I. Disposing of Surplus Books**

Notwithstanding Minnesota Statutes, section 471.345, governing school district contracts made upon sealed bid or otherwise complying with the requirements for competitive bidding, other provisions of this section governing school district contracts, or other law to the contrary, the school district may dispose of school books, including library books, books from an individual classroom library, and textbooks including other materials accompanying a textbook. The school district may dispose of surplus books by donating them to a family of a student residing in the district or a charitable organization under section 501(c)(3) of the Internal Revenue Code.

**[NOTE: The 2025 Minnesota legislature amended Minnesota Statutes, section 123B.52 to add paragraph I.]**

**Legal References:** Minn. Stat. § 13.591 (Business Data)  
Minn. Stat. § 15.054 (~~Public Employees Not to Purchase Merchandise From Governmental Agencies; Exceptions; Sale or Purchase of State Property; Penalty~~)  
Minn. Stat. § 123B.29 (~~Sale of School Building Sale at Auction~~)  
Minn. Stat. § 123B.52 (Contracts)  
Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)  
Minn. Stat. § 471.85 (Property Transfer; Public Corporations)  
Minn. Stat. § 645.11 (Published Notice)

**Cross References:** ~~MSBA Service Manual, Chapter 13~~ MSBA School Law Bulletin "F" (School District Contract and Bidding Procedures)

Resolution for Acceptance of Gifts

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

WHEREAS **an Anonymous Donor** has generously donated **\$6,000.00** to **BOLD School for a Safety Railing to be installed in the Balcony in the Gym;**

WHEREAS **Farmward Cooperative** has generously donated **\$250.00** to the **BOLD FFA;**

WHEREAS **AgQuest** has generously donated **\$250.00** to the **BOLD FFA;**

WHEREAS **LAND O'LAKES** has generously donated **\$500.00** to the **BOLD FFA;**

The motion for adoption of the foregoing resolution was duly seconded by Member \_\_\_\_\_, and upon vote being taken thereon, the following voted in favor thereof:

And the following against the same:

And the following was absent:

The foregoing resolution was approved this 22nd day of December, 2025.

\_\_\_\_\_  
Greg Peppel, School Board Clerk

Resolution for Acceptance of Gifts

Member Aaseth introduced the following resolution and moved its adoption:

WHEREAS an Anonymous Donor has generously donated \$6,000.00 to BOLD School for a Safety Railing to be installed in the Balcony in the Gym;

WHEREAS Farmward Cooperative has generously donated \$250.00 to the BOLD FFA;

WHEREAS AgQuest has generously donated \$250.00 to the BOLD FFA;

WHEREAS LAND O'LAKES has generously donated \$500.00 to the BOLD FFA;

THEREFORE, BE IT RESOLVED by the Bird Island-Olivia-Lake Lillian Public School District 2534-01 Board to gratefully accept these gifts.

The motion for adoption of the foregoing resolution was duly seconded by Member Clouse, and upon vote being taken thereon, the following voted in favor thereof: Zimmerman, Aaseth, Peppel, Benson, Clouse, Sheehan, and Frank.

And the following against the same: None

And the following was absent: None

The foregoing resolution was approved this 22nd day of December, 2025.

  
Greg Peppel, School Board Clerk