

AGENDA
BOLD BOARD OF EDUCATION REGULAR MEETING
BIRD ISLAND-OLIVIA-LAKE LILLIAN
INDEPENDENT SCHOOL DISTRICT #2534
MONDAY, AUGUST 24, 2026
7:00 PM
ROOM 122

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 Peppel
- II. **Pledge of Allegiance**
- III. **Approval of Agenda**
Chair Peppel
- IV. **Recognition of Visitors to the School Board**
- V. **Public Forum**
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)**
 - July 2026 Work session
 - July 2026 Regular School Board Meeting
 - **Approve Personnel Changes (Attachment)**
- VII. **Reports**

A. **Superintendent Report**

B. **PK-6 Principal Report**

Principal Krafka

C. **7-12 Principal Report**

Principal Bodin

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**

The following committees met this month:

- August 05, 2026, Facilities Committee meeting,
- August 12, 2026, Finance Committee meeting,
- August 17, 2026, Pool Committee, and
- August 19, 2026, District Advisory Committee,

VIII. **New Business**

A. Bird Island softball fields project presented by Mike Nagel.

Mike Nagel

B. Resolution Authorizing Conveyance of Real Property (Small Baseball Field) to the City of Bird Island

Chair Peppel

C. Ballpark Complex Joint Powers Agreement Between BOLD School and the City of Bird Island

The Bird Island City Council would like to update our current Joint Power agreement, which was instituted in 2013. The current 2012 agreement and a proposed updated 2026 agreement are attached for review.

D. Proposal for Agreement between BOLD and Dashir for facilities management and custodial services.

Rob Vanderhagen will be in attendance to speak to this.

E. Agreement for a paired Gymnastics program between the School Boards of ISD 2897, Redwood Valley and Wabasso, BOLD, Renville County West and Cedar Mountain.

Two documents attached:

- Agreement for a paired Gymnastics program
- MSHSL document for gymnastics co-op

If we agree to join this Co-Op both documents must be completed and supplied to Redwood Valley.

- F. Hire an assistant director for the fall musical with a \$2300 stipend.
Superintendent Tydlacka
- G. Set Public Hearing Dates for Proposed Property Taxes Payable 2027.
(Action)

ALL Board Members

"The Department of Revenue has established a 'sequence of events' and 'assignment of reporting responsibilities' for the county, school districts, and cities to follow in establishing public budget hearings." All initial and continuation hearing dates selected must be held after November 23, 2026 and no later than December 28, 2026. The continuation hearing date selected must be at least five (5) business days, but no more than 14 business days after the initial hearing. Hearings may not be held on a Sunday or holiday. If held on a day between Monday and Friday, the hearing must be held after 6:00 p.m. at any reasonable time of day. The public hearing(s) may be held on the same day as a regularly scheduled meeting, but must be handled as a separate meeting.

Recommendation:

- **Hearing Date:** Monday, December 7, 2026
- **Continuation Hearing Date:** Monday, December 14, 2026
- **Location:** Media Center - Olivia
- **Time:** 6:30 p.m. (both dates)

Timelines:

- **September 28, 2026 (Regular Mtg):** Adopt Proposed 26 Payable 27 Levy
- **On/By September 29, 2026:** Certify Truth-in-Taxation and Continuation Hearing Dates to County Auditors
- **On/Before September 30, 2026:** Certify Proposed 26 Payable 27 Levy to County Auditor
- **December 7, 2026 @ 6:30 p.m.:** Hold Public Hearing (Special Meeting)
- **December 14, 2026 @ 6:30 p.m.:** Continuation Hearing if Necessary (Special Meeting)
- **December 21, 2026 (Regular Mtg):** Adopt Final 26 Payable 27 Levy
- **On/By December 28, 2026:** Certify Final 26 Payable 27 Levy to County Auditor
- **On/By December 28, 2026:** Notify the Department of Education of Final Certified Levy

Keep in mind that if our proposed maximum for Pay 2027 is less than the Pay 2026 levy, we are not required to hold a truth in taxation

hearing. We will not know our Pay 2027 levy amount until later this fall. Even though we may not need to hold a hearing, we still need to set a public hearing date at tonight's meeting, in order to keep within the requirements and deadlines of the school district levy limitation and certification calendar

- H. First of three readings of Policies : 721, Procurement Policy
Policy 721, Procurement Policy, Is a new policy to BOLD,
recommended by the Finance Committee, for adoption.

- I. second of three readings for policies (Postponed in July meeting):

- **618 ASSESSMENT OF STUDENT ACHIEVEMENT**
- **619 STAFF DEVELOPMENT FOR STANDARDS**

Second reading of policies:

618 ASSESSMENT OF STUDENT ACHIEVEMENT

- New policy: This will require three readings. Admin please weigh in on this. Let the Policy Committee know if you need more time to look this over.

619 STAFF DEVELOPMENT FOR STANDARDS

- This is a new policy so will require three readings. Admin please note highlighted area. Do we have a committee that addresses this?

- J. First and final reading of policy:

- **413 Harassment and Violence with Form**

- K. Third and final readings of policies:

- **405, Veteran's Preference.**
- **516.5 Overdose Medication**
- **524, Internet, Technology, and Cell Phone Acceptable Use and Safety Policy.**
- **714 Fund Balance**
- **405, Veteran's Preference.**

- New policy to BOLD, will require three readings.

413 Harassment and Violence with Form

- Minor changes (adding the number word for the number symbol, removing outdated notice of legislative notes).

516.5 Overdose Medication

- Three readings required due to substantial changes. Section 3 C was moved to the end of the policy. Section 4 A shows the addition of a definition for "school site". Section G is a new addition. Section 4 3 D was highlighted as a reminder to attach guidelines and procedures to this policy once it is approved by the school board.

524, Internet, Technology, and Cell Phone Acceptable Use and Safety Policy.

- Added section (V. A. 11. on p. 4) about deepfakes and additions to Legal References.

714 Fund Balances

- New Policy for our district. Will replace existing policy 750. Revocation of policy 750 to occur when 714 is approved.
 - L. Approval for the Acceptance of Gifts
Approval for the Acceptance of Gifts
 - M. Approve the 2026-2027 PK-6 Grade School Handbook. (Attachment)
(Action)
Superintendent Tydlacka

IX. Upcoming dates:

September 2, 2026, Facilities Committee meeting, Elementary break out room, 4:00pm

September 9, 2026, Finance Committee meeting, District office, 4:00pm

September 28, 2026, Regular School Board Meeting, Elementary break out room, 7:00PM

October 7, 2026, Facilities Committee meeting, Elementary break out room, 4:00pm

October 14, 2026, Finance Committee meeting, District office, 4:00pm

October 26, 2026, Regular School Board Meeting, Elementary break out room, 7:00PM

X. Adjourn

BOLD BOARD OF EDUCATION WORK SESSION

Tuesday, July 28, 2026 6:00 PM

Elementary Breakout Space, 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

I. Call to Order and Roll Call

Speaker(s): Chair
Peppel

II. Approval of Agenda (action)

Action(s):

I move to approve the meeting agenda as published in boardbook. This motion, made by Mary Ella Clouse and seconded by Michael Zimmerman, Carried.

Voting Detail:

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

Voting Summary: Yea: 7, Nay: 0

III. Recognition of Visitors to the Board Meeting

IV. New Business

IV.A. Review referendum project timing

IV.B. Discuss kitchen and dining options for the start of SY26-27

Speaker(s): Margaret Fleming, and Nicole Allen

V. Adjourn (action)

Action(s):

I move to adjourn meeting. This motion, made by Dr. Todd Frank and seconded by Todd Sheehan, Carried.

Voting Detail:

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

Speaker(s): Chair
Peppel

Michael Zimmerman: Yea

Voting Summary: Yea: 7, Nay: 0

Discussion: Meeting adjourned at 6:51 PM.

Board Secretary

BOLD BOARD OF EDUCATION REGULAR MEETING

Tuesday, July 28, 2026 7:00 PM

Elementary Breakout Space, 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

I. Call to Order and Roll Call

Speaker(s): Chair
Peppel

II. Pledge of Allegiance

III. Approval of Agenda

Speaker(s): Chair
Peppel

Action(s):

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

Voting Detail:

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

Voting Summary: Yea: 7, Nay: 0

IV. Recognition of Visitors to the School Board

V. Public Forum

VI. Consent Items

Action(s):

I move to approve the consent items of approving bill payments, the June 22, 2026 and July 9, 2026 board minutes, and personnel changes as published in the board packet. This motion, made by Mary Ella Clouse and seconded by Sandy Benson, Carried.

Voting Detail:

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

Michael Zimmerman: Yea

Voting Summary: Yea: 7, Nay: 0

Discussion: I do want to comment on the monthly budget report. You will notice that our June expenses shot up massively because of end of year contract payouts like they do every June. This is in fact normal and expected. Some of our overall expenses are asbestos related (which we are all very aware of).

Also, quick perception is that revenues vs expenses create a large deficit. Know that there are many/multiple revenue adjustments/allocations/entries to be made yet that will change this as this info does not factor in our state or federal payment receivables, our property tax shift, or any other audit adjustments. I do not want this report's info to be taken out of context by anyone, so I did put an extra note of this not being final information.

VII. Reports

VII.A. **Superintendent Report**

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

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

VII.D. **Activities Report**

Speaker(s): AD Flann

VII.E. **Community Education Report**

VII.F. **Food Service Director Report**

Speaker(s): Margaret Fleming

VII.G. **Pool Report**

VII.H. **Facilities Report**

VII.I. **School Board Committee Reports**

VIII. New Business

VIII.A. Nexus referendum project update and options for kitchen and dining for start of SY26/27

Speaker(s): Nicole Allen (Nexus)

VIII.B. Approve the 2026-2027 ECFE/School Readiness Tuition and Busing Rates as published in the attached table. This reflects a 3.5% increase in fees over last year. (Action)

Speaker(s): Superintendent Tydlacka

Action(s):

I move to increase the school year 2026-2027 ECFE/School Readiness Tuition and Busing Rates by 3.5% higher than SY25-26 rates. This motion, made by Dr. Todd Frank and seconded by Michael Zimmerman, Carried.

Voting Detail:

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

Voting Summary: Yea: 7, Nay: 0

VIII.C. Approve the Fiscal Year 2026 LTFM Ten-Year Revenue Projection and FY 2026 LTFM Ten-Year Expenditures Application. (Attachments) (Action)

Speaker (s) :
Superintendent Tim Tydlacka

Action(s) :

I move to approve the Fiscal Year 2026 LTFM Ten-Year Revenue Projection and FY 2026 LTFM Ten-Year Expenditures Application as published in the board packet. This motion, made by Brad Aaseth and seconded by Todd Sheehan, Carried.

Voting Detail:

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

Voting Summary: Yea: 7, Nay: 0

VIII.D. Approve the Student Directory Information Notice for Publication. (Attachment) (Action)

Speaker (s) :
Superintendent Tydlacka

Action(s) :

I move to approve the 2026-2027 PK-6 Grade School Handbook as published in the board packet. This motion, made by Dr. Todd Frank and seconded by Michael Zimmerman, Carried.

Voting Detail:

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

Voting Summary: Yea: 7, Nay: 0

VIII.E. Approve the 2026-2027 PK-6 Grade School Handbook. (Attachment) (Action)

Speaker (s) :
Superintendent Tydlacka

Action(s) :

The motion to approve the 2026-2027 PK-6 Grade School Handbook was tabled to the August board meeting. This motion, made by Dr. Todd Frank and seconded by Mary Ella Clouse, Carried.

Voting Detail:

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

Voting Summary: Yea: 7, Nay: 0

VIII.F. Approve the 2026-2027 7-12 Grade School Handbook. (Attachment) (Action)

Action(s):

I move to approve the 2026-2027 7-12 Grade School Handbook as published in the board packet. This motion, made by Mary Ella Clouse and seconded by Michael Zimmerman, Carried.

Voting Detail:

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

Voting Summary: Yea: 7, Nay: 0

VIII.G. Approve the 2026-2027 Fall Athletic Coaching list as published in the board packet. (Attachment) (Action)

Action(s):

I move to approve the School Year 2026-2027 Fall Athletic Coaching list as published in the board packet. This motion, made by Mary Ella Clouse and seconded by Michael Zimmerman, Carried.

Voting Detail:

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

Voting Summary: Yea: 6, Nay: 0, Abstain (With Conflict): 1

VIII.H. Approve the 2026-2027 Co-Curricular Staffing List as published in the board packet. (Attachment) (Action)

Action(s):

I move to approve the 2026-2027 Co-Curricular Staffing List as published in the board packet. This motion, made by Mary Ella Clouse and seconded by Dr. Todd Frank, Carried.

Voting Detail:

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

Voting Summary: Yea: 6, Nay: 0, Abstain (With Conflict): 1

VIII.I. Set Event Prices for the 2026-2027 school year for Student Admission (Grades K-12) at \$5.00 and Adult Admission at \$8.00 for Athletic Events.

Action(s):

I move to set Event Prices for the 2026-2027 school year for Student Admission (Grades K-12) at \$5.00 and Adult Admission at \$8.00. This motion, made by Brad Aaseth and seconded by Michael Zimmerman, Carried.

Voting Detail:

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

Voting Summary: Yea: 7, Nay: 0

VIII.J. First/final reading and approval of Policy:

- **414, MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE**
- **806 Crisis Management**

VIII.K. and third/final reading and approval of Policy:

- **615, Testing Accommodations, Modifications, Exemptions, for IEPs, Section 504 Plans, and LEP Students.**

Action(s):

I move to approve; Policies 414, MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE, Policy 615, Testing Accommodations, Modifications, Exemptions, for IEPs, Section 504 Plans, and LEP Students, and policy 806, Crisis Management as published in the board packet. This motion, made by Dr. Todd Frank and seconded by Sandy Benson, Carried.

Voting Detail:

Brad Aaseth: Yea
Sandy Benson: Yea

Mary Ella Clouse: Yea
Dr. Todd Frank: Yea
Greg Peppel: Yea
Todd Sheehan: Yea
Michael Zimmerman: Yea

Voting Summary: Yea: 7, Nay: 0

I move to approve; Policies 414, MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE, Policy 615, Testing Accommodations, Modifications, Exemptions, for IEPs, Section 504 Plans, and LEP Students, and table Policy 806, Crisis Management as published in the board packet. This motion, made by Dr. Todd Frank and seconded by Mary Ella Clouse, Carried.

Voting Detail:

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

Voting Summary: Yea: 7, Nay: 0

With Subsidiary Motions:

Motion was amended to table Policy 806 until August board meeting. This motion, made by Dr. Todd Frank and seconded by Mary Ella Clouse, Carried.

Voting Detail:

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

Voting Summary: Yea: 7, Nay: 0

VIII.L. Postponement of second of three readings for policies:

- 618 ASSESSMENT OF STUDENT ACHIEVEMENT
- 619 STAFF DEVELOPMENT FOR STANDARDS

Action(s):

I move to postpone the second of three readings of policies 618 Assessment of Student Achievement, and 619, Staff Development until August. This motion, made by Todd Sheehan and seconded by Michael Zimmerman, Carried.

Voting Detail:

Brad Aaseth: Yea
Sandy Benson: Yea

Mary Ella Clouse: Yea
Dr. Todd Frank: Yea
Greg Peppel: Yea
Todd Sheehan: Yea
Michael Zimmerman: Yea

Voting Summary: Yea: 7, Nay: 0

VIII.M. Second of three readings for policies:

- **405, Veteran's Preference.**
- **516.5 Overdose Medication**
- **524, Internet, Technology, and Cell Phone Acceptable Use and Safety Policy.**
- **714 Fund Balances**

VIII.N. Approval for the Acceptance of Gifts

VIII.O. **Upcoming dates:**

August 5, 2026, Facilities Committee meeting,
Elementary break out room, 4:00pm
August 12, 2026, Finance Committee meeting,
District office, 4:00pm
August 19, 2026, District Advisory Committee,
Elementary break out room ,10:30-11:30 AM.
August 24, 2026, Regular School Board Meeting,
Elementary break out room, 7:00PM
September 28, 2026, Regular School Board Meeting,
Elementary break out room, 7:00PM

IX. **Adjourn**

Action(s):

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

Voting Detail:

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

Voting Summary: Yea: 7, Nay: 0

Discussion: Meeting was adjourned at 8:21 PM.

Board Secretary

August 24, 2026 Board Meeting

NEW HIRES:

RESIGNATIONS/TERMINATIONS:

1. Brandon Jahnz, Director of Buildings and Grounds
2. Kory Eiler, Junior High Volleyball Coach

LEAVES OF ABSENCE:

- 1.

.

Payment Reg by Check-No Voids

Check Number: 0-2147483647 Payment Date: 7/24/2026-8/20/2026

Pay/Void										
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
HOME	54291	CH	1	02290	MN COUNCIL 65 AFSCME	07/30/2026	\$77.65	99974	B 01 215 044	Union Dues
Check Total:							\$77.65			
HOME	54292	CH	1	4847	UNITED WAY OF WEST CENTRAL MN	07/30/2026	\$15.00	99971	B 01 215 000	Payroll Deductions
Check Total:							\$15.00			
HOME	54293	CH	1	6334	AERCOR Inc.	07/29/2026	\$22,866.11	99987	E 01 005 630 257 302 555	Materials for Project : Extreme Switching
Check Total:							\$22,866.11			
HOME	54294	CH	1	6346	Carrie Frank Consulting	07/29/2026	\$2,567.75	99983	E 02 005 770 860 701 366	Western MN 5 Staff Development
Check Total:							\$2,567.75			
HOME	54295	CH	1	00887	CITY OF BIRD ISLAND	07/29/2026	\$70.73	99988	E 01 015 810 000 000 330	utilities
Check Total:							\$70.73			
HOME	54296	CH	1	6238	Every Meal	07/29/2026	\$1,202.44	99992	E 01 015 216 000 863 490	Migrant
Check Total:							\$1,202.44			
HOME	54297	CH	1	5394	INSTITUTE FOR ENVIRONMENTAL ASSES	07/29/2026	\$407.95	99986	E 01 005 866 000 358 305	Asbestos services
HOME	54297	CH	1	5394	INSTITUTE FOR ENVIRONMENTAL ASSES	07/29/2026	\$6,238.69	99985	E 01 005 866 000 358 305	Asbestos services
Check Total:							\$6,646.64			
HOME	54298	CH	1	6124	Kate Siegel	07/29/2026	\$161.46	99989	E 01 015 216 000 863 369	7/20 art enrichment
Check Total:							\$161.46			
HOME	54299	CH	1	2103	MAX'S GRILL	07/29/2026	\$207.77	99946	E 01 020 211 908 000 401	REACH Program Meal
Check Total:							\$207.77			
HOME	54300	CH	1	4185	NISSEN'S DAIRY DELIVERY	07/29/2026	\$304.70	99994	E 02 005 770 000 701 495	Olivia-Lunch-Milk
Check Total:							\$304.70			
HOME	54301	CH	1	4374	REGION 1	07/29/2026	\$2,289.41	99990	E 01 020 620 405 000 470	FY27 Library Manager Support and Hostin
Check Total:							\$2,289.41			
HOME	54302	CH	1	01069	ST. MARY'S SCHOOL	07/29/2026	\$7,500.00	99972	E 01 015 216 000 863 335	Migrant Program Facilities Fee
Check Total:							\$7,500.00			
HOME	54303	CH	1	5217	SUPERIOR TRANSPORTATION SERVICES	07/29/2026	\$7,269.90	99984	E 01 005 760 000 720 360	July Routes
HOME	54303	CH	1	5217	SUPERIOR TRANSPORTATION SERVICES	07/29/2026	\$1,141.20	99984	E 01 005 760 000 720 360	June/July Extra Curricular
HOME	54303	CH	1	5217	SUPERIOR TRANSPORTATION SERVICES	07/29/2026	\$304.50	99984	E 01 005 760 000 720 441	June Fuel - Gas
HOME	54303	CH	1	5217	SUPERIOR TRANSPORTATION SERVICES	07/29/2026	\$0.00	99984	E 01 005 760 000 720 441	June Fuel - Diesel
HOME	54303	CH	1	5217	SUPERIOR TRANSPORTATION SERVICES	07/29/2026	\$12,363.95	99993	E 01 015 216 000 863 360	Migrant Program - June Routes
Check Total:							\$21,079.55			

Payment Reg by Check-No Voids

Check Number: 0-2147483647 Payment Date: 7/24/2026-8/20/2026

Pay/Void										
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
HOME	54304	CH	1	6344	Teton Science Schools	07/29/2026	\$2,000.00	99945	E 01 005 640 000 316 305	9/2 - 9/3 Staff development
Check Total:							\$2,000.00			
HOME	54305	CH	1	4053	Tom Lippert/Olivia Kiwanis	07/29/2026	\$125.00	99991	E 01 005 110 000 000 820	2026 Kiwanis Membership Dues
Check Total:							\$125.00			
HOME	54306	CH	1	6347	Tracy Flynn Bowe	07/29/2026	\$2,246.25	99982	E 02 005 770 860 701 366	Western MN 5 Staff Development
Check Total:							\$2,246.25			
HOME	54307	CH	1	6074	Baker Tilly Muncipal Advisors, LLC	07/30/2026	\$5,775.00	99996	E 06 005 870 000 000 305	BOLD Monitoring Bond- Project Monitoring
HOME	54307	CH	1	6074	Baker Tilly Muncipal Advisors, LLC	07/30/2026	\$6,050.00	99995	E 06 005 870 000 000 305	BOLD Monitoring Bond- Project Monitoring
Check Total:							\$11,825.00			
HOME	54308	CH	1	1931	FOLLETT SCHOOL SOLUTIONS INC	07/30/2026	\$141.24	99997	E 01 020 620 405 000 470	Titlepeek H.S
HOME	54308	CH	1	1931	FOLLETT SCHOOL SOLUTIONS INC	07/30/2026	\$141.24	99997	E 01 015 620 405 000 470	Titlepeek Elem
Check Total:							\$282.48			
HOME	54309	CH	1	6204	Titan Environmental	07/30/2026	\$18,040.00	99998	E 01 005 866 000 358 305	Abatement work Removal and disposal of
Check Total:							\$18,040.00			
HOME	54311	CH	1	02290	MN COUNCIL 65 AFSCME	08/14/2026	\$86.66	100019	B 01 215 044	Union Dues
Check Total:							\$86.66			
HOME	54312	CH	1	4847	UNITED WAY OF WEST CENTRAL MN	08/14/2026	\$15.00	100018	B 01 215 000	Payroll Deductions
Check Total:							\$15.00			
HOME	54313	CH	1	6348	Ava Schlomann	08/18/2026	\$5,000.00	100029	E 18 005 960 000 340 898	2026 Scholarship
Check Total:							\$5,000.00			
HOME	54314	CH	1	6074	Baker Tilly Muncipal Advisors, LLC	08/18/2026	\$3,000.00	100030	E 06 005 870 000 000 305	Continuing Disclosure Fees
Check Total:							\$3,000.00			
HOME	54315	CH	1	6108	BetterU Solutions LLC	08/18/2026	\$3,833.34	100046	E 01 020 640 000 316 366	Staff Dev Contract \$11500.00, pymnt 1 of
Check Total:							\$3,833.34			
HOME	54316	CH	1	6342	Center for Responsive Schools	08/18/2026	\$27,500.00	100039	E 01 020 640 000 316 366	Responsive Classroom Course for Elemer
Check Total:							\$27,500.00			
HOME	54317	CH	1	00061	CHAPPELL CENTRAL	08/18/2026	\$1,165.00	100045	E 01 020 810 000 000 350	131888 Larger Sewer Machine Camera
Check Total:							\$1,165.00			
HOME	54318	CH	1	4471	CMF TREE SERVICE	08/18/2026	\$610.24	100048	E 01 020 810 000 000 332	20 yd roll off, landfill fee
Check Total:							\$610.24			
HOME	54319	CH	1	6349	Derrick Bahl	08/18/2026	\$5,000.00	100028	E 18 005 960 000 340 898	2026 Scholarship
Check Total:							\$5,000.00			

Payment Reg by Check-No Voids

Check Number: 0-2147483647 Payment Date: 7/24/2026-8/20/2026

Pay/Void										
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
HOME	54320	CH	1	6265	Early Learning Solutions Inc.	08/18/2026	\$1,100.00	100043	E 04 001 590 000 351 460	Math Shelf License Tablet Supplemental M
Check Total:							\$1,100.00			
HOME	54321	CH	1	6133	Great Minds PBC	08/18/2026	\$2,394.00	100037	E 01 005 640 000 312 305	Wit & Wisdom Digital Teacher Edition Licer
Check Total:							\$2,394.00			
HOME	54322	CH	1	02203	HILLYARD Inc.	08/18/2026	\$130.06	100050	E 01 020 810 000 000 350	cleaner
Check Total:							\$130.06			
HOME	54323	CH	1	5072	HORIZON COMMERCIAL POOL SUPPLY	08/18/2026	\$12.01	100040	E 05 005 120 000 000 350	Total Alkaninity - Test
HOME	54323	CH	1	5072	HORIZON COMMERCIAL POOL SUPPLY	08/18/2026	\$10.97	100040	E 05 005 120 000 000 350	Sulfuric Acid - Test
HOME	54323	CH	1	5072	HORIZON COMMERCIAL POOL SUPPLY	08/18/2026	\$14.32	100040	E 05 005 120 000 000 350	Calcium Buffer - Test
HOME	54323	CH	1	5072	HORIZON COMMERCIAL POOL SUPPLY	08/18/2026	\$429.66	100041	E 05 005 120 000 000 350	Hypochlorite Accu-Tab Pucks
HOME	54323	CH	1	5072	HORIZON COMMERCIAL POOL SUPPLY	08/18/2026	\$375.12	100041	E 05 005 120 000 000 350	Hydrochloric Acid Drum
HOME	54323	CH	1	5072	HORIZON COMMERCIAL POOL SUPPLY	08/18/2026	\$60.00	100041	E 05 005 120 000 000 350	Container Deposit Drums
HOME	54323	CH	1	5072	HORIZON COMMERCIAL POOL SUPPLY	08/18/2026	\$19.62	100041	E 05 005 120 000 000 350	DPD Powder Testing
HOME	54323	CH	1	5072	HORIZON COMMERCIAL POOL SUPPLY	08/18/2026	\$27.60	100041	E 05 005 120 000 000 350	FAS DPD Titrating Reagent - Testing
HOME	54323	CH	1	5072	HORIZON COMMERCIAL POOL SUPPLY	08/18/2026	(\$82.50)	100041	E 05 005 120 000 000 350	Container-Drum Return
HOME	54323	CH	1	5072	HORIZON COMMERCIAL POOL SUPPLY	08/18/2026	\$85.00	100041	E 05 005 120 000 000 350	Delivery
Check Total:							\$951.80			
HOME	54324	CH	1	5470	Indianhead Foodservice Distributor, Inc.	08/18/2026	\$681.04	100006	E 02 005 770 000 701 490	SY - Lunch
Check Total:							\$681.04			
HOME	54325	CH	1	5214	MAC'S HARDWARE	08/18/2026	\$129.99	100062	E 01 005 110 000 000 401	907797 floor fan
HOME	54325	CH	1	5214	MAC'S HARDWARE	08/18/2026	\$389.99	100060	E 01 020 810 000 000 401	907796 fan
HOME	54325	CH	1	5214	MAC'S HARDWARE	08/18/2026	\$64.96	100058	E 01 020 810 000 000 401	907703 paint, tape
HOME	54325	CH	1	5214	MAC'S HARDWARE	08/18/2026	\$4.79	100061	E 01 020 810 000 000 401	907734 tarp straps
HOME	54325	CH	1	5214	MAC'S HARDWARE	08/18/2026	\$129.99	100055	E 01 020 810 000 000 401	907582 sprayer
HOME	54325	CH	1	5214	MAC'S HARDWARE	08/18/2026	\$215.56	100059	E 01 020 810 000 000 401	907763 paint
HOME	54325	CH	1	5214	MAC'S HARDWARE	08/18/2026	\$1.68	100053	E 01 020 810 000 000 401	907574 bolts, nuts, washers
HOME	54325	CH	1	5214	MAC'S HARDWARE	08/18/2026	\$4.78	100054	E 01 020 810 000 000 401	907576 fly catcher ribbon
HOME	54325	CH	1	5214	MAC'S HARDWARE	08/18/2026	\$34.44	100056	E 01 020 810 000 000 401	907628 joint cleaner, toggle blt, washers
HOME	54325	CH	1	5214	MAC'S HARDWARE	08/18/2026	\$40.11	100057	E 05 005 120 000 000 350	907686 jbolt/bulk fastners
HOME	54325	CH	1	5214	MAC'S HARDWARE	08/18/2026	\$46.98	100057	E 01 020 810 000 000 401	907686 cycle fuel, timmer line
HOME	54325	CH	1	5214	MAC'S HARDWARE	08/18/2026	(\$40.11)	100057	E 05 005 120 000 000 350	907686 jbolt/bulk fastners
HOME	54325	CH	1	5214	MAC'S HARDWARE	08/18/2026	\$40.11	100057	E 05 005 120 000 000 350	907686 jbolt/bulk fastners
Check Total:							\$1,063.27			

Payment Reg by Check-No Voids

Check Number: 0-2147483647 Payment Date: 7/24/2026-8/20/2026

Pay/Void										
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
HOME	54326	CH	1	5775	MAP OF THE MONTH	08/18/2026	\$137.00	100052	E 04 001 590 000 351 460	USA Region maps/shipping
Check Total:							\$137.00			
HOME	54327	CH	1	3350	MENARDS	08/18/2026	\$729.49	100049	E 01 020 810 000 000 401	paint, roller covers, drop cloths
HOME	54327	CH	1	3350	MENARDS	08/18/2026	\$283.96	100042	E 01 020 810 000 000 401	Primer paint
HOME	54327	CH	1	3350	MENARDS	08/18/2026	\$431.26	100042	E 01 020 810 000 000 401	paint sprayer, paint tape, spray shield
Check Total:							\$1,444.71			
HOME	54328	CH	1	5971	Mystery Science	08/18/2026	\$999.00	100038	E 01 015 203 000 000 460	Mystery Science for District 2026-2027
Check Total:							\$999.00			
HOME	54329	CH	1	5835	NAPA Auto Parts	08/18/2026	\$5.81	100051	E 01 020 810 000 000 401	fittings
Check Total:							\$5.81			
HOME	54330	CH	1	3179	NWEA	08/18/2026	\$1,444.25	100044	E 04 001 590 000 351 460	NWEA Map Growth K-12
Check Total:							\$1,444.25			
HOME	54331	CH	1	00113	SW/WC SERVICE COOP	08/18/2026	\$10,090.75	100066	E 01 005 108 405 000 316	Technology Support
HOME	54331	CH	1	00113	SW/WC SERVICE COOP	08/18/2026	\$586.65	100066	E 01 005 630 257 302 305	Cybersecurity Service
HOME	54331	CH	1	00113	SW/WC SERVICE COOP	08/18/2026	\$10,000.00	100064	E 01 005 110 000 000 305	Business Management - Payroll/Finance
HOME	54331	CH	1	00113	SW/WC SERVICE COOP	08/18/2026	\$10,090.75	100065	E 01 005 108 405 000 316	Technology Support
HOME	54331	CH	1	00113	SW/WC SERVICE COOP	08/18/2026	\$586.65	100065	E 01 005 630 257 302 305	Cybersecurity Service
Check Total:							\$31,354.80			
HOME	54332	CH	1	6341	VitaminK12, LLC	08/18/2026	\$950.00	100047	E 01 005 110 000 000 380	MNSchoolJobs.com / Automatic Import
Check Total:							\$950.00			
HOME	54333	CH	1	6216	ArbiterSports LLC	08/19/2026	\$1,000.00	100082	E 04 005 505 000 321 305	Comm Ed Portion of Annual Sub
Check Total:							\$1,000.00			
HOME	54334	CH	1	00887	CITY OF BIRD ISLAND	08/19/2026	\$139.16	100073	E 01 015 810 000 000 330	utilities
Check Total:							\$139.16			
HOME	54335	CH	1	00435	CITY OF OLIVIA	08/19/2026	\$70.87	100077	E 02 005 770 000 701 330	utilities
HOME	54335	CH	1	00435	CITY OF OLIVIA	08/19/2026	\$1,346.46	100077	E 01 020 810 000 000 330	utilities
HOME	54335	CH	1	00435	CITY OF OLIVIA	08/19/2026	\$34.17	100078	E 02 005 770 000 701 330	utilities
HOME	54335	CH	1	00435	CITY OF OLIVIA	08/19/2026	\$649.31	100078	E 01 020 810 000 000 330	utilities
HOME	54335	CH	1	00435	CITY OF OLIVIA	08/19/2026	\$5.58	100080	E 02 005 770 000 701 330	utilities
HOME	54335	CH	1	00435	CITY OF OLIVIA	08/19/2026	\$105.93	100080	E 01 020 810 000 000 330	utilities
HOME	54335	CH	1	00435	CITY OF OLIVIA	08/19/2026	\$338.95	100076	E 02 005 770 000 701 330	utilities
HOME	54335	CH	1	00435	CITY OF OLIVIA	08/19/2026	\$6,440.00	100076	E 01 020 810 000 000 330	utilities
HOME	54335	CH	1	00435	CITY OF OLIVIA	08/19/2026	\$2.39	100079	E 02 005 770 000 701 330	utilities

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Check Number: 0-2147483647 Payment Date: 7/24/2026-8/20/2026

Pay/Void										
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
HOME	54335	CH	1	00435	CITY OF OLIVIA	08/19/2026	\$45.49	100079	E 01 020 810 000 000 330	utilities
Check Total:							\$9,039.15			
HOME	54336	CH	1	4471	CMF TREE SERVICE	08/19/2026	\$725.78	100072	E 01 020 810 000 000 332	20 yd roll off, landfill fee
Check Total:							\$725.78			
HOME	54337	CH	1	1883	MARCO TECHNOLOGIES, LLC	08/19/2026	\$63.75	100074	E 01 005 110 000 000 305	shred service
Check Total:							\$63.75			
HOME	54338	CH	1	6355	School Nutrition Leaders of Minnesota	08/19/2026	\$100.00	100081	E 02 005 770 000 701 820	Membership fee
Check Total:							\$100.00			
HOME	54339	CH	1	02546	WEST CENTRAL SANITATION	08/19/2026	\$738.80	100068	E 01 015 810 000 000 332	sanitation services BI
HOME	54339	CH	1	02546	WEST CENTRAL SANITATION	08/19/2026	\$749.88	100071	E 01 015 810 000 000 332	sanitation services BI
HOME	54339	CH	1	02546	WEST CENTRAL SANITATION	08/19/2026	\$647.72	100069	E 01 015 810 000 000 332	sanitation services BI
HOME	54339	CH	1	02546	WEST CENTRAL SANITATION	08/19/2026	\$654.88	100070	E 01 015 810 000 000 332	sanitation services BI
Check Total:							\$2,791.28			
Bank HOME Total:							\$202,233.04			
REFC	5349	CH	1	6212	Admiral Coatings, Inc.	08/20/2026	\$42,797.50	100103	E 06 005 870 000 000 305	BOLD BP02 Olivia and Bird Island Additions ar
Check Total:							\$42,797.50			
REFC	5350	CH	1	00061	CHAPPELL CENTRAL	08/20/2026	\$18,552.06	100105	E 06 005 870 000 000 305	BOLD BP02 Olivia and Bird Island Additor
Check Total:							\$18,552.06			
REFC	5351	CH	1	6193	Commercial Drywall, Inc.	08/20/2026	\$52,586.68	100100	E 06 005 870 000 000 530	BOLD BP02 Olivia and Bird Island Additon
Check Total:							\$52,586.68			
REFC	5352	CH	1	5463	DUININCK INC. - MN	08/20/2026	\$82,914.35	100108	E 06 005 870 000 000 305	BOLD BP02 Olivia and Bird Island Additor
Check Total:							\$82,914.35			
REFC	5353	CH	1	6188	Evenson Concrete Systems	08/20/2026	\$81,241.82	100097	E 06 005 870 000 000 305	BOLD BP02 Olivia Bird Island Additions ar
Check Total:							\$81,241.82			
REFC	5354	CH	1	6167	FORD METRO , Inc.	08/20/2026	\$6,745.00	100099	E 06 005 870 000 000 305	BOLD BP02 Olivia and BI Additions and Re
Check Total:							\$6,745.00			
REFC	5355	CH	1	3611	JOHNSON CONTROLS BUILDING SOLUTI	08/20/2026	\$17,984.99	100109	E 06 005 870 000 000 530	App 5 Project: School District Olivia Bird Is
Check Total:							\$17,984.99			
REFC	5356	CH	1	6210	Lakeside Construction& Masonry	08/20/2026	\$259,700.55	100098	E 06 005 870 000 000 305	BOLD BP02 Olivia and Bird Island Additor
Check Total:							\$259,700.55			
REFC	5357	CH	1	6158	Masters Plumbing, Heating & Cooling LLC	08/20/2026	\$59,755.00	100104	E 06 005 870 000 000 305	BOLD BP02 Olivia and Bird Island Additor
Check Total:							\$59,755.00			

Payment Reg by Check-No Voids

Check Number: 0-2147483647 Payment Date: 7/24/2026-8/20/2026

						Pay/Void						
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description		
REFC	5358	CH	1	5040	MCDOWALL COMPANY	08/20/2026	\$50,466.85	100106	E 06 005 870 000 000 305	BOLD BP02 Olivia and Bird Island Addition		
Check Total:							\$50,466.85					
REFC	5359	CH	1	6194	Multiple Concepts Interiors (MCI)	08/20/2026	\$68,526.35	100101	E 06 005 870 000 000 305	BOLD BP02 Olivia and Bird Island Addition		
Check Total:							\$68,526.35					
REFC	5360	CH	1	6054	Nexus Solutions LLc	08/20/2026	\$127,389.87	100095	E 06 005 870 000 000 305	Project Development, Program Managemer		
Check Total:							\$127,389.87					
REFC	5361	CH	1	6118	Robert W. Carlstrom Co., Inc	08/20/2026	\$341,758.15	100096	E 06 005 870 000 000 305	BOLD BP02 Olivia and Bird Island Additon:		
Check Total:							\$341,758.15					
REFC	5362	CH	1	6223	St. Cloud Acoustics	08/20/2026	\$15,005.25	100102	E 06 005 870 000 000 305	BOLD BP02 Olivia and Bird Island Addition		
Check Total:							\$15,005.25					
REFC	5363	CH	1	6166	WILLMAR ELECTRIC	08/20/2026	\$125,162.50	100107	E 06 005 870 000 000 305	BOLD BP02 Olivia and Bird Island Addition		
Check Total:							\$125,162.50					
Bank REFC Total:							\$1,350,586.92					
Report Total:							\$1,552,819.96					

Payment Reg by Check-No Voids

Check Number: 0-2147483647 Payment Date: 7/24/2026-8/20/2026

						Pay/Void				
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
HOME		NX	1	01320	AMERIPRISE FINANCIAL SERVICES	07/30/2026	\$332.50	99961	B 01 215 005	Payroll Deductions Annuity W/H
HOME		NX	1	01321	HORACE MANN INS CO	07/30/2026	\$687.54	99966	B 01 215 005	Payroll Deductions Annuity W/H
HOME		NX	1	02250	EDUCATION OF MINNESOTA/ ESI	07/30/2026	\$904.18	99962	B 01 215 000	Payroll Deductions
HOME		NX	1	02250	EDUCATION OF MINNESOTA/ ESI	07/30/2026	\$479.21	99962	B 01 215 005	Payroll Deductions Annuity W/H
HOME		NX	1	1677	AMERICAN FUNDS GROUP	07/30/2026	\$2,366.73	99960	B 01 215 005	Payroll Deductions Annuity W/H
HOME		NX	1	2484	THRIVENT FINANCIAL	07/30/2026	\$908.39	99969	B 01 215 005	Payroll Deductions Annuity W/H
HOME		NX	1	3531	Farm Bureau Financial Services	07/30/2026	\$116.68	99963	B 01 215 005	Payroll Deductions Annuity W/H
HOME		NX	1	6330	MedSurety	07/30/2026	\$1,572.91	99967	B 01 215 028	Payroll Deductions - HSA
HOME		NX	1	6330	MedSurety	07/30/2026	\$245.80	99967	B 01 215 096	Flex-Med Care Odd Year
HOME		NX	2	3093	IRS USA DEPARTMENT OF TREASURY	07/30/2026	\$17,135.90	99964	B 01 215 010	Payroll Deductions FICA W/H-Brd Share
HOME		NX	2	3093	IRS USA DEPARTMENT OF TREASURY	07/30/2026	\$6,747.14	99965	B 01 215 011	Payroll Deductions Fed W/H
HOME		NX	2	3095	MN DEPT. OF REVENUE	07/30/2026	\$4,145.90	99968	B 01 215 013	Payroll Deductions MN St W/H
HOME		NX	2	3096	TEACHERS RETIREMENT ASSN.	07/30/2026	\$22,227.93	99970	B 01 215 018	Payroll Deductions TRA W/H-Brd Share
HOME		NX	1	1677	AMERICAN FUNDS GROUP	07/30/2026	\$479.17	99975	B 01 215 005	Payroll Deductions Annuity W/H
HOME		NX	1	6330	MedSurety	07/30/2026	\$75.00	99978	B 01 215 028	Payroll Deductions - HSA
HOME		NX	1	6330	MedSurety	07/30/2026	\$100.00	99978	B 01 215 096	Flex-Med Care Odd Year
HOME		NX	2	3093	IRS USA DEPARTMENT OF TREASURY	07/30/2026	\$4,071.66	99977	B 01 215 011	Payroll Deductions Fed W/H
HOME		NX	2	3093	IRS USA DEPARTMENT OF TREASURY	07/30/2026	\$13,922.48	99976	B 01 215 010	Payroll Deductions FICA W/H-Brd Share
HOME		NX	2	3094	PUBLIC EMPLOYEES RETIREMENT	07/30/2026	\$2,895.88	99979	B 01 215 017	Payroll Deductions PERA W/H-Brd Share
HOME		NX	2	3095	MN DEPT. OF REVENUE	07/30/2026	\$2,962.60	99980	B 01 215 013	Payroll Deductions MN St W/H
HOME		NX	2	3096	TEACHERS RETIREMENT ASSN.	07/30/2026	\$10,797.67	99981	B 01 215 018	Payroll Deductions TRA W/H-Brd Share
HOME		NX	1	01320	AMERIPRISE FINANCIAL SERVICES	08/14/2026	\$332.50	100008	B 01 215 005	Payroll Deductions Annuity W/H
HOME		NX	1	01321	HORACE MANN INS CO	08/14/2026	\$687.54	100013	B 01 215 005	Payroll Deductions Annuity W/H
HOME		NX	1	02250	EDUCATION OF MINNESOTA/ ESI	08/14/2026	\$904.18	100009	B 01 215 000	Payroll Deductions
HOME		NX	1	02250	EDUCATION OF MINNESOTA/ ESI	08/14/2026	\$479.21	100009	B 01 215 005	Payroll Deductions Annuity W/H
HOME		NX	1	1677	AMERICAN FUNDS GROUP	08/14/2026	\$2,366.73	100007	B 01 215 005	Payroll Deductions Annuity W/H
HOME		NX	1	2484	THRIVENT FINANCIAL	08/14/2026	\$908.39	100016	B 01 215 005	Payroll Deductions Annuity W/H
HOME		NX	1	3531	Farm Bureau Financial Services	08/14/2026	\$116.68	100010	B 01 215 005	Payroll Deductions Annuity W/H
HOME		NX	1	6330	MedSurety	08/14/2026	\$1,572.91	100014	B 01 215 028	Payroll Deductions - HSA
HOME		NX	1	6330	MedSurety	08/14/2026	\$245.80	100014	B 01 215 096	Flex-Med Care Odd Year
HOME		NX	2	3093	IRS USA DEPARTMENT OF TREASURY	08/14/2026	\$17,135.64	100011	B 01 215 010	Payroll Deductions FICA W/H-Brd Share
HOME		NX	2	3093	IRS USA DEPARTMENT OF TREASURY	08/14/2026	\$6,747.14	100012	B 01 215 011	Payroll Deductions Fed W/H
HOME		NX	2	3095	MN DEPT. OF REVENUE	08/14/2026	\$4,145.90	100015	B 01 215 013	Payroll Deductions MN St W/H
HOME		NX	2	3096	TEACHERS RETIREMENT ASSN.	08/14/2026	\$22,227.93	100017	B 01 215 018	Payroll Deductions TRA W/H-Brd Share

Payment Reg by Check-No Voids

Check Number: 0-2147483647 Payment Date: 7/24/2026-8/20/2026

					Pay/Void					
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
HOME		NX	1	1677	AMERICAN FUNDS GROUP	08/14/2026	\$479.17	100020	B 01 215 005	Payroll Deductions Annuity W/H
HOME		NX	1	6330	MedSurety	08/14/2026	\$75.00	100023	B 01 215 028	Payroll Deductions - HSA
HOME		NX	1	6330	MedSurety	08/14/2026	\$100.00	100023	B 01 215 096	Flex-Med Care Odd Year
HOME		NX	2	3093	IRS USA DEPARTMENT OF TREASURY	08/14/2026	\$2,087.89	100022	B 01 215 011	Payroll Deductions Fed W/H
HOME		NX	2	3093	IRS USA DEPARTMENT OF TREASURY	08/14/2026	\$7,718.62	100021	B 01 215 010	Payroll Deductions FICA W/H-Brd Share
HOME		NX	2	3094	PUBLIC EMPLOYEES RETIREMENT	08/14/2026	\$2,843.92	100024	B 01 215 017	Payroll Deductions PERA W/H-Brd Share
HOME		NX	2	3095	MN DEPT. OF REVENUE	08/14/2026	\$1,584.73	100025	B 01 215 013	Payroll Deductions MN St W/H
HOME		NX	2	3096	TEACHERS RETIREMENT ASSN.	08/14/2026	\$4,609.15	100026	B 01 215 018	Payroll Deductions TRA W/H-Brd Share
HOME		NX	2	3093	IRS USA DEPARTMENT OF TREASURY	08/14/2026	\$284.28	100034	B 01 215 010	Payroll Deductions FICA W/H-Brd Share
HOME		NX	2	3094	PUBLIC EMPLOYEES RETIREMENT	08/14/2026	\$268.59	100035	B 01 215 017	Payroll Deductions PERA W/H-Brd Share
HOME		NX	2	3095	MN DEPT. OF REVENUE	08/14/2026	\$23.19	100036	B 01 215 013	Payroll Deductions MN St W/H
HOME		NX	1	00064	BREMER BANK, NA10	07/31/2026	\$90.40	100091	E 01 005 110 000 000 305	ACH Billing
HOME		NX	1	1772	XCEL ENERGY	07/31/2026	\$71.48	100084	E 01 015 810 000 000 330	Electrical Statement
HOME		NX	1	1772	XCEL ENERGY	07/31/2026	\$2,883.84	100083	E 01 015 810 000 000 330	Electrical Statement
HOME		NX	1	1772	XCEL ENERGY	07/31/2026	\$3,559.52	100085	E 01 015 810 000 000 330	Electrical Statement
HOME		NX	1	2390	CENTERPOINT ENERGY	07/31/2026	\$467.66	100093	E 01 020 810 000 000 331	Fuel for Buildings
HOME		NX	1	2812	HOMETOWN BANK	07/31/2026	\$44.95	100086	E 01 005 110 000 000 305	Merch Bank Billing
HOME		NX	1	4671	DELTA DENTAL MINNESOTA	07/31/2026	\$1,697.09	100089	B 01 215 032	Dental Ins
HOME		NX	1	5554	MN Public Employees Insurance Program	07/31/2026	\$35,285.12	100092	B 01 215 030	BCBS-Payroll Deductions
HOME		NX	1	5933	CENTURYLINK	07/31/2026	\$207.11	100087	E 01 020 810 000 000 320	Communications/Phone
HOME		NX	1	5933	CENTURYLINK	07/31/2026	\$252.00	100088	E 01 020 810 000 000 320	Communications/Phone
HOME		NX	1	6061	Granite Telecommunications, LLC	07/31/2026	\$175.49	100090	E 01 020 810 000 000 320	communications
HOME		NX	1	6069	UMB Bank, N.A.	07/31/2026	\$0.00	100094	E 07 005 920 000 000 710	2024 A Bond Payment - Principal
HOME		NX	1	6069	UMB Bank, N.A.	07/31/2026	\$969,000.00	100094	E 07 005 910 000 000 720	2024 A Bond Payment - Interest
HOME		NX	1	6345	ICW Group	07/31/2026	\$4,127.00	99973	E 01 005 930 000 000 270	Worker's Comp 5000071856
HOME		NX	1	00063	AFLAC	07/31/2026	\$911.54	100111	B 01 215 031	AFLAC, Mn Mut, NCPERS, HoraceMannLif
HOME		NX	1	6325	MN PFML	07/31/2026	\$11,473.73	100112	B 01 215 045	MN PFML Premiums
HOME		NX	2	3614	HARRIS MASTERCARD	07/31/2026	\$159.30	100110	E 01 005 640 000 316 305	staff dev fee
HOME		NX	1	3683	Amazon	07/31/2026	\$474.96	100113	E 01 015 810 000 000 401	Blinds for elem ext
HOME		NX	1	3683	Amazon	07/31/2026	\$92.43	100116	E 01 005 110 000 000 401	Office supplies
HOME		NX	1	3683	Amazon	07/31/2026	\$355.80	100123	E 01 005 110 000 000 401	Office supplies
HOME		NX	1	3683	Amazon	07/31/2026	\$51.08	100114	E 01 005 720 000 000 401	Nursing supplies
HOME		NX	1	3683	Amazon	07/31/2026	\$316.05	100115	E 01 020 301 000 000 430	jack stand, cutoff sticks, miter
HOME		NX	1	3683	Amazon	07/31/2026	\$77.88	100117	E 01 020 211 966 000 401	weight room jump ropes

Payment Reg by Check-No Voids

Check Number: 0-2147483647 Payment Date: 7/24/2026-8/20/2026

					Pay/Void					
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
HOME		NX	1	3683	Amazon	07/31/2026	\$312.66	100124	E 01 020 810 000 000 401	Custodial Supplies
HOME		NX	1	3683	Amazon	07/31/2026	\$120.39	100118	E 04 005 505 000 321 401	comm ed pickleball
HOME		NX	1	3683	Amazon	07/31/2026	\$483.59	100119	E 01 020 810 000 000 401	Custodial Supplies
HOME		NX	1	3683	Amazon	07/31/2026	\$17.88	100120	E 01 020 301 000 000 430	filter wrench
HOME		NX	1	3683	Amazon	07/31/2026	\$18.22	100120	E 01 020 301 000 000 430	filter wrench
HOME		NX	1	3683	Amazon	07/31/2026	\$17.70	100120	E 01 020 301 000 000 430	filter wrench
HOME		NX	1	3683	Amazon	07/31/2026	\$526.64	100120	E 01 020 301 000 000 430	Wrench set
HOME		NX	1	3683	Amazon	07/31/2026	\$119.92	100120	E 01 020 301 000 000 430	extension cord
HOME		NX	1	3683	Amazon	07/31/2026	\$99.20	100120	E 01 020 301 000 000 430	Cleaner
HOME		NX	1	3683	Amazon	07/31/2026	\$93.48	100120	E 01 020 301 000 000 430	Cleaner
HOME		NX	1	3683	Amazon	07/31/2026	\$169.77	100120	E 01 020 301 000 000 430	saw blade
HOME		NX	1	3683	Amazon	07/31/2026	\$34.95	100120	E 01 020 301 000 000 430	oil change stickers
HOME		NX	1	3683	Amazon	07/31/2026	\$50.34	100120	E 01 020 301 000 000 430	drain pan
HOME		NX	1	3683	Amazon	07/31/2026	\$47.69	100120	E 01 020 301 000 000 430	filter socket set
HOME		NX	1	3683	Amazon	07/31/2026	\$102.90	100120	E 01 020 301 000 000 430	Oil drain
HOME		NX	1	3683	Amazon	07/31/2026	\$89.97	100120	E 01 020 301 000 000 430	CO2 Cartridges
HOME		NX	1	3683	Amazon	07/31/2026	\$85.10	100120	E 01 020 301 000 000 430	price adjustment
HOME		NX	1	3683	Amazon	07/31/2026	\$427.76	100120	E 01 020 301 000 000 430	Hoist
HOME		NX	1	3683	Amazon	07/31/2026	\$53.98	100120	E 01 020 301 000 000 430	safety glasses
HOME		NX	1	3683	Amazon	07/31/2026	\$373.30	100121	E 01 020 301 000 000 430	shop supplies
HOME		NX	1	3683	Amazon	07/31/2026	\$21.99	100122	E 01 020 810 000 000 401	Custodial Supplies
HOME		NX	1	3683	Amazon	07/31/2026	\$273.41	100125	E 01 015 216 000 863 401	Migrant Program Supplies
HOME		NX	1	6307	US Bank	07/31/2026	\$2,739.79	100127	E 01 005 640 000 316 366	Staff development registration and lodging
HOME		NX	1	6307	US Bank	07/31/2026	\$49.00	100127	E 01 005 110 000 000 820	PDF Sub
HOME		NX	1	6307	US Bank	07/31/2026	(\$599.00)	100127	E 01 005 110 000 000 305	USFC Fees
HOME		NX	1	6307	US Bank	07/31/2026	\$5,339.52	100127	E 01 020 296 980 000 369	State Softball - Meals, lodging
HOME		NX	1	6307	US Bank	07/31/2026	\$75.00	100127	E 01 020 298 955 000 401	Theater fees
HOME		NX	1	6307	US Bank	07/31/2026	\$8.30	100127	E 01 005 110 000 000 305	Postage
HOME		NX	1	6307	US Bank	07/31/2026	(\$107.48)	100127	E 01 005 640 000 316 366	staff dev fee refund
HOME		NX	1	6330	MedSurety	07/31/2026	\$645.00	100126	E 01 005 110 000 000 305	Monthly admin fees
HOME		NX	1	6330	MedSurety	07/31/2026	\$370.00	100126	E 01 005 110 000 000 305	Monthly admin fees
HOME		NX	1	6330	MedSurety	07/31/2026	\$1,647.91	100126	B 01 215 028	HSA Funding
HOME		NX	1	6330	MedSurety	07/31/2026	\$47.54	100126	B 01 215 096	FSA Funding

Payment Reg by Check-No Voids

Check Number: 0-2147483647 Payment Date: 7/24/2026-8/20/2026

						Pay/Void				
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
HOME		NX	1	6330	MedSurety	07/31/2026	\$2,001.92	100126	B 01 215 096	FSA Funding

Check Total: \$1,218,653.13

Bank HOME Total:

\$1,218,653.13

Report Total:

\$1,218,653.13

BIRD ISLAND - OLIVIA - LAKE LILLIAN ISD #2534

Referendum Construction Cash Balance

7/31/2026

Bank Name	Account Name	Account Type	Account No.	Interest Rate	Balance
Home Town Bank	ISD #2534	Referendum Checking	1607	4.07%	(\$1,425,590.65)
Home Town Bank	Independent School Dist 2534	Referendum IntraFi Sweep	607	4.00%	\$1,717,501.60
UMB	Independent School Dist 2534	Construction CDARS	22941	5.05%	\$10,639,148.72

Construction Balance \$10,931,059.67

BIRD ISLAND - OLIVIA - LAKE LILLIAN ISD #2534
Operating Cash Balance
7/31/2026

Bank Name	Account Name	Account Type	Account No.	Interest Rate	Balance
Citizens Alliance Bank, Lake Lillian Branch	I S D #2534 Bold Public School	Money Market - MMDA	471224	0.70%	\$257,757.76
		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%	\$10,357.76
		Lentz Music Department	2426	3.04%	\$8,126.54
		Lentz Scholarships	2440	3.04%	\$31,553.96
		Money Market	202000939	0.25%	\$261,609.40
		IntraFi Cash for premium checking	282	3.00%	\$3,551,601.20
		Value Checking (Petty Cash)	2300846	0.00%	\$300.78
		Premium Checking	2701282	3.04%	\$70,865.00
F&M Bank Minnesota, Olivia	Independent School Dist 2534	Robert Remsberg Scholar Savings Fund	1905418	0.50%	\$6,447.93
		Zetah Scholarship Savings Fund	1905143	0.50%	\$13,646.78
		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%	\$5,271.92
		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
Total Cash Deposits					\$4,351,380.27

Fund Summary:

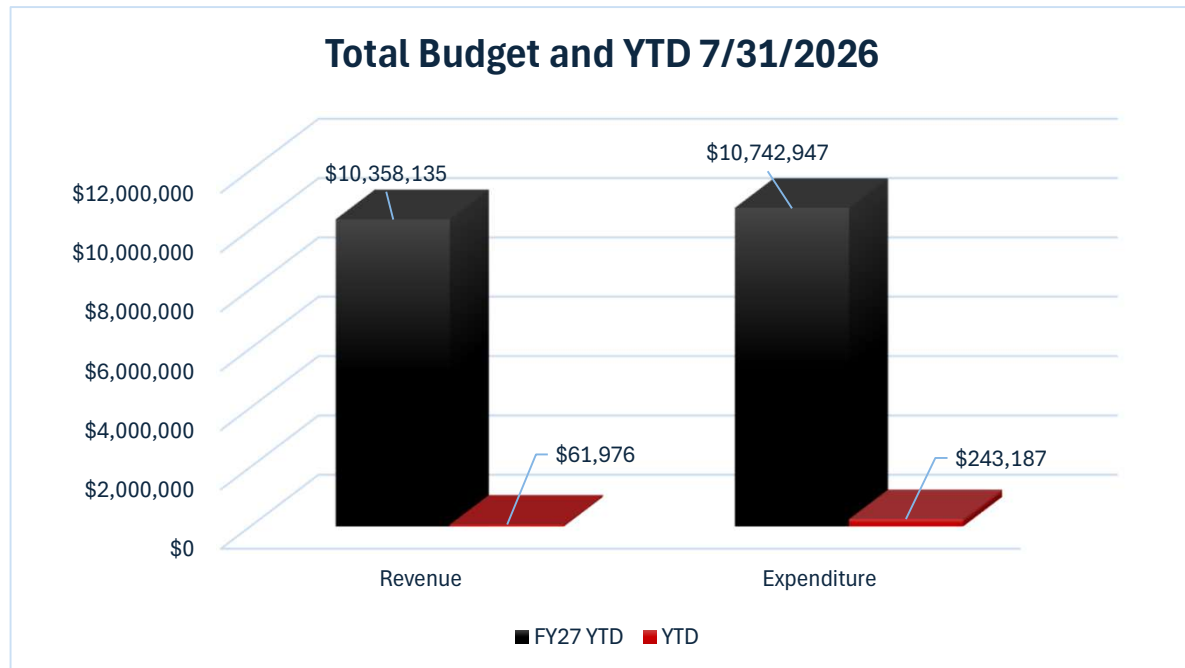
District Funds	\$ 4,144,629.62
Trust Funds	<u>\$ 206,750.65</u>
Total	<u>\$ 4,351,380.27</u>

BOLD ISD #2534

Monthly Operating Budget Report July 31, 2026

	<u>Revenue</u>		<u>Expense</u>	
FY27 Original	\$10,358,135		\$10,742,947	
Month Ending:		% of Total FY26 ORIG		% of Total FY26 ORIG
7/31/2026*	\$61,976	0.6%	\$243,187	2.3%
8/31/2026*	\$0	0.0%	\$0	0.0%
9/30/2026	\$0	0.0%	\$0	0.0%
10/31/2026	\$0	0.0%	\$0	0.0%
11/30/2026	\$0	0.0%	\$0	0.0%
12/31/2026	\$0	0.0%	\$0	0.0%
1/31/2027	\$0	0.0%	\$0	0.0%
2/28/2027	\$0	0.0%	\$0	0.0%
3/31/2027	\$0	0.0%	\$0	0.0%
4/30/2027	\$0	0.0%	\$0	0.0%
5/31/2027	\$0	0.0%	\$0	0.0%
6/30/2027*	\$0	0.0%	\$0	0.0%
Total YTD	<u>\$61,976</u>	<u>0.6%</u>	<u>\$243,187</u>	<u>2.26%</u>

* subject to change pending year end adjustments - NOT FINAL





BOLD Public Schools

CONSTRUCTION UPDATE | August 24, 2026

BOLD SCHOOL

nexus
SOLUTIONS®



CONSTRUCTION UPDATE | August 24, 2026

Bird Island Renovations



REMODEL & DEMO AREAS

Ongoing Work

- › Removal of remaining 1917 building is complete
- › Utilities hook up is complete
- › Civil work is 95% complete

Up Next

- › Footings and foundation for vestibules (begin at the end of the month)
- › Exterior wall work for metal panel system



CONSTRUCTION UPDATE | August 24, 2026

Olivia Renovations



Summer Slam '26

AREAS B/C

- › Flooring and cabinet installation in upstairs rooms is complete
- › Partitions and accessories in the Concessions toilet room are being installed
- › Lockers and ceilings are installed in the locker room and painting is complete
- › Furniture installation begins August 17
- › Flooring and ceiling installed in Band Room, and painting completed by the facilities team



CONSTRUCTION UPDATE | August 24, 2026

Olivia Renovations



Summer Slam '26

AREA E/F – Ongoing

- › Painting, ceiling and flooring work continues
- › Cabinets are installed

AREA E/F – Up Next

- › Cover plates
- › Doors, hardware and glass
- › Roof work

AREA H – Work Complete

- › Doors are installed in the ECFE
- › SE window and sills are installed



NEXUS
SOLUTIONS®



CONSTRUCTION UPDATE | August 24, 2026

Olivia Renovations

1922 BUILDING DEMO & ADDITION

AREA D – Ongoing Work

- › Masonry block and steel installations
- › Waterproofing and brick install

AREA D – Up Next

- › Roofing to begin when steel and decking complete
- › Underground work
- › Stairs to second floor Science Wing



Superintendent Board Report
BOLD Public Schools
August 24, 2026

Mission Statement

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

- **Gratitude:**
 - Rob for stepping in as facilities manager
 - Jason, Derrick, and Nadine
 - Admin team
- **General Updates:**
 - Our John Deere lawn mower has been recovered.
- **Legislative Updates:**

Several new Minnesota laws took effect on July 1, addressing school safety, state technology, public safety, infrastructure investments and social media use.

- School districts are now required to implement anonymous reporting systems that allow students, staff and community members to submit tips about potential safety concerns. Districts have until July 1, 2028, to fully implement these systems, which must be capable of sharing information with the Minnesota Departments of Public Safety and Education.
- **Facilities Updates:**
 - Construction
 - See attached documents
 - Construction progress
 - Bird Island building demo
 - Area E to be finished soon
 - expenditures/balance

- Outsourcing our Facilities Management
- DO in Bird Island?
- Sidewalk slab for CCT bus

- **Community Engagement**

- The Register
 - Cell phones
 - Lake Lillian crew

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.

August 2026

ACHIEVEMENT & OPPORTUNITY GOAL: Build a diverse range of academic and extracurricular opportunities that the BOLD community can access.	Title I grant application <ul style="list-style-type: none">- Working on revisions 2026-27 Kinder Prep <ul style="list-style-type: none">- 18 students registered- Aug. 17-20 MnKFA pilot <ul style="list-style-type: none">- Requirement for districts next year
RECRUITMENT & RETENTION GOAL: Build an environment in which our employees thrive. Hire, train, and retain high-quality staff.	Mentoring Program Kick-off <ul style="list-style-type: none">- Mentors: Sarah Iverson (Lead), Jenny Lankenau, Missy Honzay, & Ethan Staples- Mentoring program handbook New Teacher Orientation <ul style="list-style-type: none">- 4 new teachers attended- Workshop schedule <ul style="list-style-type: none">- Wit and Wisdom training- Responsive Classroom Course (teachers and paras) Para training <ul style="list-style-type: none">- SWWC-provided
SAFETY & WELLNESS GOAL: Build an environment that prioritizes safety by promoting physical and mental wellness for all.	
ENROLLMENT	

BOLD 7–12

Board Report — August 2026

THIS MONTH AT A GLANCE

CELEBRATE <i>Our new mentoring team has begun training and is already working with new staff ahead of the school year.</i>	WATCH <i>We still have several unknowns with the facilities challenges that will affect daily operations.</i>	AHEAD <i>First day of school, September 14!</i>
--	---	---

ACADEMICS & ACHIEVEMENT

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

- **Enrollment is trending well this week:** we have 12 incoming freshmen arriving from St. Mary's, plus 11 additional new students from various locations, including one new foreign exchange student. Our incoming 7th grade class is smaller than usual at about 35 students, compared to the upper-40s class that graduated, and I had projected a net enrollment decline for that reason. Since then, five students have either returned to their home district or transferred elsewhere, so those numbers are still moving. I'll bring a complete enrollment report to the September board meeting.
- **CTE update:** I attended my first LYFT Career Pathways Advisory Committee meeting, joining stakeholders from across the Southwest region. Serving on this committee opens doors to connecting our students with real-world experiences, strengthening our community partnerships, and linking them to industries where they can build solid careers. Our next **CTE meeting is Wednesday, August 26**. September 17, I will be attending the first MACTA Fellowship training. This training is held in Anoka. <https://mncte.org/macta/fellowship/>. I've also attached a flyer for a highly recommended speaker. I would like to bring a small team to the **Rally the Region** event on September 29 in Marshall. If any board members would like to join, please let me know.

STAFF & RECRUITMENT

Goal: Build an environment in which our employees thrive; hire, train, and retain high-quality staff.

- **Teachers returned Monday, August 24.** High school staff are completing our READ Act requirements and are on track to finish before the school year begins, well ahead of the summer 2027 deadline. The full professional development schedule is attached for reference.
 Staff Professional Development Schedule 2026-27
- **Our mentoring team** — Sarah Iverson, Ethan Staples, Missy Honzay, and Jenny Lankenau — has begun training and started working with our new staff. This effort is supported by a grant-funded initiative to strengthen mentoring and support for new teachers. This is a talented team with a wide range of experience, and I'm excited for our new staff to have this support. Their newly developed mentoring handbook is attached.

SAFETY & WELLNESS

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

- We've begun sharing information on social media about our bell-to-bell no-cell-phone policy. The response so far has been largely supportive. We expect some adjustment in this first year, though our students already have experience going without phones during class time.

- We're continuing our partnership with the Renville County Attorney's Office, Family Services, and Restorative Justice programming to improve attendance and better support families. We met with the team this month and will meet again in September. We've also committed to meeting with select families before school starts to better understand how to support regular attendance and keep students off the truancy track. Attendance remains a work in progress — it's been a national challenge since COVID, and I'm proud of the work our team is doing locally to address it.
- I will be meeting with all new students and families prior to the start of the school year. These welcome meetings have been helpful in supporting students and families and in hopefully helping them feel welcome in our district.

FACILITIES & OPERATIONS

Goal: Build a facilities plan to maintain and enhance our educational and technological infrastructure.

Still highly concerned about the condition of the school building and what will be available for the start of the year.

BY THE NUMBERS

Enrollment counts are still moving this week as new students arrive and a few transfer out. A full, verified enrollment report will be presented at the September board meeting.

LOOKING AHEAD

- Wednesday, August 26 — CTE meeting
- September 14- First day of school!
- September 29 — Rally Your Region event

RALLY YOUR REGION

September 29, 2026
8:30 a.m. - 2:30 p.m.
Marshall, MN

Superintendents, principals, high school educators and counselors:

You're invited to join Southwest Minnesota partners, the International Economic Development Council, and workforce expert, Mark C. Perna, to catch the vision for education with purpose, employment with passion, and the economic vitality that will result. Together, we'll connect the dots from early education to workforce development and why it's crucial to sustain our region and improve economic vitality. We'll dive into:



The changing landscape of education and workforce development



Education with purpose and crafting a competitive advantage



The "Why Generation"



*Featuring Mark C. Perna,
international thought
leader in education,
workforce development,
and economic development*

Let's come together to spur conversations and collaboration to cultivate new partnerships that will move education and economic development to the next level.

Register today!

swifoundation.org/rally



In appreciation of your time and dedication to the students in our region, we are offering mileage reimbursement and substitute teacher wage reimbursement, which will be paid directly to your district. Reimbursement forms will be available at the event.



SOUTHWEST INITIATIVE
FOUNDATION



INTERNATIONAL
ECONOMIC DEVELOPMENT
COUNCIL



markperna



Questions? Contact Missy Maiers at missym@swifoundation.org or (320) 583-0484

BOLD ACTIVITIES REPORT – 8/24/26

1. REMEMBERING CHET BOEN!

- A. BOLD lost a former teacher/coach/announcer in August with the passing of Chet Boen. Chet was a long-time basketball and softball coach, as well as the announcer at football games for many years. Chet never stopped watching and cheering for BOLD, even if it was via livestream as his health faded in recent months. The football team plans to honor Chet with a moment of silence prior to our first home game on September 4.

2. STUDENT SECTION LEADERS

- A. In March, I sent an email to all teachers and coaches asking for nominations of students in grades 9-11 that have great energy and character that would be good leaders for our student sections at events. After receiving nominations, I created a list of about 12 students that received the most votes. Ms. Bodin helped me winnow that down to these 8 student section leaders.
- B. Ms. Bodin and I met with this group on May 14 over lunch to discuss the plan for our student sections for the 2026-27 school year. The goal is to create an energetic, fun, and positive environment in the student section. We discussed a name for the student section, and the group selected “The Red Kingdom”, which is used by the Kansas City Chiefs, as well. The group selected a shirt design for fans to purchase with that slogan on it, and that store closed on 8/19.
- C. We created a student section pledge that we are going to have students recite before the game.
- D. At our meeting on 8/18, we created music playlists for fall events, cheers for VB and FB in the fall, themes for fall home games, and made a cheer video that we are sending out to all BOLD students to allow every interested student to join in the fun of our student section.

3. CO-OP AGREEMENTS

- A. GYMNASTICS - Redwood Valley, Cedar Mountain, Wabasso, Renville County West, and BOLD have agreed to a gymnastics co-op, in principle. In order to move forward with this we will need school board approval. This is a change from what I was told to expect, but we are glad to have this opportunity.
- B. BOYS HOCKEY - There is a group of parents that want BOLD to change our hockey co-op for boys hockey from Redwood Valley to Willmar. We have been working with this group, and hearing the opposing opinion from another group that wants to stay in Redwood. I am planning on making a decision related to this before hockey starts in October so families know what lies in the future. No matter what we decide, we would not want to make a change before the fall of 2028, as this would allow our current players to graduate playing for Redwood Valley, where they have played their entire careers.

Community Ed - Board Report

August 2026

Summer Program Highlights

Summer Fitness Programs

A special thank you to Liz Fischer and Owen Flann for leading successful fitness programs this summer. Liz instructed our JH Girls Weight Training and Women's Strength, Mobility & Balance classes, while Owen led 5th & 6th Grade Speed & Agility and JH Boys Weight Training. Feedback from participants and families has been very positive. We hope to offer these programs again next summer with the same instructors.

K–6 Arts & Crafts Camp

Our K–6 Arts & Crafts Camp was very successful. Ava Ahlbrecht plans to offer another Arts & Crafts Camp over Christmas Break.

Program Updates

T-Shirts for Youth Sports Camps

A parent survey was conducted to gather feedback regarding rising T-shirt costs for Community Education youth sports camps. Families were given three options:

1. Increase registration fees by \$5 and continue including a T-shirt.
2. Decrease registration fees by \$10 and no longer include a T-shirt.
3. Replace the T-shirt with an alternative item costing approximately \$10.

Seventy percent of families selected Option 2—lowering registration fees and eliminating the included T-shirt.

Moving forward, families will have the option to purchase a BOLD Community Education T-shirt separately. One CE shirt can be used for all Community Education performances at varsity events throughout the school year, eliminating the need for families to purchase a new shirt for each activity. Purchasing a CE shirt will be optional; participants who do not purchase one may wear a black shirt for performances.

Women's Strength, Mobility & Balance

Following a successful summer session, Women's Strength, Mobility & Balance will continue this fall from September to the end of November. Classes will be held Tuesdays and Thursdays from 8:30–9:30 a.m. in the Community Education classroom at the Bird Island School. New fitness equipment has been purchased to support the program at this location.

5th & 6th Grade Tackle Football

The tackle football season begins August 24, with the first game scheduled for September 10.

Upcoming

[Community Education Fall Brochure](#)

The Fall Community Education Brochure is being finalized and is expected to be distributed during the week of August 24–28. It will include upcoming youth and adult programming for the fall season.

[Fall Community Education Calendar](#)

A fall calendar is also being developed to provide families with an easy way to view upcoming events.

Food Service Report:

MDE ADULT PRICE FOR SCHOOL YEAR 26/27:

Breakfast: \$2.55

Lunch: \$5.30

Single Entree: \$3.50

Temporary Kitchen and Freezer to arrive on September 1.

Summer Meals:

We served meals for 22 days:

Breakfast 1059

Lunch 1485, about the same number as last year.

Staff Training on July 29: Foodservice staff traveled to Dawson-Boyd for our annual Boot Camp.

1. We worked on Team Building With Tracy Flynn Bowe
2. Hands-on work with Farm to School Food with the Ag Marketing and Development Division through the Minnesota Department of Agriculture.
3. 3B Vineyard

BOLD Community Pool Update – August, 2026

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

Facility Updates

- **Construction is still underway**, with a shorter list left.
- Working on some long term maintenance lists.

Programs & Events

- **Monthly Flyers** are being made and posted throughout the area as well as information on various websites such as Bold Schools and City of Olivia
- **Private Lessons** are happening this Summer and we have some in August
- **Summer Camp -Swim Like a Mermaid Canceled**
- **Summer Camp- Diving** modified due to numbers
- **Daytime Lessons** for Session One, Two and Three are done.
- **Evening Lessons** for June are done and July evening lessons are done..
- **Final Numbers** for lessons are Session One Daytime 43, Two 33, and Three 17. Evening Lessons are Preschool we had 20, Parent and Child was 18 and July evening lessons 11.
- **Free Tuesday's** we had a total of 299 from June 16th - August 4th, 2026

Ongoing and other Programming – June and beyond

- **Adult Lap Swim (AM):** Mondays, Wednesdays, and Fridays
- **Water Exercise & Evening Lap Swim:** Mondays and Wednesdays
- **In Service** for staff August
- **Pool Rentals** for summer - Teen Night August 28, 2026
- **Free Swim Tuesdays-** Grant from Renville County for the Summer along with other pools in the county
Open Swim 1:30-3:30pm and Family Swim 7:00-8:30pm.
- **Orca's** start in September. Mini Camp in August

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

 320-523-1031 ext. 3152

Facilities Committee Agenda
Wednesday, August 5, 2026
Olivia Building, Room 122
4-5 pm
[GoogleMeet Link](#)

Information Items:

- Nexus Update -Nicole
 - Milestone completion date is 8/24. We are working hard to get things ready for the teachers.
 - Start up for A/C is planned 9/1, but hoping we can get in sooner.
 - Painting- all areas ready will be worked on this week and through the weekend. All areas should be complete with paint by Monday, 8/10.
 - **Area E-**
 - First lift completed for paving
 - District office taping / mudding complete; paint wrapping up. Will do flooring in here or SPED suite next. Since I know district office needs to be in here we likely will do this one.
 - Tile started in all area E bathrooms (district office single stall, girls / boys close to new art space)
 - Plaster work happening
 - **Area F-**
 - HS SPED suite- ceiling grid and sprinkler heads completing; flooring next week. In the meantime, getting mechanical, electrical completed above ceiling
 - Elem Sped suite- tape and mud complete end of week for painting.
 - New vestibule doors being installed
 - New window in SPED suite is installed- needs caulking and sill (sills are planned to arrive 8/17).
 - **Area B-**
 - Tile complete in toilet rooms, plumbing being installed
 - Ceiling install in training room this week and toilet rooms
 - **Area C-**
 - Locker rooms plaster work then painting, complete this week. Ceiling install next week

- Tile work in showers completing today; plumbers will move into here after Area B toilet rooms
- Band room ceiling complete, flooring starting tomorrow (8/6) complete by end of week
- **Area D-**
- Steel resuming – beams and decking being set in the tech room 103 behind the media center.
 - Questions for Nicole
 - How secure is the construction site after hours?
 - 1. In regards to construction site security, should there not be a site manager from Nexus checking that every day after all the contractors leave? Contractors work all hours- some work until 6-8pm. We are not onsite at all hours. They contractors are to secure the building when they leave. Have people been going in the building?
 -
 - 2. What is the status on the Bird Island wall and parking lot? Demo starts up Monday.
 -
 - 3. There were some questions about the kitchen too, of course: utility logistics, portable trailer placement. Considering the current state of affairs with our custodial staff, everyone is pretty set on the portable trailer idea vs. the church kitchen. Per my communication (and Margaret's) to you, the health inspector was pushing us to the trailer option. Pushkar has been working on this, we met yesterday, she has two options and waiting on the third. We hope to have one decided on tomorrow for 9/1 delivery. Pushkar has been meeting w Margaret.
 -
 - 4. Why was Chris Ramsey pulled from the job?
 - He is not. He is there a few days a week. And starting September will likely be more.
- Maintenance Update- Rob
 - Leaks in the Pool roof
 - Roof guy coming out next week to look at media center roof. Will look at pool roof

Discussion Items

- Custodial plan

Finance Committee Meeting Agenda

Room 122

August 12, 2026

4-5 pm

[GoogleMeet](#)

- **Information Items:**

- Nexus Update

- Area E

- Striping today, signage following; spheres are pushed out again, four more weeks.
 - District office flooring started with prep, install Thursday and Friday, possibly into Monday. Ceiling work will be starting this week and work with the flooring people. Furniture Monday, 8/18
 - Teachers lounge is slacking and might be one of the last areas.
 - Toilet room- needs flooring. Pushing to have the ones in main school area done first.
 - Cleaning next week??

- Area F

- HS SPED suite- flooring completed this week; furniture Monday, 8/18
 - elem Sped suite- painting, flooring Monday / Tuesday, furniture following.
 - Ceiling work needs to squeeze in this week
 - Cleaning will be later next week

- Area B-

- Toilet rooms installing fixtures, partitions, and accessories
 - Ceilings installed, finishing up MEP above

- Area C

- Locker rooms lockers installing
 - Painting
 - Ceiling work starting once the lockers are completed

- Area D-

- Steel resumed and moving nicely
 - Brick is going up on the exterior- north side should be completed this week

- Roof starting on a reroof portion; working out phase plan for the roofing in phases
- Temp Kitchen plan
- Locking in the 48' trailer with a dishwasher- reviewed with Margaret. Getting a waking in freezer as well.
- Attached is the cleaning plan the floor in the multipurpose room
- Budget Update
 - Nicole gave a budget update
 - We can afford to outsource our facilities management.
 - More cost in the beginning, but less cost down the road
 - Depts. Will receive their budgets this month
 - FY 27 working on July
 - Audit week Aug. 31
 - LTFM Application, ball in MDE's court

- **Discussion Items:**

- Outsourcing maintenance management
- Storage space-Rob's barn?
- Cafeteria trailer
- Custodian overtime

Agenda 8-17-2026
Joint Powers Pool Board
Bold Community Pool 7:00 pm

A. **Attendees:** Blanca, Elizabeth, Tim, Michael, Greg and Tracey

B. **Approvals**

1. Approve Agenda
 - a. Motion to approve agenda by Michael and seconded by Greg, and all voted in favor to approve agenda.

C. **Consent Items**

1. Motion made by Michael and seconded by Greg to approve consent items. All voted in favor of approving the following:
 - a. Minutes 5-13-2026 (1)
 - b. Financials
 - c. Payables

D. **Action**

1. Orca Contract 26-27, presented at the same rate of \$800 as SY25-26.
 - a Motion made by Greg to increase contract from \$800 to \$850 for SY 26-27. Seconded by Michael and all voted in favor to approve modified contract.
2. Proposal for New Filters and etc. One quote supplied to board.
 - a Motion Made by Greg to table this until next meeting to allow time to seek additional bid(s). Motion seconded by Michael and all voted in favor to table.

E. **Discussion and Reports**

1. Construction update-
2. Job Description for Assistant Coordinator
3. Numbers Report Month to Month March
 - a. New Classes, Free Tuesday's, Grants Given for a few Lessons
4. Teen Night - August 28th
5. Lawsuit - Deposition and more documents requested related to the fire.
6. Tour of Expert (s) - August 28th at 9 am related to Lawsuit
7. Fall Schedule Still finalizing
8. Structural Engineer (Tunnel), reviewed as a committee. Tim will see if Nexus representative can take a look first to see if we go forward with seeking a Structural Engineer. There is some fracturing of the concrete on the north wall of the pool in the tunnel.
9. Maintenance
10. Leaks in Roof (tile fell down and others wet)
11. Meeting Time and Day for Pool Committee.
 - a. The committee agreed to create consistent dates going forward for future Pool board meetings. The tentative dates are the 3rd Monday of the months of August, November, February, and May. These meetings will be at 7pm and an additional meeting will be scheduled in March or April to review preliminary budget.
12. Lesson rates:
 - a. The rates for swimming lessons between Redwood, RCW and Bold were discussed. Our rates are substantially higher than either Redwood or RCW. These numbers will be reevaluated when before the next lesson's season.

E. **Adjournment**

1. Motion to adjourn by Greg, and seconded by Michael. All voted in favor to adjourn at 8:55pm.

Assistant Pool Coordinator

Position Summary

The Assistant Pool Coordinator supports the Pool Coordinator in managing the day-to-day operations of the BOLD Community Pool and related facilities. You'll help supervise staff, ensure a safe and positive environment, and play a key role in making the pool a fun and welcoming place for the community.

- Reports to the Pool Coordinator
- Works alongside lifeguards, swim instructors, and pool staff
- Interacts regularly with the public, families, and community partners

Supervise & Support Pool Staff

- Assist with scheduling and supervising lifeguards and pool employees
- Help train and mentor new staff
- Promote a positive, professional, and team-oriented work environment

Ensure Safety & Smooth Operations

- Help maintain a safe swimming environment and enforce pool rules
- Receives and processes payments, including check and cash transactions
- Assist with daily inspections of pool, locker rooms, and facilities
- Respond to incidents and support lifeguards during emergencies

Coordinate Programs & Activities

- Assist with swim lessons, open swim, and special events
- Help organize pool use with community partners
- Support creative ideas to increase participation and engagement

Promote the Pool

- Encourage community use of the pool
- Help create a fun, welcoming atmosphere for all guests
- Represent the pool in a positive and professional way

Assist with Facility Upkeep

- Help ensure locker rooms and pool areas stay clean and organized
- Support basic maintenance tasks and report issues as needed

Required Qualifications

- 18 years of age
- Ability to obtain a CPR & First Aid Certification within six months of being hired
- Strong communication and leadership skills
- Friendly dependable, and team-oriented attitude

Preferred (But Not Required)

- Current Lifeguard Certification (or ability to obtain)
- Water Safety Instructor (WSI) certification
- Previous lifeguard or swim lesson experience
- Experience leading teams or working with youth

Physical Requirements

- Ability to stand, walk, swim, and stay alert for extended periods
- Ability to lift pool equipment and assist in emergency situations
- Comfortable working in sun, heat, humidity, and water environments

Additional Information

- Must pass background check
- Must follow all safety standards and pool procedures
- Opportunity to take on additional responsibilities based on experience

District Advisory Committee

BOLD District Office (Room 122)

August 19, 2026 10:30-11:30 A.M.

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

Attendees: MaryElla Clouse, Todd Frank, Tim Tydlacka, Elizabeth Torkelson (absent), Abigail Brede, Levi Swanson (absent), Sharon Marks, Mark/Rosemary Gleasner, Jaime/Kyle Schloman (absent), Sarah Iverson, Kris Krafka, Missy Bodin, Erika Martinson, Charlotte Kaufenberg

Agenda

1. Call meeting to order (10:32 AM)
2. Welcome
3. Discussion Items
 - a. [Great Book of Educational Acronyms](#)
 - b. Streamlining goals
 - i. Current mission statement
 - ii. Current goals ([CACER](#), [Current Strategic Plan](#) [Old Plan](#), [Continuous Improvement Plan](#) [CIP](#), MTSS, etc.)
 1. We have data from several sources: FAST Bridge, MCA, and staff/student surveys which help us measure growth and set goals. In discussion, it was noted we need to look at the whole person so we get a well-rounded picture of the student. Include life skills, academics, extra curricular, etc.
 2. What are core values that we have at BOLD

- a. Transparency
- b. Integrity
- c. Human-centered
- d. Trust
- e. Accountability
- f. Safety
 - i. Psychological
 - ii. Physical
 - iii. Emotional
- g. Discipline
- h. Growth mindset
- i. Perseverance
- j. Flexibility/adaptability
- k. Respect
 - i. Empathy
 - ii. Kindness
 - iii. Compassion
- l. Community
- m. Initiative
- n. Other

3. Extended discussion

- a. Most proud of/strengths
 - i. CTE/Vanderhagen

- ii. Theatre

- iii. Teachers care

- 1. Build connections with students

- iv. Athletics/Red Kingdom!

- v. School pride

- vi. Perseverance

- vii. Student interpersonal skills

- viii. K-6 teachers ability/willingness to engage with
all the changes that have been introduced

- ix. Quality teachers and staff longevity

- x. Respectful students

- xi. The 3 c's: character, creativity, confidence

- b. Weaknesses

- i. Need to take more advantages of grants/art

- ii. We don't take advantage of the Cultural Center
exhibitions, writing class, etc.

- iii. Disconnected with community

- iv. Need more communication

- iii. Community Survey: What info do we want from the community?

- 1. Survey to go out to all community members

- 2. Students

- 3. Staff

- 4. Parents/community

a. Growing connections

c. District Advisory Committee Search Results [DAC Member Search](#)

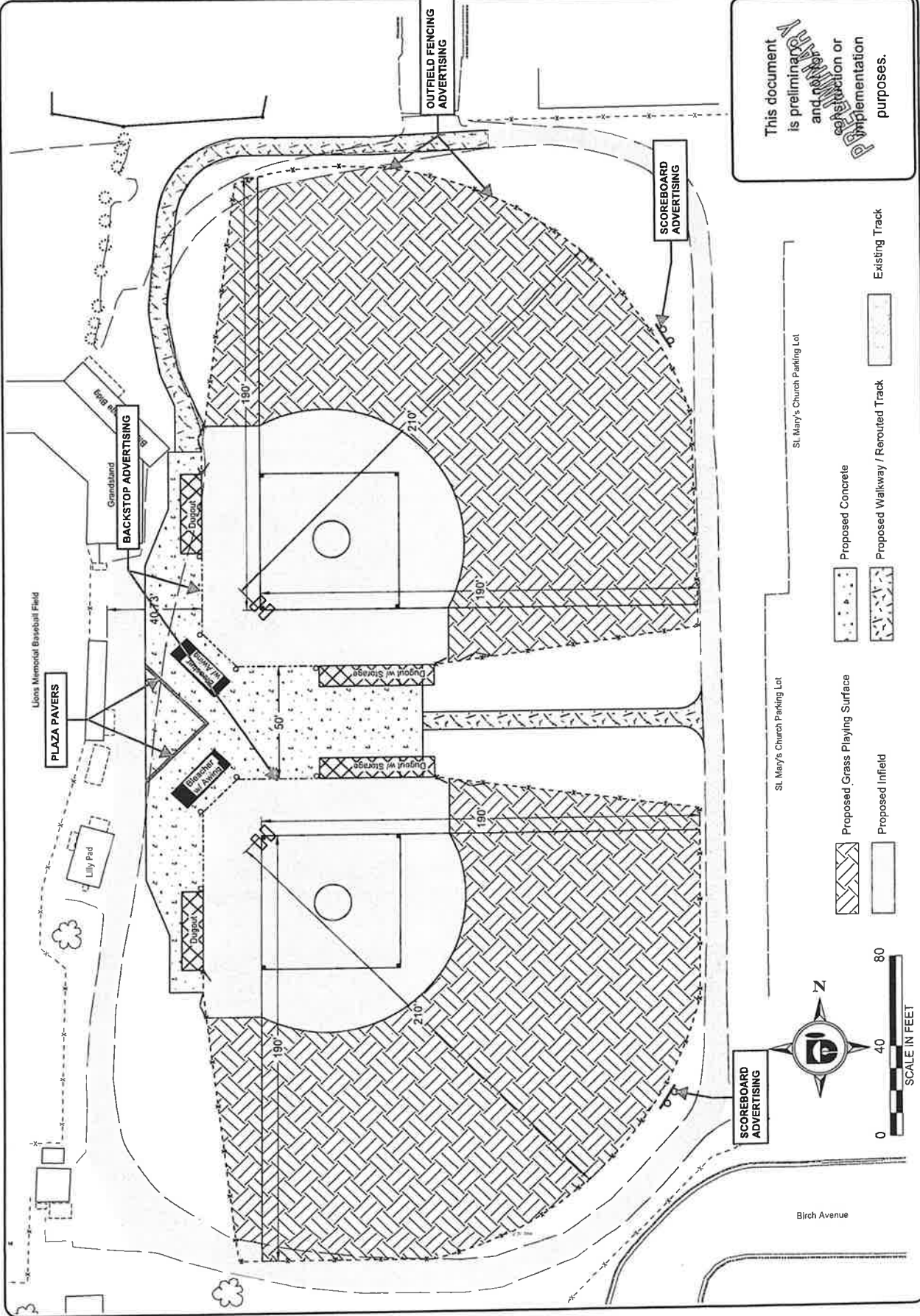
d. Focus for next meeting

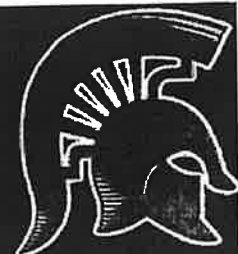
- i. Tim will be in charge of sending out a survey draft to all DAC members

e. Next meeting

- i. Date: Nov. 18 10:30 AM? [Meeting time changed to 11:30. We will feed student representatives.](#)
- ii. Focus:Harvest if information collected from survey

4. Adjourn [11:38 AM](#)





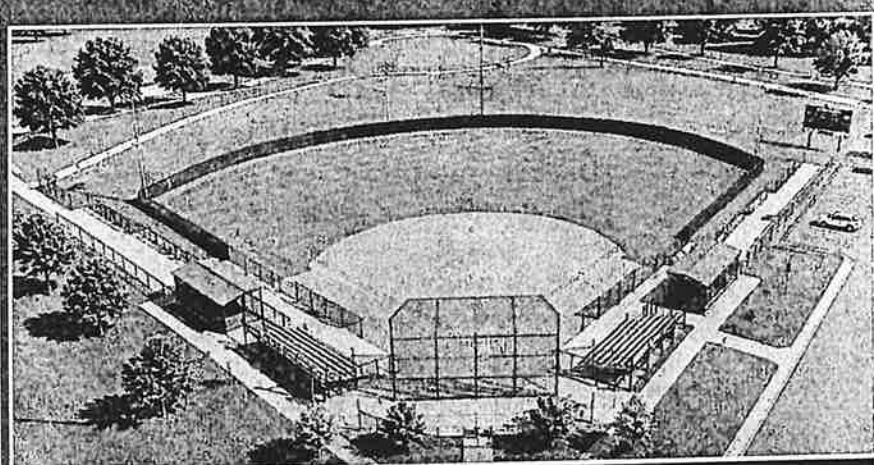
BUILDING THE FUTURE OF BOLD SOFTBALL

Help us create a permanent home for generations of BOLD Warriors

WHY THIS PROJECT MATTERS

- ✔ BOLD Softball has grown from struggling to field a varsity team to a state tournament program.
- ✔ Hundreds of youth softball and baseball players from Bird Island, Olivia, Lake Lillian, and surrounding communities participate in our youth programs each year.
- ✔ A new fastpitch field will provide a dedicated home for our athletes to train, compete, and succeed.
- ✔ The new facility will create opportunities to host tournaments, community events, and school activities, bringing people to our community and supporting our local economy.
- ✔ This is an investment in our kids, our community, and the future of BOLD softball.

OUR VISION: A HOME TO BE PROUD OF



PLAYER DEVELOPMENT |
 COMMUNITY PRIDE |
 LASTING LEGACY

SPONSORSHIP OPPORTUNITITES

Engraved Paver Bricks

CLARE NEWMAN
SKOL
CLASS OF '32

AMELIA NEWMAN
JHS CLASS OF '27
CO. #2

JAMES NEWMAN
LET'S GET THE BATS
OPEN CLASS OF '28

MARY NEWMAN
CAN I GET
A BLUE JAY
CLASS OF '33

Backstop Sponsorship

Scoreboard Sponsorship

BOLD WARRIORS

BALL • STRIKE • OUT

GUEST HOME

INNING

YOUR BUSINESS HERE

Fence Advertising

Become a sponsor and help build the future of BOLD Softball. Every contribution brings us one step closer to a permanent home for generations of Warriors.

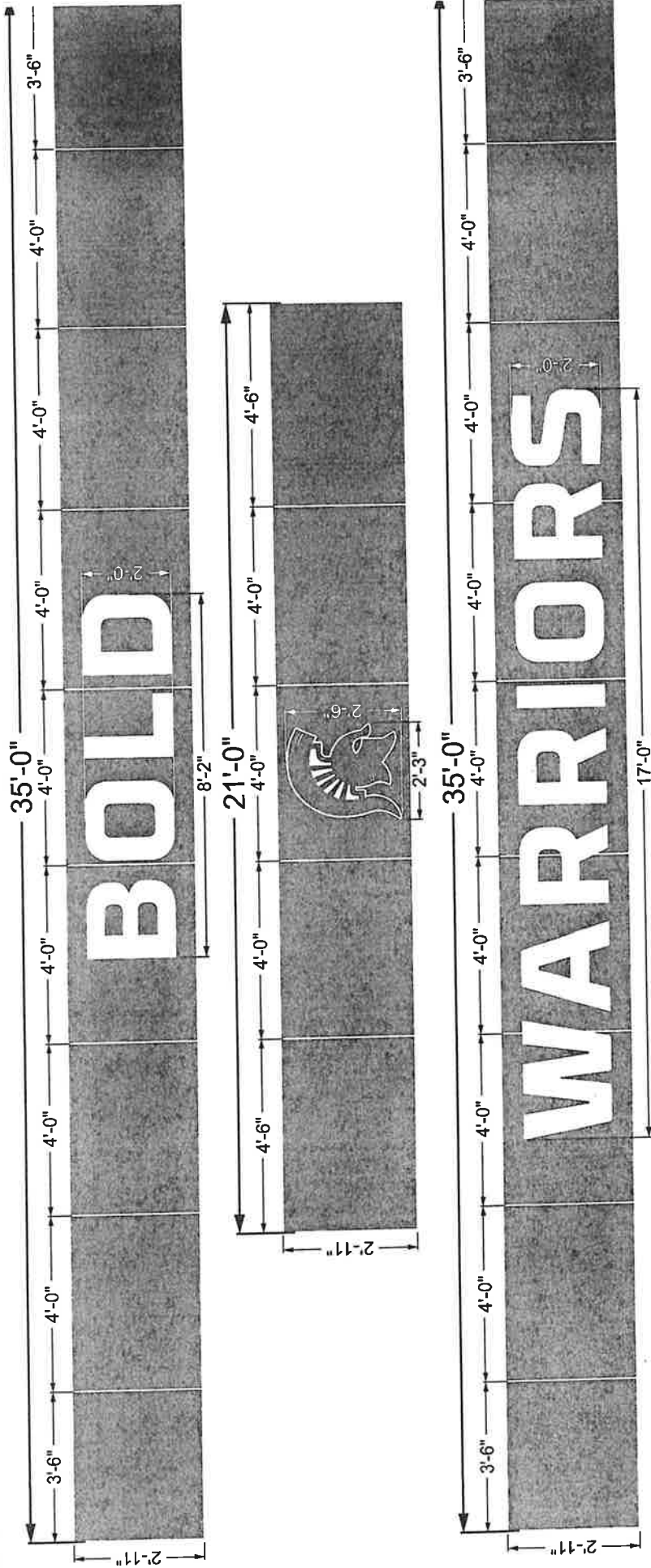
SPONSORSHIP INFORMATION CONTACT

MIKE NAGEL
320-894-6149

AL HENSLIN
320-979-1808

TOGETHER WE CAN BUILD SOMETING SPECIAL
for the next generation of BOLD Warriors





Member _____ introduced the following Resolution and moved for its adoption:

RESOLUTION APPROVING CONVEYANCE TO CITY OF BIRD ISLAND

WHEREAS, Independent School District No. 2534, Bird Island-Olivia-Lake Lillian Public School District (“District”) owns a property located in Bird Island, MN, identified as Parcel ID No. 28-00247-00, which contains a baseball field (the “Property”);

WHEREAS, the District and the City of Bird Island (“City”) previously entered into a Memorandum of Understanding (“MOU”), a copy of which is attached hereto as Exhibit A, relating to the Property, under which the District agreed to convey, and the City agreed to accept, the transfer of the Property for a nominal sum of \$1.00;

WHEREAS, the Property is no longer needed for the District’s educational needs;

WHEREAS, Minnesota Statutes Section 465.035 states that “[a]ny . . . public corporation may lease or convey its lands for a nominal consideration, without consideration or for such consideration as may be agreed upon to . . . any governmental subdivision . . . for public use when authorized by its governing body.”

NOW, THEREFORE BE IT RESOLVED by the School Board of Independent School District No. 2534, Bird Island-Olivia-Lake Lillian Public School District, as follows:

1. The School Board hereby authorizes and approves the conveyance of the Property via quit claim deed in the form attached hereto as Exhibit B for the nominal sum of \$1.00. The Board Chair and Board Clerk are authorized to sign the deed. The City will be responsible for all costs of recording the deed.
2. The Superintendent or his designee are hereby authorized to take any actions necessary to complete the conveyance described in the Agreement, including but not limited to correction of typographical or scrivener’s errors, clarification or correction of legal descriptions, or other revisions necessary to satisfy recording requirements.

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:

The following voted against:

School Board Chair

School Board Clerk

Memorandum of Understanding

Between:

BOLD Public Schools (hereinafter referred to as "the School District")

The City of Bird Island (hereinafter referred to as "the City")

Regarding:

The transfer of a parcel of land for the purpose of constructing a batting cage (hereinafter referred to as "the Property").

Date: April 14, 2025

WHEREAS:

- A Scout has proposed the construction of a batting cage on the School District's property at the baseball field in Bird Island.
- The School District wishes to transfer ownership of the Property to the City to avoid maintenance and liability responsibilities.
- The City is willing to accept ownership of the Property for the purpose of maintaining the batting cage.
- The City is currently pursuing grant opportunities that may be negatively impacted by the immediate transfer of the Property.
- Both parties desire to complete the transfer of the property when the grant work of the city is completed.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, the parties agree as follows:

1. Intent to Transfer:

- The School District agrees to transfer ownership of the Property to the City for the nominal sum of one dollar (\$1.00).
- The City agrees to accept the transfer of the property.

2. Deferred Transfer:

- The transfer of the Property shall be deferred until the City has completed its current grant projects, or until such time as the City determines that the transfer will not negatively impact its grant applications or awards.
- The city will give the school district notice when the transfer can proceed.

EXHIBIT A (CONT)

3. Property Description:

PARCEL NUMBER

28-00247-00

LEGAL DESCRIPTION

300'X 580' TRACT LYING SOUTH OF ATHLETIC FIELD -EX E 215'- (SM BASEBALL FIELD)

4. Due Diligence:

- o Prior to the final transfer, the City shall have the opportunity to conduct any necessary due diligence regarding the Property.

5. Good Faith:

- o Both parties agree to act in good faith and cooperate with each other to facilitate the transfer of the Property.

6. Non-Binding Agreement:

- o This MoU is intended to express the current intentions of the parties and does not constitute a legally binding agreement for the transfer of the Property.
- o A formal purchase agreement shall be created and executed by both parties prior to the final transfer.

7. Termination:

- o This MoU may be terminated by mutual written agreement of the parties.

8. Governing Law:

- o This MoU shall be governed by and construed in accordance with the laws of the State of Minnesota.

Signatures:

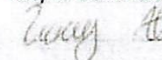
BOLD Public Schools:

Greg Peppel, Clerk



Date: 5/22/25

City of Bird Island:

 Tracey Ahl, City Administrator

Tracey Ahl, Bird Island City Administrator,

Date: 4/28/25

Exhibit B

(Top 3 inches reserved for recording data)

QUIT CLAIM DEED

Minnesota Uniform Conveyancing Blanks

Business Entity to Business Entity

Form 10.3.5 (2013)

eCRV number: n/a

DEED TAX DUE: \$ 1.65

DATE:

FOR VALUABLE CONSIDERATION, Independent School District No. 2534, Bird Island-Olivia-Lake Lillian Public School District, a public school corporation under the laws of Minnesota ("Grantor"), hereby conveys and quitclaims to the City of Bird Island, Minnesota, a municipal corporation under the laws of Minnesota ("Grantee"), real property in Renville County, Minnesota, legally described as follows:

300'X 580' TRACT LYING SOUTH OF ATHLETIC FIELD -EX E 215'- (SM BASEBALL FIELD).

Consideration for this transaction is less than \$3,000.

together with all the hereditaments and appurtenances belonging thereto.

[signature page follows]

Exhibit B (cont)

Check applicable box:

- ☒ The Seller certifies that the Seller does not know of any wells on the described real property.
- ☐ A well disclosure certificate accompanies this document or has been electronically filed. (If electronically filed, insert WDC number: _____.)
- ☐ I am familiar with the property described in this instrument and I certify that the status and number of wells on the described real property have not changed since the last previously filed well disclosure certificate.

Grantor

Independent School District No. 2534, Bird Island-Olivia-Lake Lillian Public School District
(*name of Grantor*)

By: _____

Name: Greg Peppel
Its: School Board Chair

By: _____

Name: MaryElla Clouse
Its: School Board Clerk

STATE OF MINNESOTA)
) ss
COUNTY OF RENVILLE)

This instrument was acknowledged before me this ____ day of _____, 2026, by Greg Peppel, as School Board Chair, and MaryElla Clouse, as School Board Clerk, on behalf of Independent School District No. 2534, Bird Island-Olivia-Lake Lillian Public School District, a public school corporation under the laws of Minnesota.

(Seal, if any)

(signature of notarial officer)

Title (and Rank): _____

My commission expires: _____
(month/day/year)

THIS INSTRUMENT WAS DRAFTED BY:
(insert name and address)

Squires, Waldspurger & Mace, P.A.
333 South Seventh Street, Suite 2800
Minneapolis, MN 55402

TAX STATEMENTS FOR THE REAL PROPERTY
DESCRIBED IN THIS INSTRUMENT SHOULD BE
SENT TO:

(insert name and address of Grantee to whom tax statements should be sent)

City of Bird Island
660 Birch Ave.
PO Box 130
Bird Island, MN 55310

Member Zimmerman introduced the following Resolution and moved for its adoption:

RESOLUTION APPROVING CONVEYANCE TO CITY OF BIRD ISLAND

WHEREAS, Independent School District No. 2534, Bird Island-Olivia-Lake Lillian Public School District ("District") owns a property located in Bird Island, MN, identified as Parcel ID No. 28-00247-00, which contains a baseball field (the "Property");

WHEREAS, the District and the City of Bird Island ("City") previously entered into a Memorandum of Understanding ("MOU"), a copy of which is attached hereto as Exhibit A, relating to the Property, under which the District agreed to convey, and the City agreed to accept, the transfer of the Property for a nominal sum of \$1.00;

WHEREAS, the Property is no longer needed for the District's educational needs;

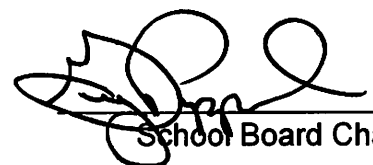
WHEREAS, Minnesota Statutes Section 465.035 states that "[a]ny . . . public corporation may lease or convey its lands for a nominal consideration, without consideration or for such consideration as may be agreed upon to . . . any governmental subdivision . . . for public use when authorized by its governing body."

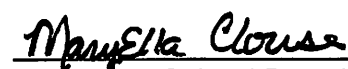
NOW, THEREFORE BE IT RESOLVED by the School Board of Independent School District No. 2534, Bird Island-Olivia-Lake Lillian Public School District, as follows:

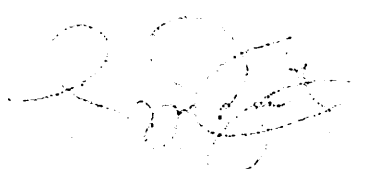
1. The School Board hereby authorizes and approves the conveyance of the Property via quit claim deed in the form attached hereto as Exhibit B for the nominal sum of \$1.00. The Board Chair and Board Clerk are authorized to sign the deed. The City will be responsible for all costs of recording the deed.
2. The Superintendent or his designee are hereby authorized to take any actions necessary to complete the conveyance described in the Agreement, including but not limited to correction of typographical or scrivener's errors, clarification or correction of legal descriptions, or other revisions necessary to satisfy recording requirements.

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: Todd Frank, Todd Sheehan, Sandy Benson, MaryElla Clouse, Michael Zimmerman, Greg Peppel, Brad Aaseth

The following voted against: None


School Board Chair


School Board Clerk


2026/09/02

Memorandum of Understanding

Between:

BOLD Public Schools (hereinafter referred to as "the School District")

The City of Bird Island (hereinafter referred to as "the City")

Regarding:

The transfer of a parcel of land for the purpose of constructing a batting cage (hereinafter referred to as "the Property").

Date: April 14, 2025

WHEREAS:

- A Scout has proposed the construction of a batting cage on the School District's property at the baseball field in Bird Island.
- The School District wishes to transfer ownership of the Property to the City to avoid maintenance and liability responsibilities.
- The City is willing to accept ownership of the Property for the purpose of maintaining the batting cage.
- The City is currently pursuing grant opportunities that may be negatively impacted by the immediate transfer of the Property.
- Both parties desire to complete the transfer of the property when the grant work of the city is completed.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, the parties agree as follows:

1. Intent to Transfer:

- The School District agrees to transfer ownership of the Property to the City for the nominal sum of one dollar (\$1.00).
- The City agrees to accept the transfer of the property.

2. Deferred Transfer:

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- The city will give the school district notice when the transfer can proceed.

3. Property Description:

PARCEL NUMBER

28-00247-00

LEGAL DESCRIPTION

300'X 580' TRACT LYING SOUTH OF ATHLETIC FIELD -EX E 215'- (SM BASEBALL FIELD)

4. Due Diligence:

- Prior to the final transfer, the City shall have the opportunity to conduct any necessary due diligence regarding the Property.

5. Good Faith:

- Both parties agree to act in good faith and cooperate with each other to facilitate the transfer of the Property.

6. Non-Binding Agreement:

- This MoU is intended to express the current intentions of the parties and does not constitute a legally binding agreement for the transfer of the Property.
- A formal purchase agreement shall be created and executed by both parties prior to the final transfer.

7. Termination:

- This MoU may be terminated by mutual written agreement of the parties.

8. Governing Law:

- This MoU shall be governed by and construed in accordance with the laws of the State of Minnesota.

Signatures:

BOLD Public Schools:

Greg Poppel, Clerk



Date: 5/22/25

City of Bird Island:

 Tracey Ahl, City Administrator

Tracey Ahl, Bird Island City Administrator,

Date: 4/28/25

Exhibit B

(Top 3 inches reserved for recording data)

QUIT CLAIM DEED Minnesota Uniform Conveyancing Blanks Business Entity to Business Entity Form 10.3.5 (2013)

eCRV number: n/a

DEED TAX DUE: \$ 1.65 DATE: August 24, 2026

FOR VALUABLE CONSIDERATION, Independent School District No. 2534, Bird Island-Olivia Lake Lillian Public School District, a public school corporation under the laws of Minnesota ("Grantor"), hereby conveys and quitclaims to the City of Bird Island, Minnesota, a municipal corporation under the laws of Minnesota ("Grantee"), real property in Renville County, Minnesota, legally described as follows:

300'X 580' TRACT LYING SOUTH OF ATHLETIC FIELD -EX E 215'- (SM BASEBALL FIELD).

Consideration for this transaction is less than \$3,000.

together with all the hereditaments and appurtenances belonging thereto.

[signature page follows]

the laws of Minnesota.



(and Rank):

My commission expires:

3/31/2029

business office

9/4/26
(month/day/year)

THIS INSTRUMENT WAS DRAFTED BY: (insert name and address)

Nancy Jahnke
701 S. 4th Street. Olivia, MN 56277

Squires, Waldspurger & Mace, P.A. 333 South Seventh
Street, Suite 2800 Minneapolis, MN 55402

TAX STATEMENTS FOR THE REAL PROPERTY
DESCRIBED IN THIS INSTRUMENT SHOULD BE SENT
TO:

(insert name and address of Grantee to whom tax statements should be sent)

City of Bird Island
660 Birch Ave.
PO Box 130
Bird Island, MN 55310

PAGE 5/5

PAGE 4/5

Exhibit B (cont)

) ss

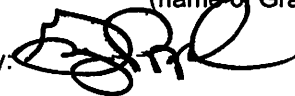
COUNTY OF RENVILLE)

Check applicable box:

- ☐ The Seller certifies that the Seller does not know of any wells on the described real property.
- ☐ A well disclosure certificate accompanies this document or has been electronically filed. (If electronically filed, insert WDC number: _____.)
- ☐ I am familiar with the property described in this instrument and I certify that the status and number of wells on the described real property have not changed since the last previously filed well disclosure certificate.

Grantor

Independent School District No. 2534, Bird
Island-Olivia-Lake Lillian Public School District
(name of Grantor)

By: 

Name: Greg Peppel
Its: School Board Chair

By: 

Name: MaryElla Clouse
Its: School Board Clerk

STATE OF MINNESOTA)

This instrument was acknowledged before me this 24 day of August, 2026, by Greg Peppel, as School Board Chair, and MaryElla Clouse, as School Board Clerk, on behalf of Independent School District No. 2534, Bird Island-Olivia-Lake Lillian Public School District, a public school corporation under

**BALL PARK COMPLEX
JOINT POWERS AGREEMENT**

This agreement made and entered into by and between Independent School District #2534, hereinafter referred to as the School, and the City of Bird Island, hereinafter referred to as the City.

WHEREAS, the parties hereto agree to operate and maintain the Ball Park Complex, including Parcel #28-00243-00, owned by the City, and Parcel #28-00247-00, owned by the School.

WHEREAS, it would be mutually beneficial to share operating and maintenance of said property.

NOW, THEREFORE, it is agreed by the parties hereto as follows:

1. The City will pay 100% of the water bill on the City and School owned properties.
2. The City will pay the electricity bill for both properties for the months of June, July and August. The School will pay the electricity bill from September 1st to May 31st.
3. The City will pay for the cost of the replacement of the light bulbs and other maintenance & insurance on the ball park lights and scoreboard on city-owned property.
4. The City will provide for the maintenance and insurance on the grandstand, restrooms, press box, concession stands, fencing, bleachers, electrical/storage building and sprinkler system on city-owned property and the School will provide for the maintenance and insurance on any building, structure or equipment on school-owned property.
5. The City will provide for the garbage pick up/collection on city-owned property and the School will pay for the same, including a portable toilet, if needed, on school-owned property.
6. The City will maintain the north parking lot.
7. Mowing, trimming and weed control services on both properties will be provided via a contract with the BOLD Baseball Association (attached) or the School staff.

8. Maintenance of the Ball Park Complex not covered by this agreement must be done by mutual consent of both parties.
9. Attached to, and made a part of this agreement, are a list of Rules of Etiquette, which must be adhered to by any persons using these facilities.
10. No drinking of alcoholic beverages will be permitted on school-owned property.
11. Pursuant to MN Stat. 471.59, subd. 1a, neither party will be responsible for the acts or omissions of the other party.
12. This agreement shall be in effect upon approval and action by the governing boards of the parties hereto. If either party desires to modify or amend this agreement, it must be done by mutual consent.

Independent School District #2534

Giffney Benson
Chairperson

Jill A. Hanson
Clerk

City of Bird Island

Robert Smith 12-10-12
Mayor

Deb Lyng
Administrator

BASEBALL FIELD RULES OF EDIQUETTE

1. Only teams that play on 90 feet Bases are allowed to use the varsity field
2. Absolutely no Batting practice on the infield playing surface
All batting practice will be taken in the outfield or tunnel.
3. No Hitting into the Fences or using the fencing as a backstop to pitch on any of the fields.
4. All fields must be manicured immediately after every game.
This includes: Drag infield, rake baselines and mound and batters box, Pack the mound and Batters box
Sweep out dugouts, Pick up all garbage. Any coach or manager with any questions please call Mike Nagel.
5. The Varsity Field will be locked at all times with access only to teams that play on 90 feet Bases if you need keys contact Mike Nagel.
6. All Field Equipment will be put back in the electrical building after use. example: (Rakes, chalker, shovels.)

BALL PARK COMPLEX

JOINT POWERS AGREEMENT

This agreement made and entered into by and between Independent School District #2534, hereinafter referred to as the School, and the City of Bird Island, hereinafter referred to as the City.

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NOW, THEREFORE, it be agreed by the parties hereto as follows:

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2. The City will pay the electricity bill for both properties for the months of June, July, and August. The school will pay the electricity bill from September 1st to May 31st.
3. The City will pay for the cost of the replacement of the light bulbs and other maintenance & insurance on the ball park lights and scoreboard on city-owned property.
4. The City will provide for the maintenance and insurance on the grandstands, restrooms, press box, concession stands, fencing, bleachers, electrical/storage building, and sprinkler system on city-owned property.
5. The City will provide for the garbage pickup/collection on city-owned property.
6. The City will maintain the north parking lot.
7. Mowing, trimming and weed control services on both properties will be provided via a contract with the BOLD Baseball Association (attached).
8. Maintenance of the Ball Park Complex not covered by this agreement must be done by mutual consent of both parties.
9. Attached to, and made a part of this agreement are a list of Rules of Etiquette, which would be adhered to by any persons using the facilities.
10. Pursuant to MN Stat. 471.59, subd. 1a, neither party will be responsible for the acts or omissions of the other party.
11. This agreement shall be in effect until approval and action by the governing boards of the properties hereto. If either party desires to modify or amend this agreement, it must be done by mutual consent.

12. Independent School District #2534 will continue to use the Bird Island Ball Park Complex for their Junior Varsity and Varsity baseball programs as long as Bird Island is part of the School District.

Independent School District #2534

City of Bird Island

Chairperson

Mayor

Clerk

Administrator

BASEBALL FIELD RULES OF ETIQUETTE

1. Only teams that play on 90 feet bases are allowed to use the varsity field.
2. Absolutely no Batting practice on the infield playing surface. All batting practice will be taken in the outfield or tunnel.
3. No hitting into the fences or using the fencing as a backstop to pitch on any of the fields.
4. All fields must be manicured immediately after every game. This includes: Drag infield, rake baselines, mound and batter's box, pack the mound and batters' box, sweep out dugouts, pick up all garbage. Any coach or manager with any questions please call Mike Nagel.
5. The Varsity Field will be locked at all times with access only to teams that play on 90 feet bases. If you need keys, contact Mike Nagel.
6. All field equipment will be put back in the electrical building after use. Example: Rakes, chalk, shovels
7. All lights and music will be turned off before the city curfew or within 60 minutes of the end of a game, whichever is later.

Dashir Management Services, Inc.

E8723A County Road H – Wisconsin Dells WI 53965

Management Agreement

August 20, 2026

Dashir Management Services, Inc. proposes to provide the facility management program for the Bold Public Schools for the purpose of providing a clean, well maintained, and safe environment for the staff, visitors, and students in all district facilities.

The terms proposed are as follows:

1. The program will require 3 full-time equivalent positions (FTE's).
 - 1 – FTE Facility Manager
 - 2 – FTE Custodians
2. The three custodians currently employed by the district will remain as district employees and will report to the Dashir facility manager as the department supervisor.
3. Future facility department staff openings will be filled by Dashir. The contract price would be adjusted based on the hourly wage of the employee with the same markup as the other employees in this agreement.
4. The District and Dashir may review and discuss adjustments to staffing levels annually based on the changing needs of the District. This contract price would be adjusted accordingly based on the hourly wage of any employee affected.
5. The District will provide all cleaning supplies, custodial equipment, PPE, and maintenance tools.
6. The District will provide a vehicle for the use of the facility manager and maintenance staff or pay mileage for personal vehicle use for district assigned work. District vehicles are to be kept in the district assigned parking areas.
7. The District will provide the office and computer as required for the facility manager to perform their job.
8. The District will provide a cell phone or pay a monthly allowance for the facility manager.
9. Dashir, with input from the District Administration, will be responsible for the assignment of schedules and supervision of all employees in the maintenance and custodial department.
10. Dashir will provide access to its purchasing agreements and assist the District to ensure the greatest savings possible on any other purchases.
11. Dashir will monitor the success of the program through inspections conducted by the on-site facility manager.
12. Dashir and District Administration will meet regularly to review progress and resolve any problems that may occur.

13. Dashir will provide the District with a current certificate of workers compensation insurance from an insurance provider licensed in the State.
14. Dashir will comply with all labor laws of the State and Federal standards that may apply.
15. Dashir employees will comply with all policies of the District.
16. Dashir agrees to provide any information related to actual labor cost, as may be requested by the District Administration.
17. The District agrees to provide budget information, including monthly year-to-date reports as they relate to the Custodial and Maintenance Department.
18. This agreement will remain in force for 3 years beginning August 25, 2026, through June 30, 2029. The agreement will be automatically renewed unless either party requests a change 90 days prior to the contract date in writing. The agreement may be terminated by either party, with a 90-day written notice for failure to perform.
19. Dashir will meet with the district regularly to review performance. This agreement can be terminated by either party with a thirty-day written notice following this review for failure to perform, or if either party decides it is no longer in their best interest to continue the agreement.
20. The contract amount will be adjusted only when a change in service responsibility occurs or in the event of an increase in the wages offered to the District's non-licensed support staff. The adjustment shall be effective with the commencement of the change in service responsibilities or the effective date of the increase in wage and benefit package.
21. The annual contract amounts will increase in a percentage equal to the increase offered to the district's non-licensed support staff as indicated above in item 20.
22. This contract could be opened for renegotiation if local, state or federal minimum wage laws are changed.
23. The District agrees not to offer employment in the same position to any Dashir supervisory employees during the term of this agreement and for one year following termination of this agreement, either directly, or indirectly, without the expressed written permission of Dashir Management Services, Inc...
24. Dashir Management Services, Inc. hereby agrees to indemnify and hold the district harmless from all claims relating to its work performed pursuant to this Agreement. The district agrees to indemnify and hold harmless Dashir Management Services, Inc. from all claims relating to the acts or omissions of District employees, agents or representatives, and from claims relating to defects or fault relating to property owned by the district.

If you agree with the contract indicated above, please sign below.

X

Superintendent

Date

X

Dashir President

Date

Addendum "A" 3 FTE

Dashir Management Services, Inc. will provide the program, and all employees as indicated on page one of the agreement.

The cost for this option:

FY- 2026-2027

\$255,673.06 annually or \$9,833.58 bi-weekly

The cost above is for the full fiscal year and will be prorated based on the actual start date and as positions are filled. The cost is based on current wages and would change based on increases given to district custodians/non licensed support staff as specified under item numbers 20 and 21 or if Dashir adds additional staffing as listed under line-item number 3.

1. The cost of this service will be adjusted by a percentage equal to any adjustment awarded to District employees as indicated previously on line 18 of this agreement.
2. Any extra hours worked over and above the contracted amount would be with authorization of School District Administration and would be charged to the district at a rate of the actual paid wages plus 30%.

L	Fund	Org	Pro	Crs	Fin	O/S	Description
---	------	-----	-----	-----	-----	-----	-------------

25REV	25 YTD	26BUD	26 YTD	27BUD	27YTD
\$ 289,800.00	\$ 244,075.47	\$ 262,885.00	\$ 238,664.02	\$ 270,772.00	\$ 27,012.24
\$ 63,400.00	\$ 47,915.89	\$ 47,667.00	\$ 40,449.11	\$ 39,228.00	\$ 4,752.32
\$ 323,900.00	\$ 333,041.86	\$ 367,310.00	\$ 387,421.12	\$ 379,301.00	\$ -
\$ 118,400.00	\$ 110,937.13	\$ 138,500.00	\$ 118,987.10	\$ 130,500.00	\$ 46.00
\$ 6,500.00	\$ 1,965.00	\$ 6,500.00	\$ 14,213.17	\$ 17,500.00	\$ -
\$ 10,400.00	\$ 11,089.00	\$ 10,400.00	\$ 2,474.44	\$ -	\$ -
\$ 812,400.00	\$ 749,024.35	\$ 833,262.00	\$ 802,208.96	\$ 837,301.00	\$ 31,810.56

Category

00 Salaries & Wages Total

00 Employee Benefits Total

00 Purchased Services Total

00 Supplies & Materials Total

00 Capital Expenditures Total

00 Other Expenditures Total

Grand Total

BOLD Public Schools								
Dashir - August 2026	Hourly wage					annual wage		
Manager	\$ -	0.00%	\$ -	\$ -	2,080	\$ 70,000.00		
Maintenance	\$ 25.00	0.00%	\$ -	\$ 25.00	2,080	\$ 52,000.00		
Custodian 1st shift	\$ 19.00	0.00%	\$ -	\$ 19.00	2,080	\$ 39,520.00		
Cleaner 2nd shift	\$ 20.00	0.00%	\$ -	\$ 20.00	2,080	\$ 41,600.00		
Cleaner 2nd shift	\$ 20.00	0.00%	\$ -	\$ 20.00	2,080	\$ 41,600.00		
Cleaner 2nd shift	\$ 20.00	0.00%	\$ -	\$ 20.00	2,080	\$ 41,600.00		
Totals					12,480	\$ 286,320.00	Total Wages	
					6.00	\$ 161,139.11	Benefits and Overhead	
						\$ 447,459.11	Annual Total	

Dashir Management Services, Inc.

E8723A County Road H – Wisconsin Dells WI 53965

Management Agreement

August 20, 2026

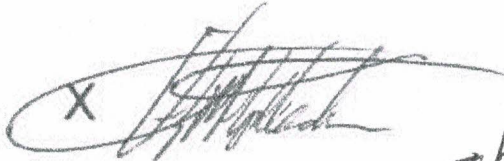
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 - o 1 – FTE Facility Manager
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10. Dashir will provide access to its purchasing agreements and assist the District to ensure the greatest savings possible on any other purchases.
11. Dashir will monitor the success of the program through inspections conducted by the on-site facility manager.
12. Dashir and District Administration will meet regularly to review progress and resolve any problems that may occur.

13. Dashir will provide the District with a current certificate of workers compensation insurance from an insurance provider licensed in the State.
14. Dashir will comply with all labor laws of the State and Federal standards that may apply.
15. Dashir employees will comply with all policies of the District.
16. Dashir agrees to provide any information related to actual labor cost, as may be requested by the District Administration.
17. The District agrees to provide budget information, including monthly year-to-date reports as they relate to the Custodial and Maintenance Department.
18. This agreement will remain in force for 3 years beginning August 25, 2026, through June 30, 2029. The agreement will be automatically renewed unless either party requests a change 90 days prior to the contract date in writing. The agreement may be terminated by either party, with a 90-day written notice for failure to perform.
19. Dashir will meet with the district regularly to review performance. This agreement can be terminated by either party with a thirty-day written notice following this review for failure to perform, or if either party decides it is no longer in their best interest to continue the agreement.
20. The contract amount will be adjusted only when a change in service responsibility occurs or in the event of an increase in the wages offered to the District's non-licensed support staff. The adjustment shall be effective with the commencement of the change in service responsibilities or the effective date of the increase in wage and benefit package.
21. The annual contract amounts will increase in a percentage equal to the increase offered to the district's non-licensed support staff as indicated above in item 20.
22. This contract could be opened for renegotiation if local, state or federal minimum wage laws are changed.
23. The District agrees not to offer employment in the same position to any Dashir supervisory employees during the term of this agreement and for one year following termination of this agreement, either directly, or indirectly, without the expressed written permission of Dashir Management Services, Inc...
24. Dashir Management Services, Inc. hereby agrees to indemnify and hold the district harmless from all claims relating to its work performed pursuant to this Agreement. The district agrees to indemnify and hold harmless Dashir Management Services, Inc. from all claims relating to the acts or omissions of District employees, agents or representatives, and from claims relating to defects or fault relating to property owned by the district.

If you agree with the contract indicated above, please sign below.

X 

Superintendent

Date

8/25/27

X 

Dashir President

Date

8.25.26

Addendum "A" 3 FTE

Dashir Management Services, Inc. will provide the program, and all employees as indicated on page one of the agreement.

The cost for this option:

FY- 2026-2027

\$255,673.06 annually or \$9,833.58 bi-weekly

The cost above is for the full fiscal year and will be prorated based on the actual start date and as positions are filled. The cost is based on current wages and would change based on increases given to district custodians/non licensed support staff as specified under item numbers 20 and 21 or if Dashir adds additional staffing as listed under line-item number 3.

1. The cost of this service will be adjusted by a percentage equal to any adjustment awarded to District employees as indicated previously on line 18 of this agreement.
2. Any extra hours worked over and above the contracted amount would be with authorization of School District Administration and would be charged to the district at a rate of the actual paid wages plus 30%.

Agreement for a paired Gymnastics program

This agreement is made between the School Boards of ISD 2897, Redwood Valley and Wabasso, BOLD, Renville County West and Cedar Mountain. The parties agree as follows:

- I. Purpose of Shared Gymnastics Program Agreement- The purpose of this agreement is to allow students from, Wabasso, BOLD, Renville County West and Cedar Mountain to participate in the Redwood Falls MSHSL gymnastics program for the 2026-2027 season and Beyond.
- II. Terms and Conditions of the shared Gymnastics Program Agreement-
 - a. Team Name-The Wabasso, BOLD, Renville County West and Cedar Mountain students will participate and compete under the name of the Redwood Valley Cardinals.
 - b. Contracts-Except as otherwise provided herein, contracts related to the gymnastics program with groups such as official associations, with other schools or school districts, shall be made by the governing board of the host district (Redwood Valley)
 - c. Allocation of costs-All costs of the combined program shall be allocated between the parties in the manner indicated below:
 - i. All expenditures from the program shall be allocated on a percentage based on each school's student participation in the program. State tournament expenses will be the responsibility of the school district which the participant attends.
 - ii. Coaching contracts shall be held by the Redwood Valley School District
 - iii. The participation fee for gymnastics will be set and collected by each participating school.
 - iv. If a participating school does not have any participants, they will be asked to pay the share of 1 participant.
 - d. Lack of Licensed Personnel-In the event that a licensed head coach is required for this activity and is not available, this agreement shall be terminated.
 - e. Control and Supervision of Programs and participants-The control and supervision of this combined program and of the behavior of student participants which relates to their participation in the program shall be the responsibility of the home school district. The control and supervision of the student participants while in transport to and from the home school district is the responsibility of the transporting school district.
 - f. Practice site-The practice site will be determined by ISD 2897.
 - g. Coaches-Coaches will be employed by ISD 2897.
 - h. Transportation and Supervision to Practice and Events-The participating schools will be responsible for the transportation and supervision of the participating school's gymnasts to and from practice, home events and to Redwood Falls for away events. Redwood Valley will provide transportation from Redwood Falls to the site of the away event.
- III. Resolution of Disputes-Any disputes relating to this agreement or items in this agreement requiring clarification will be investigated by the school superintendents from each school and they will present their finding and recommendations to the respective boards

Signed _____ Date _____ Redwood Falls Board of Education

Signed_____Date_____ Wabasso Board of Education

Signed_____Date_____ Cedar Mountain Board of Education

Signed_____Date_____ BOLD Board of Education

Signed_____Date_____ RCW Board of Education

Application for Cooperative Sponsorship

Deadline: Not later than 30 days prior to the first day of practice for that sport season.
PLEASE SEE BYLAW 403.2 (A-C) and 403.4 (A-D) (amended May 15, 2017) FOR INFORMATION REGARDING REQUIRED DOCUMENTATION AND APPLICATION PROCEDURE

The governing boards of each participating school must jointly make application for cooperative sponsorship.

On behalf of the following schools, we hereby apply for cooperative sponsorship of **Gymnastics**

beginning with the **2026 - 2027** school year.

(activity) (boys' or girls') (Adapted-CI or PI)

List **ALL** schools included in the cooperative sponsorship. *Attach another form if necessary.*

	School	Enrollment (9-12)*	City	Administrative Region**	Competitive Section**
High School #1:	Redwood Valley	310	Redwood Falls	3A	3A
High School #2:	Cedar Mountain	116	Morgan	2A	3A
High School #3:	Wabasso	141	Wabasso	3A	3A
High School #4:	BOLD	176	Olivia	3A	3A
High School #5	Renville County West	122	Renville	3A	3A

*Enrollment reported to the State of Minnesota on October 1 of the previous school year.

**Current (Number and Class)

1. Do any of the above schools belong to a conference in this activity?

X Yes This application must include a review and comments from the conference(s) of which the schools are members.

2. Do any of the above schools currently have a cooperative agreement in this activity?

X Yes An application for dissolution must be submitted for the existing agreement.

3. Describe the conditions which have prompted your request to co-sponsor this activity. (See model resolution at [www.mshsl.org/About MSHSL/Membership Information: A History & Model Resolution for School Boards](http://www.mshsl.org/About%20MSHSL/Membership%20Information%20A%20History%20&%20Model%20Resolution%20for%20School%20Boards))

Students from these new schools attend our youth program and are now age eligible.

4. List the number of students, by grade level, who participated in this activity during the previous year. *If the school did not sponsor the program last year, indicate the number of students expected to participate in this cooperatively-sponsored activity this year if approved.*

	7th	8th	9th	10th	11th	12th
High School #1						
High School #2						
High School #3						
High School #4	0	0	1	0	0	0

5. Team Identification: (Indicate how cooped schools should be identified in tournament programs): **Redwood Valley**

6. Team Colors: Red/White Team Mascot: Cardinals

7. Host School (school that will receive revenue share check): **Redwood Valley**

Board of Education (or designee)	School	Date
Signed _____	Redwood Valley	_____
Signed _____	Cedar Mountain	_____
Signed _____	Wabasso	_____
Signed _____	BOLD	_____
Signed _____	Renville County West	_____

Official Action of the MSHSL Board of Directors

☐ Approved

☐ Not Approved

Signature:

Date:

MSHSL Executive Director

721 PROCUREMENT POLICY

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

I. PURPOSE

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

II. DEFINITIONS

- A. "Compensation for personal services" includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the federal award, including, but not necessarily limited to, wages and salaries. Compensation for personal services may also include fringe benefits which are addressed in 2 Code of Federal Regulations, section 200.431 (Compensation - Fringe Benefits).
- B. "Competitive procurement process" means a process for procurement by sealed bids or by proposals under Minnesota Statutes, section 471.345.
- C. "Contract" means a legal instrument by which the school district purchases property or services needed to carry out the project or program under a federal award. The term, as used in 2 Code of Federal Regulations, Part 200, does not include a legal instrument, even if the school district considers it a contract, when the substance of the transaction meets the definition of a federal award or subaward.
- D. "Direct costs" are those costs that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.
- E. "Equipment" means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which exceeds the lesser of the capitalization level established by the school district for financial statement purposes, or \$10,000.
- F. "Federal award" has the meaning, depending on the context, in either paragraph 1. or 2. below:
 - 1.
 - a) The federal financial assistance that the school district receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 Code of Federal Regulations, section 200.101; or
 - b) The cost-reimbursement contract under the federal Acquisition Regulations that the school district receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 Code of Federal Regulations, section 200.101.
 - 2. The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (2) of the definition of *Federal financial assistance* in 2 Code of Federal

Regulations 200.1, or the cost-reimbursement contract awarded under the federal Acquisition Regulations.

3. "Federal award" does not include other contracts that a federal agency uses to buy goods or services from a contractor or a contract to operate federal-government-owned, contractor-operated facilities.
- G. "Grants" includes
1. "State-administered grants" are those grants that pass through a state agency such as the Minnesota Department of Education (MDE).
 2. "Direct grants" are those grants that do not pass through another agency such as MDE and are awarded directly by the federal awarding agency to the grantee organization. These grants are usually discretionary grants that are awarded by the U.S. Department of Education (DOE) or by another federal awarding agency.
- [NOTE: All requirements outlined in this policy apply to both direct grants and state-administered grants.]**
- H. "Non-federal entity" means a state, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out a federal award as a recipient or subrecipient.
- I. "Post-retirement health plans" refer to costs of health insurance or health services not included in a pension plan covered by 2 Code of Federal Regulations, section 200.431(g) for retirees and their spouses, dependents, and survivors.
- J. "Severance pay" is a payment in addition to regular salaries and wages by the school district to workers whose employment is being terminated.
- K. "Travel costs" are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the school district.

III. PROCUREMENT METHOD OPTIONS

A. Procurement by micro-purchase

The acquisition of supplies or services when the aggregate dollar amount of the procurement transaction does not exceed the micro-purchase threshold (generally \$10,000, except as otherwise discussed in 48 Code of Federal Regulations, subpart 2.1 or as periodically adjusted for inflation).

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

B. Procurement by small purchase procedures

This procurement method may be used when the value of the procurement transaction does not exceed the federal simplified acquisition threshold and is within the state threshold of \$175,000. If a small purchase procedure is used, price or rate quotations must be obtained from an adequate number of qualified sources. Unless specified by the Federal agency, the school district may exercise judgment in determining what number is adequate.

[NOTE: Despite the federal government's increase in the dollar cap for small purchases to \$250,000, Minnesota Statutes, section 471.345 limits the cap for small purchase procedures to \$175,000.]

C. Procurement by sealed bids (formal advertising)

This procurement method involves a publicly solicited and a firm, fixed-price contract (lump sum or unit price) awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.

D. Procurement by competitive proposals

This procurement method is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded. Competitive proposals are generally used when conditions are not appropriate for the use of sealed bids.

E. Procurement by noncompetitive proposals

This procurement method involves solicitation of a proposal from only one source.

[NOTE: Article IV. on Conflict of Interest has been moved to Article XI. to create a seamless set of Articles regarding procurement.]

IV. GENERAL PROCUREMENT STANDARDS

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

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

C. The school district's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives and any other appropriate analysis to determine the most economical approach. Breaking up a procurement into smaller components to avoid the thresholds established in this policy is prohibited.

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

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

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

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

H. Thresholds for Employee Purchases

1. The Superintendent and/or **Business Manager or Assistant Business Manager**, in conjunction with the school board, is responsible for overseeing the procurement process, including establishment of procedures, internal controls, quality assurance, methods of greatest economy, and compliance with all applicable laws. To be valid, **all** contracts must be approved by the board, except as otherwise provided in this policy. Nothing in this paragraph shall be construed to waive or supersede statutory requirements relating to public contracts, competitive bidding thresholds, or school board oversight, except as expressly permitted by law.

2. Individual school district employees may incur expenditures in the following amounts without prior board approval so long as such expenditures are consistent with the

school board-approved budget, provided that in all cases the school board retains authority to disapprove any expenditure for any reason at its sole discretion:

- a. Any school district employee may make a purchase for use in connection with school district operations when the expenditure is less than \$1,000 and is consistent with this policy's requirements.
- b. In addition to the foregoing, the following school district employees may execute a purchase or procurement that requires the expenditure of up to the following amounts:
 - (1). Superintendent: Up to **\$5,000.00**.
 - (2). **Business Manager**: Up to **\$5,000.00**.

[NOTE: The school board has the authority to determine whether to adopt Subparagraph H.2. In addition, the board may determine the employees to be included and the expenditure amounts to be authorized.]

3. Emergency expenditures and procurement authorization

Notwithstanding other provisions of this policy, including the threshold authorization above, the superintendent is authorized to approve emergency expenditures when the superintendent determines that a public exigency or emergency exists that threatens the health, safety, or welfare of students, staff, or school district property and that the expenditure cannot be delayed until the next regular or special meeting of the school board without material harm to the school district.

In an emergency, the Superintendent may authorize an expenditure in excess of the Superintendent's delegated purchasing authority, subject to the following conditions:

1. The procurement shall comply with applicable state and federal law, including the use of noncompetitive procurement when permitted by law;
2. The superintendent shall document the nature of the emergency, the basis for determining that immediate action was required, and the reason competitive procurement procedures were not used;
3. The expenditure shall be reported to the school board for ratification at the next regular or specially called school board meeting; and
4. Emergency authority under this paragraph is limited to the specific emergency circumstances and does not constitute a permanent increase in the superintendent's purchasing authority.

[NOTE: Optional Dollar Limitation: Emergency expenditures authorized by the superintendent under this paragraph shall not exceed **\$10,000.00 per occurrence, unless prior school board approval is obtained or such approval is impracticable due to the timing and nature of the emergency, in which case Board ratification shall be sought as soon as practicable.]**

V. PROCUREMENT METHODS WHEN USING MINNESOTA STATE FUNDS

The school district must use one of the following methods of procurement when using **Minnesota** state funds:

A. Procurements for \$25,000 or less

If the amount of the contract is estimated to be \$25,000 or less, the contract may be made either upon quotation or in the open market, in the school district's discretion. If the contract is made upon quotation it shall be based, so far as practicable, on at least two (2) quotations which shall be kept on file for a period of at least one (1) year after their receipt.

Alternatively, the school district may award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in Minnesota Statutes, section 16C.28, subdivision 1, paragraph (a), clause (2), and paragraph (c).

Procurements for \$25,000 or less also may be conducted by micro-purchase.

B. Procurements Exceeding \$25,000 but not \$175,000

1. Sealed Bids or Direct Negotiation

If the amount of the contract is estimated to exceed \$25,000 but not to exceed \$175,000, the contract may be made either upon sealed bids or by direct negotiation, by obtaining two (2) or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding. All quotations obtained shall be kept on file for a period of at least one (1) year after receipt thereof.

2. Best Value Alternative

As an alternative to the procurement method described in Subparagraph B.1 above, the school district may award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in Minnesota Statutes, section 16C.28, subdivision 1, paragraph (a), clause (2), and paragraph (c).

C. Procurements Exceeding \$175,000

If the amount of the contract is estimated to exceed \$175,000, sealed bids shall be solicited by public notice in the manner and subject to the requirements of the law governing school district contracts.

Procurement by Sealed Bids

Procurement by sealed bids means a process in which bids are publicly solicited and a firm fixed price contract by lump sum or unit price is awarded to the responsible bidder whose bid, conforming with all material terms and conditions of the invitation for bids, is the lowest in price. If sealed bids are used, the following requirements apply:

1. bids must be solicited from an adequate number of qualified sources, providing bidders sufficient response time prior to the date set for opening bids;
2. the invitation for bids, which includes any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
3. all bids will be opened at the time and place prescribed in the invitation for bids, and the bids must be opened publicly;
4. a firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that the discounts are usually taken advantage of;
5. any or all bids may be rejected if there is a sound documented reason; and
6. in order for a sealed bid to be feasible, the following conditions must be present:
 - a. a complete, adequate, and realistic specification or purchase description is available;
 - b. two (2) or more responsible bidders are willing and able to compete effectively for the business; and
 - c. the procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the price.

D. Procurement by Proposals

"Procurement by proposals" means a process in which either a fixed price or cost-reimbursement type contract is awarded. Proposals are generally used when conditions are not appropriate for the use of sealed bids. They are awarded in accordance with the following requirements:

1. requests for proposals must be publicized and identify all evaluation factors and their relative importance. Proposals must be solicited from an adequate number of qualified offerors. Any response to publicized requests for proposals must be considered to the maximum extent practical;
2. the school district must have a written method for conducting technical evaluations of the proposals received and for making selections; and
3. contracts must be awarded to the responsible offeror whose proposal is most advantageous to the school district, with price and other factors considered.

VI. PROCUREMENT METHODS WHEN USING FEDERAL FUNDS

A. Procurement by Competitive Proposals

This is a procurement method used when conditions are not appropriate for using sealed bids. This procurement method may result in either a fixed-price or cost-reimbursement contract. If this method is used, the following requirements apply:

1. Requests for proposals require public notice, and all evaluation factors and their relative importance must be identified. Proposals must be solicited from multiple qualified entities. To the maximum extent practicable, any proposals submitted in response to the public notice must be considered;
2. Proposals must be solicited from an adequate number of qualified sources;
3. The school district must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
4. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
5. The school district may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method where price is not used as a selection factor can only be used in procurement of A/E professional services; it cannot be used to purchase other types of services, though A/E firms are a potential source to perform the proposed effort.

B. Procurement by Noncompetitive Proposals

Procurement by noncompetitive proposals may be used only when one (1) or more of the following circumstances apply:

1. The aggregate amount of the procurement transaction does not exceed the micro-purchase threshold;
2. The item is available only from a single source;
3. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
4. The DOE or MDE expressly authorizes noncompetitive proposals in response to a written request from the school district; or
5. After solicitation of a number of sources, competition is determined inadequate.

C. Competition

1. All procurement transactions under the Federal award must be conducted in a manner that provides full and open competition and is consistent with the standards of 2 Code of Federal Regulations, sections 200.319 and .320.
2. The school district must have written procedures for procurement transactions. These procedures must ensure that all solicitations:
 - a. are made in accordance with 2 Code of Federal Regulations, section 200.319(b);
 - b. incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in

competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When making a clear and accurate description of the technical requirements is impractical or uneconomical, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and

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

[NOTE: Thresholds are now set in Article IV.H above.]

G. Managing Property and Equipment and Safeguarding Assets

1. Property Standards

The school district must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with federal funds as provided to other property owned by the school district. Federally owned property need not be insured unless required by the terms and conditions of the federal award.

The school district must adhere to the requirements concerning real property, equipment, supplies, and intangible property set forth in 2 Code of Federal Regulations, sections 200.311, 200.314, and 200.315.

2. Managing Equipment

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

- a. Property records must be maintained that include a description of the property; a serial number or other identification number; the source of the funding for the property (including the federal award identification number (FAIN)); who holds title; the acquisition date; the cost of the property; the percentage of the federal participation in the project costs for the federal award under which the property was acquired; the location, use, and condition of the property; and any ultimate disposition data, including the date of disposition and sale price of the property.
- b. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two (2) years.

- c. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.
- d. Adequate maintenance procedures must be developed to keep property in good condition.
- e. If the school district is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

H. Cybersecurity

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

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

[NOTE: See 2 Code of Federal Regulations, section 200.303, which establishes internal controls that the school district must implement.]

VII. FINANCIAL MANAGEMENT REQUIREMENTS

A. Financial Management

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

B. Payment

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

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

C. Internal Controls

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

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

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

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

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

VIII. ALLOWABLE USE OF FUNDS AND COST PRINCIPLES

A. Allowable Use of Funds

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

B. Definitions

1. "Advance payment" means a payment that a federal agency or pass-through entity makes by any appropriate payment mechanism and payment method before the school district disburses the funds for program purposes.
2. "Allowable cost" means a cost that complies with all legal requirements that apply to a particular federal education program, including statutes, regulations, guidance, applications, and approved grant awards.
3. "Education Department General Administrative Regulations (EDGAR)" means a compilation of regulations that apply to federal education programs. These regulations contain important rules governing the administration of federal education programs and include rules affecting the allowable use of federal funds (including rules regarding allowable costs, the period of availability of federal awards, documentation requirements, and grants management requirements).
4. "Omni Circular"(also known as 2 Code of Federal Regulations, part 200, the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, or the Uniform Grant Guidance means federal cost principles that provide standards for determining whether costs may be charged to federal grants.

C. Allowable Costs

The following items are costs that may be allowable under the 2 Code of Federal Regulations, part 200, subpart E under specific conditions (review the specific part of 2 Code of Federal Regulations 200, subpart E for allowability requirements for the specific cost):

1. Advertising and public relations;
2. Advisory councils;
3. Audit costs and related services;
4. Bonding costs;
5. Compensation - personal services;
6. Compensation – fringe benefits;
7. Conferences;
8. Contingency provisions;
9. Depreciation;
10. Employee health and welfare costs;
11. Equipment and other capital expenditures;
12. Gains and losses on disposition of depreciable assets;
13. Insurance and indemnification;
14. Intellectual property;
15. Maintenance and repair costs;
16. Materials and supplies costs, including costs of computing devices;
17. Memberships, subscriptions, and professional activity costs;
18. Organization costs;

19. Participant costs;
20. Plant and security costs;
21. Pre-award costs;
22. Professional service costs;
23. Proposal costs;
24. Publication and printing costs;
25. Rearrangement and reconversion costs;
26. Recruiting costs;
27. Relocation costs of employees;
28. Rental costs of buildings and equipment;
29. Scholarships, student aid costs, and tuition remission;
30. Specialized service facilities;
31. Taxes;
32. Telecommunication and video surveillance costs;
33. Termination and standard closeout costs;
34. Training and education costs;
35. Transportation costs; and
36. Travel costs.

D. Costs Forbidden by Federal Law

2 Code of Federal Regulations, part 200 and EDGAR identify certain costs that may never be paid with federal funds. The list below provides examples of such costs. If a cost is on this list, it may not be supported with federal funds unless an exception exists (review the specific part of 2 Code of Federal Regulations 200, subpart E for possible exceptions to unallowable costs). The fact that a cost is not on this list does not mean it is necessarily permissible. Other important restrictions apply to federal funds, such as those items detailed in the 2 Code of Federal Regulations, part 200, subpart E; thus, the following list is not exhaustive:

1. Alcoholic beverages;
2. Bad debts;
3. Contingency provisions (with limited exceptions);
4. Contributions and donations
5. Entertainment (with limited exception);
6. Fines, penalties, damages, and other settlements;
7. Fundraising and investment management costs (with limited exceptions);
8. General costs of government (with limited exceptions pertaining to Indian tribal governments and Councils of Government (COGs));
9. Goods or services for personal use;
10. Interest (except interest specifically stated in 2 Code of Federal Regulations, section 200.449 as allowable);
11. Lobbying;
12. Losses on other Federal awards or contracts;
13. Selling and marketing;
14. Student activity costs;
15. Religious use;
16. The acquisition of real property (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs);
17. Construction (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs); and
18. Tuition charged or fees collected from students applied toward meeting matching, cost sharing, or maintenance of effort requirements of a program.

E. Program Allowability

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

F. Federal Cost Principles

The Omni Circular defines the parameters for the permissible uses of federal funds. While many requirements are contained in the Omni Circular, it includes core principles that serve as an important guide for effective grant management. These core principles require all costs to be:

1. Necessary for the proper and efficient performance or administration of the program.
2. Reasonable. An outside observer should clearly understand why a decision to spend money on a specific cost made sense in light of the cost, needs, and requirements of the program.
3. Allocable to the federal program that paid for the cost. A program must benefit in proportion to the amount charged to the federal program – for example, if a teacher is paid 50% with Title I funds, the teacher must work with the Title I program/students at least 50% of the time. Recipients also need to be able to track items or services purchased with federal funds so they can prove they were used for federal program purposes.
4. Authorized under state and local rules. All actions carried out with federal funds must be authorized and not prohibited by state and local laws and policies.
5. Adequately documented. A recipient must maintain proper documentation so as to provide evidence to monitors, auditors, or other oversight entities of how the funds were spent over the lifecycle of the grant.

G. Program Specific Fiscal Rules

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

1. All federal education programs have certain program specific fiscal rules that apply. Determining which rules apply depends on the program; however, rules such as supplement, not supplant, maintenance of effort, comparability, caps on certain uses of funds, etc., have an important impact when analyzing whether a particular cost is permissible.
2. Many state-administered programs require school districts to use federal program funds to supplement the amount of state, local, and, in some cases, other federal funds they spend on education costs and not to supplant (or replace) those funds. Generally, the “supplement, not supplant” provision means that federal funds must be used to supplement the level of funds from non-federal sources by providing additional services, staff, programs, or materials. In other words, federal funds normally cannot be used to pay for things that would otherwise be paid for with state or local funds (and, in some cases, with other federal funds).
3. Auditors generally presume supplanting has occurred in three (3) situations:
 - a. The school district uses federal funds to provide services that the school district is required to make available under other federal, state, or local laws.

- b. The school district uses federal funds to provide services that the school district provided with state or local funds in the prior year.
 - c. The school district uses Title I, Part A, or Migrant Education Program funds to provide the same services to Title I or Migrant students that the school district provides with state or local funds to nonparticipating students.
- 4. These presumptions apply differently in different federal programs and also in schoolwide program schools. Staff should be familiar with the supplement not supplant provisions applicable to their program.
- H. Approved Plans, Budgets, and Special Conditions
 - 1. As required by the Omni Circular, all costs must be consistent with approved program plans and budgets.
 - 2. Costs must also be consistent with all terms and conditions of federal awards, including any special conditions imposed on the school district's grants.
- I. Training
 - 1. The school district will provide training on the allowable use of federal funds to all staff involved in federal programs.
 - 2. The school district will promote coordination between all staff involved in federal programs through activities, such as routine staff meetings and training sessions.
- J. Employee Sanctions
Any school district employee who violates this policy will be subject to discipline, as appropriate, up to and including the termination of employment.
- K. Reduction in Aid
If the school district makes a purchase without a procurement policy adopted by the school board or makes a purchase not in conformity with the school district's procurement policy, the Commissioner may reduce that school district's state aid in an amount equal to the purchase.
- L. Property, Financial Investments, and Contracting
The school district is subject to and must comply with Minnesota Statutes, sections 15.054 and 118A.01 to 118A.06 governing government property and financial investments and sections 471.38, 471.391, 471.392, and 471.425 governing municipal contracting.
- M. Mandatory Disclosures
The school district must promptly disclose whenever, in connection with the federal award (including any activities or subawards thereunder), it has credible evidence of the commission of a violation of federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations found in 18 United States Code or a violation of the civil False Claims Act (31 United States Code, sections 3729–3733).

The disclosure must be made in writing to the DOE, MDE, and the MDE Office of Inspector General (if applicable). School districts are also required to report matters related to school district integrity and performance in accordance with Appendix XII of 2 Code of Federal Regulations, part 200. Failure to make required disclosures can result in any of the remedies described in 2 Code of Federal Regulations, section 200.339.

IX. COMPENSATION – PERSONAL SERVICES EXPENSES AND REPORTING

- A. Compensation – Personal Services
Costs of compensation are allowable to the extent that they satisfy the specific requirements of the Uniform Grant Guidance and that the total compensation for individual employees:
 - 1. Is reasonable for the services rendered and conforms to the established written school district policy consistently applied to both federal and non-federal activities; and
 - 2. Follows an appointment made in accordance with the school district's written policies and meets the requirements of federal statute, where applicable.

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

B. Compensation – Fringe Benefits

1. During leave

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

- a. They are provided under established written leave policies;
- b. The costs are equitably allocated to all related activities, including federal awards; and
- c. The accounting basis (cash or accrual) selected for costing each type of leave is consistently followed by the school district.

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

3. Actual claims paid to or on behalf of employees or former employees for workers' compensation, unemployment compensation, severance pay, and similar employee benefits (e.g., post-retirement health benefits) are allowable in the year of payment provided that the school district follows a consistent costing policy.

4. Pension plan costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with the school district's written policies.

5. Post-retirement costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with established school district written policies.

6. Costs of severance pay are allowable only to the extent that, in each case, severance pay is required by law; employer-employee agreement; established policy that constitutes, in effect, an implied agreement on the school district's part; or circumstances of the particular employment.

C. Insurance and Indemnification

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

D. Recruiting Costs

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

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

E. Travel Costs

Under 2 Code of Federal Regulations, section 200.475, travel costs include the transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the school district.

Travel costs may be charged on an actual cost basis, on a per diem or mileage basis, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip. The method used must be consistent with those normally allowed in like circumstances in the school district's other activities and in accordance with the school district's established written policies.

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

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

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

Temporary dependent care costs above and beyond regular dependent care are allowable provided that these costs are:

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

[NOTE: Noncompliance. If a school district fails to comply with federal statutes, regulations, or the terms and conditions of a federal award, the DOE or MDE may impose additional conditions, as described in 2 Code of Federal Regulations, section 200.208 (Specific Conditions).

If the DOE or MDE determines that noncompliance cannot be remedied by imposing specific conditions, the DOE or MDE may take one or more of the following actions, as appropriate under the circumstances: (1) Temporarily withhold payments until the school district takes corrective action;; (2) Disallow (that is, deny both use of funds and any applicable matching credit for) costs for all or part of the activity associated with the noncompliance; (3) Wholly or partly suspend or terminate the federal award; (4) Initiate suspension or debarment proceedings as authorized under 2 Code of Federal Regulations, part 180 and DOE regulations (or, in the case of MDE, recommend such a proceeding be initiated by the DOE); (5) Withhold further federal awards (new awards or continuation funding) for the project or program; and/or (6) Take other remedies that may be legally available.]

X. SUBRECIPIENT MONITORING

[NOTE: MDE auditors have stated that subrecipient monitoring must be covered in policy.]

- A. The school district will:
 1. Verify that the subrecipient is not excluded or disqualified in accordance with 2 Code of Federal Regulations, section 180.300. Verification methods are provided in section 180.300, which include confirming in *SAM.gov* that a potential subrecipient is not suspended, debarred, or otherwise excluded from receiving federal funds.
 2. Ensure that every subaward is clearly identified to the subrecipient as a subaward and includes the information provided below. A pass-through entity must provide the best available information when some of the information below is unavailable. A pass-through entity must provide the unavailable information when it is obtained.
 - a. Required information includes:

- (1) Federal award identification
 - i. Subrecipient's name (must match the name associated with its unique entity identifier);
 - ii. Subrecipient's unique entity identifier;
 - iii. Federal Award Identification Number (FAIN);
 - iv. Federal Award Date;
 - v. Subaward Period of Performance Start and End Date;
 - vi. Subaward Budget Period Start and End Date;
 - vii. Amount of Federal Funds Obligated in the subaward;
 - viii. Total Amount of Federal Funds Obligated to the subrecipient by the pass-through entity, including the current financial obligation;
 - ix. Total Amount of the Federal Award committed to the subrecipient by the pass-through entity;
 - x. Federal award project description, as required by the Federal Funding Accountability and Transparency Act (FFATA);
 - xi. Name of the Federal agency, pass-through entity, and contact information for awarding official of the pass-through entity;
 - xii. Assistance Listings title and number; the pass-through entity must identify the dollar amount made available under each Federal award and the Assistance Listings Number at the time of disbursement;
 - xiii. Identification of whether the federal award is for research and development; and
 - xiv. Indirect cost rate for the federal award (including if the de minimis rate is used in accordance with 2 Code of Federal Regulations, section 200.414).
 - (2) All requirements of the subaward, including requirements imposed by Federal statutes, regulations, and the terms and conditions of the Federal award;
 - (3) Any additional requirements that the pass-through entity imposes on the subrecipient for the pass-through entity to meet its responsibilities under the Federal award. This includes information and certifications (see 2 Code of Federal Regulations, section 200.415) required for submitting financial and performance reports that the pass-through entity must provide to the federal agency;
 - (4) Indirect cost rate:
 - (5) A requirement that the subrecipient permit the pass-through entity and auditors to access the subrecipient's records and financial statements for the pass-through entity to fulfill its monitoring requirements; and
 - (6) Appropriate terms and conditions concerning the closeout of the subaward.
3. Evaluate each subrecipient's fraud risk and risk of noncompliance with a subaward to determine the appropriate subrecipient monitoring described in 2 Code of Federal Regulations, section 200.332, paragraph (f). When evaluating a subrecipient's risk, a pass-through entity should consider the following:
 - a. The subrecipient's prior experience with the same or similar subawards;
 - b. The results of previous audits. This includes considering whether or not the subrecipient receives a Single Audit in accordance with 2 Code of Federal Regulations, part 200, subpart F and the extent to which the same or similar subawards have been audited as a major program;
 - c. Whether the subrecipient has new personnel or new or substantially changed systems; and
 - d. The extent and results of any federal agency monitoring (for example, if the subrecipient also receives federal awards directly from the federal agency).

4. If appropriate, consider implementing specific conditions in a subaward as described in 2 Code of Federal Regulations, section 200.208 and notify the Federal agency of the specific conditions.
5. Monitor the activities of a subrecipient as necessary to ensure that the subrecipient complies with Federal statutes, regulations, and the terms and conditions of the subaward. The pass-through entity is responsible for monitoring the overall performance of a subrecipient to ensure that the goals and objectives of the subaward are achieved. In monitoring a subrecipient, a pass-through entity must:
 - a. Review financial and performance reports.
 - b. Ensure that the subrecipient takes corrective action on all significant developments that negatively affect the subaward. Significant developments include Single Audit findings related to the subaward, other audit findings, site visits, and written notifications from a subrecipient of adverse conditions which will impact their ability to meet the milestones or the objectives of a subaward. When significant developments negatively impact the subaward, a subrecipient must provide the pass-through entity with information on their plan for corrective action and any assistance needed to resolve the situation.
 - c. Issue a management decision for audit findings pertaining only to the Federal award provided to the subrecipient from the pass-through entity as required by 2 Code of Federal Regulations, section 200.521.
 - d. Resolve audit findings specifically related to the subaward. However, the pass-through entity is not responsible for resolving cross-cutting audit findings that apply to the subaward and other Federal awards or subawards. If a subrecipient has a current Single Audit report and has not been excluded from receiving Federal funding (meaning, has not been debarred or suspended), the pass-through entity may rely on the subrecipient's cognizant agency for audit or oversight agency for audit to perform audit follow-up and make management decisions related to cross-cutting audit findings in accordance with 2 Code of Federal Regulations, section 200.513(a)(4)(viii). Such reliance does not eliminate the responsibility of the pass-through entity to issue subawards that conform to agency and award-specific requirements, to manage risk through ongoing subaward monitoring, and to monitor the status of the findings that are specifically related to the subaward.
6. Depending upon the pass-through entity's assessment of the risk posed by the subrecipient (as described in 2 Code of Federal Regulations, section 200.332, paragraph (c)), the following monitoring tools may be useful for the pass-through entity to ensure proper accountability and compliance with program requirements and achievement of performance goals:
 - a. Providing subrecipients with training and technical assistance on program-related matters;
 - b. Performing site visits to review the subrecipient's program operations; and
 - c. Arranging for agreed-upon-procedures engagements as described in 2 Code of Federal Regulations, section 200.425.
7. Verify that a subrecipient is audited as required by 2 Code of Federal Regulations, part 200, subpart F.
8. Consider whether the results of a subrecipient's audit, site visits, or other monitoring necessitate adjustments to the pass-through entity's records.
9. Consider taking enforcement action against noncompliant subrecipients as described in 2 Code of Federal Regulations, section 200.339 and in program regulations.

XI. CONFLICT OF INTEREST

A. Standards of Conduct

The school district will maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.

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

The school district's Conflict of Interest policies and procedures provide additional measures regarding conflicts of interest.

[NOTE: The Minnesota Department of Education confirmed that the "written standards of conduct" required under 2 Code of Federal Regulations, section 200.318(c)(1) may appear in this policy, another policy and/or in an employee handbook. School boards may decide whether to adopt this section or address written standards of conduct elsewhere.]

- C. Organizational Conflicts of Interest

If the school district has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the school district must maintain written standards concerning organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the school district is unable or appears to be unable to be impartial in conducting a procurement action involving the related organization.

- D. Disclosing Conflicts of Interest

The school district will disclose in writing any potential conflict of interest to MDE in accordance with established federal agency policies.

Legal References:

- Minn. Stat. § 15.054 (Sale or Purchase of State Property; Penalty)
- Minn. Stat. § 16C.28 (Contracts; Awards)
- Minn. Stat. § 118A.01-.06 (Deposit and Investment of Local Public Funds)
- Minn. Stat. § 123B.52 (Contracts)
- Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)
- Minn. Stat. § 471.38 (Claims)
- Minn. Stat. § 471.391 (Declaration Form)
- Minn. Stat. § 471.392 (Penalty)
- Minn. Stat. § 471.425 (Prompt Payment of Local Government Bills)
- 18 U.S.C. (Crimes and Criminal Procedures)
- 31 U.S.C. §§ 3729–3733 (False Claims)
- 2 C.F.R. § 180.215 (Which Nonprocurement Transactions are Not Covered Transactions)
- 2 C.F.R. § 180.300 (What Must I Do before I Enter Into a Covered Transaction with Another Person at the Next Lower Tier?)
- 2 C.F.R. 200 Subpart E (Cost Principles)
- 2 C.F.R. 200 Subpart F (Audit Requirements)
- 2 C.F.R. § 200.1 (Definitions)
- 2 C.F.R. § 200.101 (Applicability)
- 2 C.F.R. § 200.112 (Conflict of Interest)
- 2 C.F.R. § 200.113 (Mandatory Disclosures)
- 2 C.F.R. § 200.205(d) (Federal Awarding Agency Review of Merit of Proposals)
- 2 C.F.R. § 200.208 (Specific Conditions)
- 2 C.F.R. § 200.214 (Suspension and Debarment)
- 2 C.F.R. § 200.300(b) (Statutory and National Policy Requirements)
- 2 C.F.R. § 200.302 (Financial Management)
- 2 C.F.R. § 200.303 (Internal Controls)
- 2 C.F.R. § 200.305(b)(1) (Federal Payment)
- 2 C.F.R. § 200.310 (Insurance Coverage)
- 2 C.F.R. § 200.311 (Real Property)
- 2 C.F.R. § 200.312 (Federally-owned and Exempt Property)
- 2 C.F.R. § 200.313(d) (Equipment)
- 2 C.F.R. § 200.314 (Supplies)
- 2 C.F.R. § 200.315 (Intangible Property)
- 2 C.F.R. § 200.318 (General Procurement Standards)
- 2 C.F.R. § 200.319 (Competition)
- 2 C.F.R. § 200.320 (Methods of Procurement to be Followed)
- 2 C.F.R. § 200.321 (Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms)
- 2 C.F.R. § 200.328 (Financial Reporting)
- 2 C.F.R. § 200.332 (Requirements for Pass-Through Entities)
- 2 C.F.R. § 200.339 (Remedies for Noncompliance)
- 2 C.F.R. § 200.403(c) (Factors Affecting Allowability of Costs)
- 2 C.F.R. § 200.413 (Direct Costs)
- 2 C.F.R. § 200.414 (Indirect Costs)
- 2 C.F.R. § 200.415 (Required Certifications)
- 2 C.F.R. § 200.425 (Audit Services)
- 2 C.F.R. § 200.430 (Compensation – Personal Services)
- 2 C.F.R. § 200.431 (Compensation – Fringe Benefits)
- 2 C.F.R. § 200.447 (Insurance and Indemnification)
- 2 C.F.R. § 200.463 (Recruiting Costs)

2 C.F.R. § 200.464 (Relocation Costs of Employees)
2 C.F.R. § 200.474 (Transportation Costs)
2 C.F.R. § 200.475 (Travel Costs)
2 C.F.R. § 200.513 (Responsibilities)
2 C.F.R. § 200.521 (Management Decisions)
45 C.F.R. § 75.2 (Definitions)
45 C.F.R. § 75.317 (Insurance Coverage)
45 C.F.R. § 75.320 (Equipment)
48 C.F.R. Subpart 2.1 (Definitions)

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

Resources: Minnesota Department of Education (MDE): [Procurement Handbook](#) [January 8, 2025] (accessed 01/07/26)
MDE: [Competitive Proposal Method](#) [April 2020] (accessed 01/07/26)
Office of Management and Budget: [OMB Guidance for Federal Financial Assistance \(Uniform Guidance\)](#) (accessed 02/20/26)
U.S. DOE: [Education Department General Administrative Regulations \(EDGAR\) and Other Applicable Grant Regulations](#) (accessed 01/09/26)
U.S. DOE: [Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#) (accessed 01/09/26)

618 ASSESSMENT OF STUDENT ACHIEVEMENT

I PURPOSE

The purpose of this policy is to institute a process for the establishment and revision of assessments to measure achievement toward meeting the Minnesota Academic Standards, track academic progress over time, and provide Minnesota graduates information related to career and college readiness.

II. GENERAL STATEMENT OF POLICY

The school district has established a procedure by which students shall complete Graduation Requirements. This procedure includes the adoption of performance assessment methods to be used in measuring student performance. The school district strives to continually enhance student achievement of Graduation Requirements.

III. DEFINITIONS

- A. "Academic standard" means a summary description of student learning in a required content area or elective content area.
- B. "Benchmark" means the specific knowledge or skill that a student must master to complete part of an academic standard by the end of the grade level or grade band.
- C. "Career and college ready," for purposes of statewide accountability, means a high school graduate has the knowledge, skills, and competencies to successfully pursue a career pathway, including postsecondary credit leading to a degree, diploma, certificate, or industry-recognized credential and employment. Students who are career and college ready are able to successfully complete credit-bearing coursework at a two- or four-year college or university or other credit-bearing postsecondary program without need for remediation.
- D. "Cultural competence," "cultural competency," or "culturally competent," for purposes of statewide accountability, means the ability of families and educators to interact effectively with people of different cultures, native languages, and socioeconomic backgrounds.
- E. "Elective standards" means a locally adopted expectation for student learning in career and technical education and world languages.
- F. "Experiential learning" means learning for students that includes career exploration through a specific class or course or through work-based experiences such as job shadowing, mentoring, entrepreneurship, service learning, volunteering, internships, other cooperative work experience, youth apprenticeship, or employment.
- G. "Required standard" means a statewide adopted expectation for student learning in the content areas of language arts, mathematics, science, social studies, physical education, health, and the arts. Locally developed academic standards in health apply until statewide rules implementing

statewide health standards are required to be implemented in the classroom.

IV. ESTABLISHMENT OF CRITERIA FOR ASSESSMENT

- A. The ~~administration in collaboration with the~~ school board/~~superintendent/director of instruction~~ shall establish criteria by which student performance of local academic standards and elective standards are to be evaluated and approved. The criteria will be submitted to the school board for approval. Upon approval by the school board, the criteria shall be deemed part of this policy.
- B. The superintendent shall ensure that students and parents or guardians are provided with notice of the process by which academic standards will be assessed.
- C. Staff members will be expected to utilize staff development opportunities to the extent necessary to ensure effective implementation and continued improvement of the implementation of assessments under the Minnesota Academic Standards.

V. STANDARDS FOR MINNESOTA ACADEMIC STANDARDS PERFORMANCE ASSESSMENTS

- A. Benchmarks
The school district will offer and students must achieve all benchmarks for an academic standard to satisfactorily complete that state standard.

[NOTE: School districts are required to formally establish a periodic review cycle for academic standards and related benchmarks in world languages and career and technical education.]

- B. Statewide Academic Standards Testing
 - 1. The school district will utilize statewide assessments developed from and aligned with the state's required academic standards as these tests become available to evaluate student progress toward career and college readiness in the context of the state's academic standards.
 - 2. The school district will administer annually, in accordance with the process determined by the Minnesota Department of Education (MDE), the state-constructed tests aligned with state standards to all students in grades 3 through 8 and at the high school level as follows:
 - a. computer-adaptive reading and mathematics assessments in grades 3 through 8;
 - b. state-developed high school reading and mathematics tests aligned with state academic standards;
 - c. a high school writing test aligned with state standards when it becomes available; and
 - d. science assessments. Annual science assessments are required in one (1) grade in the grades 3 through 5 span, the grades 6 through 8 span, and a life science assessment in the grades 9

through 12 span (a passing score on high school science assessments is not a condition of receiving a diploma).

3. The school district will develop and administer locally constructed tests in social studies, health and physical education, and the arts to determine if a student has met the required academic standards in these areas.
 4. The school district may use a student's performance on a statewide assessment as one of multiple criteria to determine grade promotion or retention. The school district may use a high school student's performance on a statewide assessment as a percentage of the student's final grade in a course, or place a student's assessment score on the student's transcript.
 5. The school district must record on the high school transcript a student's progress toward career and college readiness. For other students, this record of progress must be made as soon as practicable. In addition, the school district may include a notation of high achievement on the high school diplomas of those graduating seniors who, according to established school board criteria, demonstrate exemplary academic achievement during high school.
 6. Students who do not meet or exceed the Minnesota academic standards, as measured by the Minnesota Comprehensive Assessments administered during high school, shall be informed that admission to a public school is free and available to any resident under twenty-one (21) years of age or who meets the requirements of Minnesota Statutes, section 120A.20, subdivision 1, paragraph (c). The school district will determine how this notice is given.
- C. Student Participation
1. The MDE Commissioner must create and publish a form for parents and guardians that:
 - a. explains the need for state academic standards;
 - b. identifies the state assessments that are aligned with state standards;
 - c. identifies the consequences, if any, the school or student may face if a student does not participate in state or locally required standardized assessments;
 - d. states that students who receive a college ready benchmark on the high school Minnesota Comprehensive Assessment are not required to take a remedial, noncredit course at a Minnesota state college or university in the corresponding subject area;
 - e. summarizes the provisions in Minnesota Statutes section 120B.306, subdivision 1; and
 - f. notifies a parent of the right to not have the parent's child participate in the state and locally required assessments, and asks a parent that chooses to not have a child participate in the assessments the basis for the decision.
 2. The school district must post the form created by the Commissioner on the school district website and include it in the school district's student handbook.

3. The school district may provide a student's parent access to the student's individual student performance data and achievement report that is made available under Minnesota Statutes, section 120B.305, paragraph (b), clause (1), when the performance data and report is available to the school district.

VI. RIGOROUS COURSE OF STUDY WAIVER

- A. Upon receiving a student's application signed by the student's parent or guardian, the school district must declare that a student meets or exceeds a specific academic standard required for graduation if the school board determines that the student:
 1. is participating in a course of study, including an advanced placement or international baccalaureate course or program; a learning opportunity outside the curriculum of the school district; or an approved preparatory program for employment or postsecondary education that is equally or more rigorous than the corresponding state or local academic standard required by the school district;
 2. would be precluded from participating in the rigorous course of study, learning opportunity, or preparatory employment or postsecondary education program if the student were required to achieve the academic standard to be waived; and
 3. satisfactorily completes the requirements for the rigorous course of study, learning opportunity, or preparatory employment or postsecondary education program.
- B. The school board also may formally determine other circumstances in which to declare that a student meets or exceeds a specific academic standard required for graduation.
- C. A student who satisfactorily completes a postsecondary enrollment options course or program or an advanced placement or international baccalaureate course or program is not required to complete other requirements of the academic standards corresponding to that specific rigorous course of study.

VII. CAREER EXPLORATION ASSESSMENT

- A. Student assessments, in alignment with state academic standards, shall include clearly defined career and college readiness benchmarks and satisfy Minnesota's postsecondary admissions requirements. Achievement and career and college readiness in mathematics, reading, and writing must also be assessed.

When administering formative or summative assessments used to measure the academic progress, including the oral academic development, of English learners and inform their instruction, schools must ensure that the assessments are accessible to the students and students have the modifications and supports they need to sufficiently understand the assessments.
- B. On an annual basis, the school district must use the career exploration elements to help students, beginning no later than grade 9, and their families explore and plan for postsecondary education or careers based on

the students' interests, aptitudes, and aspirations. The school district must use timely regional labor market information and partnerships, among other resources, to help students and their families successfully develop, pursue, review, and revise an individualized plan for postsecondary education or a career. This process must help increase students' engagement in and connection to school, improve students' knowledge and skills, and deepen students' understanding of career pathways as a sequence of academic and career courses that lead to an industry-recognized credential, an associate's degree, or a bachelor's degree and are available to all students, whatever their interests and career goals.

- C. Though not a high school graduation requirement, all students, except those eligible for alternative assessments, are encouraged to participate in a nationally recognized college entrance exam.
- D. A student who demonstrates attainment of required state academic standards, which include career and college readiness benchmarks, on high school assessments, is academically ready for a career or college and is encouraged to participate in courses awarding college credit to high school students. Such courses and programs may include sequential courses of study within broad career areas and technical skill assessments that extend beyond course grades.

To the extent state funding for college entrance exam fees is available, the school district must pay the cost, one time, for an interested student in grade 11 or 12 who is eligible for a free or reduced-priced meal, to take a nationally recognized college entrance exam before graduating. The school district may require a student who is not eligible for a free or reduced-priced meal to pay the cost of taking a nationally recognized college entrance exam. The school district must waive the cost for a student who is unable to pay.

- E. As appropriate, students through grade 12 must continue to participate in targeted instruction, intervention, or remediation and be encouraged to participate in courses awarding college credit to high school students.
- F. In developing, supporting, and improving students' academic readiness for a career or college, the school district must have a continuum of empirically derived, clearly defined benchmarks focused on students' attainment of knowledge and skills so that students, their parents, and teachers know how well students must perform to have a reasonable chance to succeed in a career or college without need for postsecondary remediation.

Legal References: Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota’s Students)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.022 (Elective Standards)
Minn. Stat. § 120B.023 (Benchmarks)
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 (General Requirements; Statewide Assessments)
Minn. Stat. § 120B.302 (General Requirements; Test Design)
Minn. Stat. § 120B.305 (Assessment Reporting Requirements)
Minn. Stat. § 120B.306 (District Assessment Requirements)
Minn. Stat. § 120B.307 (College and Career Readiness)
Minn. Stat. § 120B.31 (System Accountability and Statistical Adjustments)
Minn. Rules Parts 3501.0660 (Academic Standards for Kindergarten through Grade 12 [Language Arts])
Minn. Rules Parts 3501.07 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0820 (Academic Arts Standards for Kindergarten through Grade 12)
Minn. Rules Parts 3501.0960 (Academic Science Standards for Kindergarten through Grade 12)
Minn. Rules Parts 3501.1350 (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 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)

619 STAFF DEVELOPMENT FOR STANDARDS

I. PURPOSE

The purpose of this policy is to establish opportunities for staff development which advance the staff's ability to work effectively with the Assessment Graduation Requirements and with students as they progress to achievement of those Assessment Graduation Requirements and meet the requirements of federal law.

II GENERAL STATEMENT OF POLICY

The school district is committed to developing staff policies and processes for continuous improvement of curriculum, instruction, and assessment to ensure effective implementation of the Assessment Graduation Requirements and federal law at all levels.

III. STAFF DEVELOPMENT

- A. The Advisory Committee for Comprehensive Continuous Improvement of Student Achievement Staff Development Committee and Curriculum Committee (Committee) shall address the needs of all staff in prioritizing staff development which will ensure effective implementation of the Assessment Graduation Requirements and federal law at all levels. The Committee will advise the school board on the planning of staff development opportunities.
- B. The school district shall place a high priority on staff development including activities, programs, and other efforts to implement the Assessment Graduation Requirements effectively and to upgrade that implementation continuously.
- C. Staff development plans for the school district shall address identified needs for Assessment Graduation Requirements implementation throughout all levels of the school district programs.
- D. In service, staff meeting, and district and building level staff development plans and programs shall focus on improving implementation of the Assessment Graduation Requirements at all levels for all students, including those with special needs.

IV. TRAINING AND PROFESSIONAL DEVELOPMENT

A. Paraprofessionals

The school district will provide each paraprofessional who assists a licensed teacher in providing student instruction with initial training. Such training will include training in emergency procedures, confidentiality, vulnerability, reporting obligations, discipline, policies, roles, and responsibilities, and building orientation. Training will be provided within the first sixty (60) days a paraprofessional begins supervising or working with students.

Additionally, with regard to paraprofessionals providing support to special education students, the school district will ensure that annual training opportunities are required to enable the paraprofessional to further develop the knowledge and skills that are specific to the students with whom the

paraprofessional works, including understanding disabilities, the unique and individual needs of each student according to the student's disability and how the disability affects the student's education and behavior, following lesson plans, and implementing follow-up instructional procedures and activities.

B. Teachers and Administrators

The school district will provide high quality and ongoing professional development activities as required by state and federal laws.

Legal References: Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)
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.303 (Assessment Graduation Requirements)
Minn. Stat. § 120B.363 (Credential for Education Paraprofessionals)
Minn. Stat. § 122A.16 (Qualified Teacher Defined)
Minn. Stat. § 122A.60 (Staff Development Program)
Minn. Rules Parts 3501.0660 (Academic Standards for Kindergarten through Grade 12 [Language Arts])
Minn. Rules Parts 3501.07 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0820 (Academic Arts Standards for Kindergarten through Grade 12)
Minn. Rules Parts 3501.0960 (Academic Science Standards for Kindergarten through Grade 12)
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)
Minn. Rules Parts 3501.13 (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 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 616 (School District System Accountability)

Adopted: August 24, 2026

MSBA/MASA Model Policy 405

Orig. 1995

Revised: February 1, 2026

Rev. 2026

405 VETERAN'S PREFERENCE

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

I. PURPOSE

The purpose of this policy is to comply with the Minnesota Veterans Preference Act (VPA) which provides preference points for veterans applying for employment with political subdivisions, including school districts, as well as additional rights for veterans in the discharge process.

II. GENERAL STATEMENT OF POLICY

- A. The school district's policy is to comply with the VPA regarding veteran's preference rights and mandated preference points to veterans and spouses of deceased veterans or disabled veterans.
- B. The school district's policy is also to comply with the VPA requirement that no covered veteran may be removed from public employment except for incompetency or misconduct shown after a hearing upon due notice, upon stated charges, and in writing. This paragraph does not apply to the position of teacher.
- C. Veteran's preference points will be applied pursuant to applicable law as follows:
 - 1. A credit of ten (10) points shall be added to the competitive open examination rating of a non-disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
 - 2. A credit of fifteen (15) points shall be added to the competitive open examination rating of a disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
 - 3. A credit of five (5) points shall be added to the competitive promotional examination rating of a disabled veteran, who so elects, provided that (a) the veteran obtained a passing rating on the examination without the addition of the credit points and (b) the veteran is applying for a first promotion after securing public employment.
 - 4. A preference may be used by the surviving spouse of a deceased veteran and by the spouse of a disabled veteran who, because of the disability, is unable to qualify.
- D. Eligibility for and application of veteran's preference, the definition of a veteran, and the definition of a disabled veteran for purposes of this policy will be pursuant to the VPA.

- E. When notifying applicants that they have been accepted into the selection process, the school district shall notify applicants that they may elect to use veteran's preference.
- F. The school district's policy is to use a 100-point hiring system to enable allocation of veteran's preference points. The school district may or may not use a 100-point hiring system for filling teaching positions. If a 100-point hiring system is not used for filling a teaching position, preference points will not be added, but all veteran applicants who have proper licensure for the teaching position will be granted an interview for the position.
- G. If the school district does not select a member of the finalist pool who has claimed veteran's preference, the school district shall notify the finalist in writing of the reasons for the rejection and file the notice with the school district's personnel officer.

[NOTE: A school district may require a veteran to complete an initial hiring probationary period as defined in Minnesota Statutes, section 43A.16.]

- H. In accordance with the VPA, no honorably discharged veteran shall be removed from a position of employment except for incompetency, misconduct, or good faith abolishment of position.
 - 1. Incompetency or misconduct must be shown after a hearing, upon due notice, upon stated charges, in writing.
 - 2. A veteran must irrevocably elect to be governed either by the VPA or by arbitration provisions set forth in a collective bargaining agreement in the event of a discharge.
- I. The VPA and the provisions of this policy do not apply to the position of private secretary, superintendent, head of a department, or any person holding a strictly confidential relation to the school board or school district. The VPA and the provisions of this policy apply to teachers only with respect to the hiring process, as set forth in Paragraph F., above.

Legal References: Minn. Stat. § 43A.11 (Veteran's Preference)
Minn. Stat. § 197.455 (Veteran's Preference Applied)
Minn. Stat. § 197.46 (Veterans Preference Act)
Hall v. City of Champlin, 463 N.W.2d 502 (Minn. 1990)
Young v. City of Duluth, 410 N.W.2d 27 (Minn. Ct. App. 1987)

Cross References: MSBA/MASA Model Policy 401 (Equal Employment Opportunity)

Adopted: ~~June 26, 2023~~ August 24, 2026

MSBA/MASA Model Policy 516.5

Orig. 2023

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516.5 OVERDOSE MEDICATION

[Note: The 2023 Minnesota legislature enacted legislation requiring school districts to maintain a supply of opiate antagonists. School districts and their employees are legally permitted to purchase, store, and administer Naloxone (Narcan) in response to an opiate overdose in schools and those who do assist with such administration are immune from civil liability as well as exempt from criminal prosecution from possession, use, etc. of medication. The provisions of this policy outline the requirements of the law with respect to the use of Naloxone (Narcan) in schools.]

I. PURPOSE

As a means of enhancing the health and safety of its students, staff and visitors, the school district will acquire, administer, and store doses of an opiate antagonist, specifically Naloxone (Narcan)¹, and administration devices or kits for emergency use to assist a student, staff member, or other individual believed or suspected to be experiencing an opioid overdose on school district property during the school day or at school district activities.

II. GENERAL STATEMENT OF POLICY

The school board authorizes school district administration to obtain and possess opioid overdose reversal medication, such as Naloxone, to be maintained and administered to a student or other individual by trained school staff if the staff member determines in good faith that the person to whom the medication is administered is experiencing an opioid overdose. Authorization for obtaining, possessing and administering Naloxone or similar permissible medications under this policy are contingent upon: 1) the continued validity of state and federal law that permit a person who is not a healthcare professional to dispense an opiate antagonist to the school district and its employees by law; 2) that the school district and its staff are immune from criminal prosecution and not otherwise liable for civil damages for administering the opiate antagonist to another person who the staff member believes in good faith to be suffering from a drug overdose; and 3) the availability of funding either from outside sources or as approved by the school board to obtain and administer opioid overdose reversal medication.

III. DEFINITIONS

- A. **"Drug-related overdose"** means an acute condition, including mania, hysteria, extreme physical illness, respiratory depression or coma, resulting from the consumption or use of a controlled substance, or another substance with which a controlled substance was combined, and that a layperson would reasonably believe to be a drug overdose that requires immediate medical assistance.
- B. **"Naloxone Coordinator"** is a school district staff person or administrator appointed to monitor adherence to protocols outlined in this policy and

referenced procedures. The Naloxone Coordinator is responsible for building-level administration and management of Opiate Antagonist medications and supplies. The school district's Naloxone Coordinator is the School Nurse.

- C. **"Opiate"** means any dangerous substance having an addiction forming or addiction sustaining liability similar to morphine or being capable of conversion into a drug having such addiction forming or addiction sustaining liability.

~~*Naloxone is the medication that reverses an opioid overdose. Narcan® is the brand name for the intranasal applicator (nasal spray) form of naloxone. Naloxone usually refers to an intramuscular (IN+M) naloxone form that comes in a vial and is administered with a syringe, normally dispensed as an "IM kit."~~

- D. **"Opiate Antagonist"** means naloxone hydrochloride ("Naloxone") or any similarly acting drug approved by the federal Food and Drug Administration for the treatment of a drug overdose.
- E. **"Standing Order"** means directions from the school district's medical provider that sets forth how to house and administer Naloxone or other Opiate Antagonist medications to students, staff members or other individuals believed or suspected to be experiencing an opioid overdose. This Standing Order should include the following information:
1. Administration type
 2. Dosage
 3. Date of issuance
 4. Signature of the authorized provider

IV. GENERAL STATEMENT OF POLICY AND RESPONSIBILITIES

- A. The school district must maintain a supply of opiate antagonists at each school site to be administered in compliance with Minnesota law. Each school building must have two doses of nasal naloxone available on-site.

[NOTE: The Minnesota Department of Education offered guidance regarding the meaning of "school site." If a school site includes multiple buildings, the two-doses requirement applies to buildings used for instruction. It does not apply to administrative buildings, facility buildings, ice areas, and similar buildings not used for instruction.]

- B. A licensed physician, a licensed advanced practice registered nurse authorized to prescribe drugs pursuant to Minnesota Statutes, section 148.235, or a licensed physician assistant may authorize a nurse or other personnel employed by, or under contract with, a public school may be authorized to administer opiate antagonists as defined under Minnesota Statutes, section 604A.04, subdivision 1.
- C. A licensed practical nurse is authorized to possess and administer an opiate ⁱⁿin a school setting notwithstanding Minnesota Statutes, 148.235, subdivisions 8 and 9.
- D. District Collaborative Planning and Implementation Team

To the extent Naloxone is obtained for use consistent with this policy, the school district will establish a district-wide collaborative planning and implementation team ("District Planning Team") who will oversee the general development and operations related to the use of opiate antagonist Naloxone and regularly report to the school board as to its activities.

1. The District Planning Team will include the Naloxone Coordinator and may include the superintendent (or designee), school nurse, public health experts, first responders, student or family representatives, and community partners who will be assigned to the Team by the superintendent or designee or solicited as volunteers by the superintendent.
2. The District Planning Team, through the Naloxone Coordinator, will obtain a protocol or Standing Order from a licensed medical prescriber for the use of Naloxone or other Opiate Antagonist by school district staff in all school facilities and activities and will update or renew the protocol or Standing Order annually or as otherwise required. A copy of the protocol or Standing Order will be maintained in the office of the Naloxone Coordinator.
3. The District Planning Team will develop district-wide guidelines and procedures and determine the form(s) of Naloxone to be used within the school district (nasal, auto injector, manual injector) and the method and manner of arranging for the financing and purchasing, storage and use of Naloxone to be approved by the school board. **Once approved by the school board, these guidelines and procedures will be attached and incorporated into this policy.** At a minimum, these guidelines and procedures will:
 - a. Ensure that when Naloxone is administered, school district employees must activate the community emergency response system (911) to ensure additional medical support due to the limited temporary effect of Naloxone and the continued need of recipients of additional medical care;
 - b. Require school district employees to contact a school district healthcare professional to obtain medical assistance for the recipient of the Naloxone, if possible, pending arrival of emergency personnel;
 - c. Direct school district employees to make immediate attempts to determine if the recipient is a minor and, if so, locate the identity of the parent or guardian of the minor and ensure contact with that parent or guardian is made as soon as possible after administration of the Naloxone for the purpose of informing the parent or guardian of the actions that have been taken; and
 - d. Require school district staff to inform the building administrator or other administrator overseeing an event or activity of the administration of Naloxone, as well as the Naloxone Coordinator, after taking necessary immediate emergency steps.
4. The District Planning Team will determine the type and method of annual training, identify staff members at each school site to be trained and coordinate the implementation of the training with the assistance of the Naloxone Coordinator.

E. Site Planning Teams

1. In consultation with the District Planning Team, the administrator at each school site may establish, in the manner the superintendent or Naloxone Coordinator deems appropriate, a Site Planning Team within the school site.
2. The Site Planning Team will be responsible for the coordination and implementation of this policy, district-wide guidelines and procedures within the school site and will develop and implement any specific guidelines and procedure for the storage and use of Naloxone within the school site in a manner consistent with this policy and district wide procedures and guidelines.

F. School District Staff

School district staff members will be responsible for attending all required training pertaining to the policy, procedures and guidelines for the storage and use of Naloxone and performing any assigned responsibilities pursuant to the guidelines and procedures.

- G. The school district allows a student in grades 9 through 12 to possess and administer an opiate antagonist to another high school student. The protections of Minnesota Statutes, section 604A.04 apply to the possession and administration of opiate antagonists according to Minnesota Statutes, section 121A.224.

[NOTE: The 2025 Minnesota legislature enacted paragraph G. This provision is optional: school districts are not required to adopt paragraph G.]

V. NALOXONE STORAGE

- A. The Site Planning Team will select numerous Naloxone storage locations within the school site and outside the school site when activities are conducted off school grounds (i.e., transportation services, field trips, etc.).

[Note: School districts may decide that Naloxone will not be sent on field trips, transportation or activities that occur outside of the typical school day or off school property and may modify this statement accordingly. If Naloxone is provided during these auxiliary activities, schools should ensure that it is only provided if there is an available trained staff member to administer it and that the medication can be safely and legally stored and transported.]

- B. The selected storage locations of Naloxone will be classified as non-public "security information" as the school board has determined that the disclosure of this data to the general public would be likely to substantially jeopardize the security of the medication that could be subject to theft, tampering, and improper use. Therefore, the identity of the storage locations will be shared only with those school district staff members whom the District Planning Team or Site Team have determined need access to this information to aid public health and safety as determined in the procedures and guidelines.
- C. Stock Naloxone will be clearly labeled, monitored for expiration dates, and stored

in a secured location that is accessible by trained staff as set forth in paragraph V.B.

VI. Privacy Protections

The school district will maintain the privacy of students and staff related to the administration of Naloxone as required by law.

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.37 (General Nonpublic Data)
Minn. Stat. § 121A.21 (School Health Services)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.224 (Opiate Antagonists)
Minn. Stat. § 144.344 (Emergency Treatment)
Minn. Stat. § 148.235 (Prescribing Drugs and Therapeutic Devices)
Minn. Stat. § 151.37 (Legend Drugs; Who May Prescribe, Possess)
Minn. Stat. § 152.01 (Definitions)
Minn. Stat. § 152.02 (Schedules of Controlled Substances)
Minn. Stat. § 604A.01 (Good Samaritan Law)
Minn. Stat. § 604A.015 (School Bus Driver Immunity from Liability)
Minn. Stat. § 604A.04 (Good Samaritan Overdose Prevention)
Minn. Stat. § 604A.05 (Good Samaritan Overdose Medical Assistance)
Minn. R. Pt. 6800.4220 (Schedule II Controlled Substances)
20 U.S.C. § 1232g (Family Educational and Privacy Rights)

Cross Reference: MSBA/MASA Model Policy 516 (Student Medication)

Resources: Minnesota Department of Health, [School Toolkit on the Naloxone Administration of Naloxone in School Settings](#)

¹ Naloxone is the medication that reverses an opioid overdose. Narcan® is the brand name for the intranasal applicator (nasal spray) form of naloxone. Naloxone usually refers to an intramuscular (IN+M) naloxone form that comes in a vial and is administered with a syringe, normally dispensed as an "IM kit."

524 INTERNET, TECHNOLOGY, AND CELL PHONE ACCEPTABLE USE AND SAFETY POLICY

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

In 2025, MSBA published Model Policy 524.5 (Personal Electronic Communication Devices), a stand-alone policy for cell phones and similar devices. School districts may adopt Model Policy 524.5 in lieu of establishing cell phone rules in this policy.]

I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

III. LIMITED EDUCATIONAL PURPOSE

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

IV. USE OF SYSTEM IS A PRIVILEGE

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school

district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

V. UNACCEPTABLE USES

A. While not an exhaustive list, the following uses of the school district system and Internet resources or accounts are considered unacceptable:

1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
 - a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process;
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.
6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, ~~work addresses~~, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the

individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.

[NOTE: School districts should consider the impact of this paragraph on present practices and procedures, including, but not limited to, practices pertaining to employee communications, school or classroom websites, and student/employee use of social networking websites. Depending upon school district policies and practices, school districts may wish to add one or more of the following clarifying paragraphs.]

- a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
- b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
 - (1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515, **Protection and Privacy of Pupil Records**; or
 - (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515, **Protection and Privacy of Pupil Records**.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

- c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as "Facebook," "Twitter," "Instagram," "Snapchat," "TikTok," "Reddit," and similar websites or applications.
7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.

8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
 9. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
 10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy. This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.
 11. Users will not access, download, or use a school district website, application, software, program, or other service (1) to nudyfy an image or video; or (2) nudyfy an image or video on behalf of a user.
 - a. "Identifiable individual" means a person that is identifiable:
 - (1) from the image itself, by the person depicted in the image, or by another person; or
 - (2) from personal information displayed in connection with the image.
 - b. "Intimate part" has the meaning given in Minnesota Statutes, section 609.341, subdivision 5.
 - c. "Nudyfy" or "nudyfied" means the process by which:
 - (1) an image or video is altered or generated to depict an intimate part not depicted in an original unaltered image or video of an identifiable individual; and
 - (2) the altered or generated image or video is so realistic that a reasonable person would believe that the intimate part belongs to the identifiable individual.
- B. The school district has a special interest in regulating off-campus speech that materially disrupts classwork or involves substantial disorder or invasion of the rights of others. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies.

Examples of such violations may include, but are not limited to, serious or severe bullying or harassment targeting particular individuals, threats aimed at teachers or other students, failure to follow rules concerning lessons, the writing of papers, the

use of computers, or participation in other online school activities, and breaches of school security devices.

If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.

- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

VI. FILTER

[NOTE: Pursuant to state law, school districts are required to restrict access to inappropriate materials on school computers with Internet access. School districts seeking technology revenue pursuant to Minnesota Statutes, section 125B.26 or certain federal funding, such as e-rate discounts, for purposes of Internet access and connection services and/or receive funds to purchase Internet accessible computers are subject to the federal Children's Internet Protection Act, effective in 2001. Those districts are required to comply with additional standards in restricting possible access to inappropriate materials. Therefore, school districts should select one of the following alternative sections depending upon whether the school district is seeking such funding and the type of funding sought.]

[NOTE: The 2025 Minnesota legislature amended Minnesota Statutes 125B.15 as follows: "A school district must prohibit, including through use of available software filtering technology or other effective methods, adult access to material that under federal or state law is reasonably believed to be obscene or child pornography."]

[NOTE: School districts that receive certain federal funding, such as e-rate discounts, for purposes of Internet access and connection services and/or receive funds to purchase Internet accessible computers are subject to the federal Children's Internet Protection Act, effective in 2001. This law requires school districts to adopt an Internet safety policy that contains the provisions set forth below. Also, the Act requires such school districts to provide reasonable notice and hold at least one public hearing or meeting to address the proposed Internet safety policy prior to its implementation. School districts that do not seek such federal financial assistance need not adopt the alternative language set forth below nor meet the requirements with respect to a public meeting to review the policy. The following alternative language for school districts that seek such federal financial assistance satisfies both state and federal law requirements.]

- A. With respect to any of its computers with Internet access, the school district will monitor the online activities of both minors and adults and employ technology

protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:

1. Obscene;
 2. Child pornography; or
 3. Harmful to minors.
- B. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:
1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.
- D. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
- E. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

[NOTE: BOLD lists Alternative No. 3 above. Although school districts are not required to adopt the more restrictive provisions contained in either Alternative No. 2 or No. 3 if they do not seek state or federal funding, they may choose to adopt the more restrictive provisions as a matter of school policy.]

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

VIII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.

- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents may have the right at any time to investigate or review the contents of their child's files and e-mail files in accordance with the school district's Protection and Privacy of Pupil Records Policy. Parents have the right to request the termination of their child's individual account at any time.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure, or discovery under Minnesota Statutes chapter 13 (Minnesota Government Data Practices Act).
- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

IX. INTERNET USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian, and the supervising teacher. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement.

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school district diskettes, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

XI. USER NOTIFICATION

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:

1. Notification that Internet use is subject to compliance with school district policies.
2. Disclaimers limiting the school district's liability relative to:
 - a. Information stored on school district diskettes, hard drives, or servers.
 - b. Information retrieved through school district computers, networks, or online resources.
 - c. Personal property used to access school district computers, networks, or online resources.
 - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Public and Private Personnel Data Policy, and Protection and Privacy of Pupil Records Policy.
7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
 1. A copy of the user notification form provided to the student user.
 2. A description of parent/guardian responsibilities.

3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
5. A statement that the school district's acceptable use policy is available for parental review.

XIII. NOTIFICATION REGARDING TECHNOLOGY PROVIDERS

- A. "Technology provider" means a person who:
 1. contracts with the school district, as part of a one-to-one program or otherwise, to provide a school-issued device for student use; and
 2. creates, receives, or maintains educational data pursuant or incidental to a contract with the school.
- B. "Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.
- C. Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:
 1. identify each curriculum, testing, or assessment technology provider with access to educational data;
 2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
 3. include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.
- D. The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.
- E. A contract between a technology provider and the school district must include requirements to ensure appropriate security safeguards for educational data. The contract must require that:
 1. the technology provider's employees or contractors have access to educational data only if authorized; and
 2. the technology provider's employees or contractors may be authorized to access educational data only if access is necessary to fulfill the official duties of the employee or contractor.
- F. All educational data created, received, maintained, or disseminated by a technology provider pursuant or incidental to a contract with a public educational agency or institution are not the technology provider's property.

XIV. SCHOOL-ISSUED DEVICES

- A. “School-issued device” means hardware or software that the school district, acting independently or with a technology provider, provides to an individual student for that student’s dedicated personal use. A school-issued device includes a device issued through a one-to-one program.
- B. Except as provided in paragraph C, the school district or a technology provider must not electronically access or monitor:
 - 1. any location-tracking feature of a school-issued device;
 - 2. any audio or visual receiving, transmitting, or recording feature of a school-issued device; or
 - 3. student interactions with a school-issued device, including but not limited to keystrokes and web-browsing activity.
- C. The school district or a technology provider may only engage in activities prohibited by paragraph B if:
 - 1. the activity is limited to a noncommercial educational purpose for instruction, technical support, or exam-proctoring by school district employees, student teachers, staff contracted by the school district, a vendor, or the Minnesota Department of Education, and notice is provided in advance;
 - 2. the activity is permitted under a judicial warrant;
 - 3. the school district is notified or becomes aware that the device is missing or stolen;
 - 4. the activity is necessary to respond to an imminent threat to life or safety and the access is limited to that purpose;
 - 5. the activity is necessary to comply with federal or state law, including but not limited to Minnesota Statutes section 121A.031; or
 - 6. the activity is necessary to participate in federal or state funding programs, including but not limited to the E-Rate program.
- D. If the school district or a technology provider interacts with a school-issued device as provided in paragraph C, clause 4, it must, within 72 hours of the access, notify the student to whom the school-issued device was issued or that student’s parent and provide a written description of the interaction, including which features of the device were accessed and a description of the threat. This notice is not required at any time when the notice itself would pose an imminent threat to life or safety, but must instead be given within 72 hours after that imminent threat has ceased.

XV. CELL PHONE USE

The school board directs the superintendent and school district administration to establish rules and procedures regarding student possession and use of cellphones in schools. These rules and procedures should seek to minimize the impact of cell phones on student behavior, mental health, and academic attainment. These rules and procedures may be designed for specific school buildings, grade levels, or similar criteria.

[NOTE: In 2024, the Minnesota legislature enacted a law requiring that school districts adopt a policy on students' possession and use of cell phones in school by March 15, 2025. This law does not state that school districts must incorporate specific language or provisions in the school district policy.

MSBA recognizes the common practice of setting forth cell phone rules in a student handbook or similar document. This Article directs school administration to establish cell phone rules, which the school board may require be presented to the board for approval. This approach enables administrators to craft flexible and specific rules that are specific to grade levels and buildings. The school board may choose to set forth general principles regarding cell phone use in this Article.

The Minnesota Elementary School Principals Association and the Minnesota Association of Secondary School Principals collaborated to make best practices available to schools on a range of different strategies to achieve the goals stated above.

In 2025, MSBA published Model Policy 524.5 (Personal Electronic Communication Devices), a stand-alone policy for cell phones and similar devices. School districts may adopt Model Policy 524.5 in lieu of establishing cell phone rules in this policy.]

XVI. LIMIT ON SCREEN TIME FOR CHILDREN IN PRESCHOOL AND KINDERGARTEN

A child in a publicly funded preschool or kindergarten program may not use an individual-use screen, such as a tablet, smartphone, or other digital media, without engagement from a teacher or other students. This section does not apply to a child for whom the school has an individualized family service plan, an individualized education program, or a 504 plan in effect.

XVII. IMPLEMENTATION; POLICY REVIEW

- A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.73 (School Cell Phone Policy)
Minn. Stat. § 124D.166 (Limit on Screen Time for Children in Preschool and Kindergarten)
Minn. Stat. § 125B.15 (Internet Access for Students)
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
Minn. Stat. § 325E.91 (Prohibition on Nudification Technology)
Minn. Stat. § 609.341, Subd. 5 (Definitions)

15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)
 17 U.S.C. § 101 *et seq.* (Copyrights)
 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
 47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))
 47 C.F.R. § 54.520 (FCC rules implementing CIPA)
Mahanoy Area Sch. Dist. v. B.L., 594 U.S. 180, 141 S. Ct. 2038 (2021)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969)
United States v. Amer. Library Assoc., 539 U.S. 194 (2003)
Sagehorn v. Indep. Sch. Dist. No. 728, 122 F.Supp.2d 842 (D. Minn. 2015)
R.S. v. Minnewaska Area Sch. Dist. No. 2149, 894 F.Supp.2d 1128 (D. Minn. 2012)
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), *aff'd* on other grounds 816 N.W.2d 509 (Minn. 2012)
S.J.W. v. Lee's Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)
Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
 MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
 MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
 MSBA/MASA Model Policy 506 (Student Discipline)
 MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
 MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
 MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
 MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
 MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Grievance Procedures and Process)
 MSBA/MASA Model Policy 603 (Curriculum Development)
 MSBA/MASA Model Policy 604 (Instructional Curriculum)
 MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)
 MSBA/MASA Model Policy 625 (Responsible Use of Artificial Intelligence)
 MSBA/MASA Model Policy 806 (Crisis Management Policy)
 MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

714 FUND BALANCES

[NOTE: The provisions of this policy include the provisions of Statement No. 54 of the Governmental Accounting Standards Board (GASB).]

I. PURPOSE

The purpose of this policy is to create new fund balance classifications to allow for more useful fund balance reporting and for compliance with the reporting guidelines specified in Statement No. 54 of the Governmental Accounting Standards Board (GASB).

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with GASB Statement No. 54. To the extent a specific conflict occurs between this policy and the provisions of GASB Statement No. 54, the GASB Statement shall prevail.

III. DEFINITIONS

- A. "Assigned" fund balance amounts are comprised of unrestricted funds constrained by the school district's intent that they be used for specific purposes, but that do not meet the criteria to be classified as restricted or committed. In funds other than the general fund, the assigned fund balance represents the remaining amount that is not restricted or committed. The assigned fund balance category will cover the portion of a fund balance that reflects the school district's intended use of those resources. The action to assign a fund balance may be taken after the end of the fiscal year. An assigned fund balance cannot be a negative number.
- B. "Committed" fund balance amounts are comprised of unrestricted funds used for specific purposes pursuant to constraints imposed by formal action of the school board and that remain binding unless removed by the school board by subsequent formal action. The formal action to commit a fund balance must occur prior to fiscal year end; however, the specific amounts actually committed can be determined in the subsequent fiscal year. A committed fund balance cannot be a negative number.
- C. "Enabling legislation" means legislation that authorizes a school district to assess, levy, charge, or otherwise mandate payment of resources from external providers and includes a legally enforceable requirement that those resources be used only for the specific purposes listed in the legislation.
- D. "Fund balance" means the arithmetic difference between the assets and liabilities reported in a school district fund.
- E. "Nonspendable" fund balance amounts are comprised of funds that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact. They include items that are inherently unspendable, such as, but not limited to, inventories, prepaid items, long-term receivables, non-financial assets held for resale, or the permanent principal of endowment funds.
- F. "Restricted" fund balance amounts are comprised of funds that have legally enforceable constraints placed on their use that either are externally imposed by resource providers or creditors (such as through debt covenants), grantors, contributors, voters, or laws or regulations of other governments, or are imposed by law through constitutional provisions or enabling legislation.

- G. "Unassigned" fund balance amounts are the residual amounts in the general fund not reported in any other classification. Unassigned amounts in the general fund are technically available for expenditure for any purpose. The general fund is the only fund that can report a positive unassigned fund balance. Other funds would report a negative unassigned fund balance should the total of nonspendable, restricted, and committed fund balances exceed the total net resources of that fund.
- H. "Unrestricted" fund balance is the amount of fund balance left after determining both nonspendable and restricted net resources. This amount can be determined by adding the committed, assigned, and unassigned fund balances.

IV. CLASSIFICATION OF FUND BALANCES

The school district shall classify its fund balances in its various funds in one or more of the following five classifications: nonspendable, restricted, committed, assigned, and unassigned.

V. MINIMUM FUND BALANCE

The school district will strive to maintain a minimum unassigned general fund balance of 7.0 percent of the annual budget.

[NOTE: School districts need to select one of the bracketed choices above and fill in the blank. The other bracketed choice should be deleted. If a minimum fund balance is specified, a stabilization arrangement such as that specified in Part IX below that sets aside specific stabilization amounts may not be necessary.]

VI. ORDER OF RESOURCE USE

If resources from more than one fund balance classification could be spent, the school district will strive to spend resources from fund balance classifications in the following order (first to last): restricted, committed, assigned, and unassigned.

[NOTE: The school board determines this order.]

VII. COMMITTING FUND BALANCE

A majority vote of the school board is required to commit a fund balance to a specific purpose and subsequently to remove or change any constraint so adopted by the board.

VIII. ASSIGNING FUND BALANCE

The school board, by majority vote, may assign fund balances to be used for specific purposes when appropriate. The board also delegates the power to assign fund balances to the following: Superintendent. ***[Specify individual(s), such as the superintendent, business manager, etc., or an entity, such as the finance committee, authorized to make these assignments.]*** Assignments so made shall be reported to the school board on a monthly basis, either separately or as part of ongoing reporting by the assigning party if other than the school board.

An appropriation of an existing fund balance to eliminate a projected budgetary deficit in the subsequent year's budget in an amount no greater than the projected excess of expected expenditures over expected revenues satisfies the criteria to be classified as an assignment of fund balance.

IX. STABILIZATION ARRANGEMENTS

~~[NOTE: If the school board has established any arrangement(s) for emergencies and other contingencies, the description(s) should be included in this section. The school board needs to specifically define the circumstances or conditions when these amounts may be used, which must be unanticipated adverse financial or economic circumstances. These circumstances or conditions cannot be situations that are expected to or which occur routinely. Stabilization arrangements should~~

~~be reported as restricted or committed if they meet the criteria or, otherwise, should be reported as unassigned. They should not be reported as assigned. If the school board does not have any such arrangements, this section should be deleted.]~~

X: REVIEW

The school board will conduct an annual review of the sufficiency of the minimum unassigned general fund balance level.

[NOTE: The school board should determine the review period adequate for their school district and change “an annual” to “a quarterly” or “a monthly” or some other time frame if appropriate.]

Legal References: Statement No. 54 of the Governmental Accounting Standards Board

Cross References: None

Resolution for Acceptance of Gifts

Member _____ introduced the following resolution and moved its adoption:

WHEREAS, **BOLD Warrior Basketball Association** has generously donated **\$500.00** to **BOLD School for upgrading the concession stand cooler**;

WHEREAS, **Lake Lillian Civic & Commerce Association** has generously donated **\$250.00** to the **BOLD Dance Team in recognition of their volunteering to help with inflatables at Lake Lillian Fun Days**.

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 _____
And, upon vote being taken thereon, the following voted in favor of:

And the following against the same:

And the following were absent:

The foregoing resolution was approved on this 24th day of August, 2026.

MaryElla Clouse, School Board Clerk

Resolution for Acceptance of Gifts

Member Benson introduced the following resolution and moved its adoption:

WHEREAS, **BOLD Warrior Basketball Association** has generously donated **\$500.00** to **BOLD School for upgrading the concession stand cooler;**

WHEREAS, **Lake Lillian Civic & Commerce Association** has generously donated **\$250.00** to the **BOLD Dance Team in recognition of their volunteering to help with inflatables at Lake Lillian Fun Days.**

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 Zimmerman And, upon vote being taken thereon, the following voted in favor of: Sheehan, Clouse, Benson, Frank, Aaseth, Zimmerman, and Peppel.

And the following against the same: None

And the following were absent: None

The foregoing resolution was approved on this 24th day of August, 2026.



Maryella Clouse, School Board Clerk

Student Handbook



BOLD Elementary
School

2026-27

www.bold.k12.mn.us

Dear BOLD families,

Welcome to the 2026-27 school year! At BOLD Elementary, we believe that a strong partnership between family and school is essential for student success. We hope that this handbook provides you with the information you need to partner with us this school year. Please reach out to us with any questions or concerns. We are glad to help!

One of the ways I will communicate with you is through a monthly newsletter. Watch for a newsletter to be sent out through email on or around the 1st day of each month. If you prefer a print copy, please call the office to let us know. My goal is to keep you up-to-date with reminders and happenings within our elementary school.

On behalf of all the staff at BOLD Elementary, welcome to the beginning of an excellent year!

With Excitement,

Kris Krafka, PK-6 Principal
kristine.krafka@bold.k12.mn.us
 320.523.1031 x.4102
 BOLD Public School

“United to achieve excellence and expecting the best -- Be BOLD!”

CONTACT INFORMATION

<u>Attendance Line</u> (call anytime, 24/7)	320-523-1031 option 1	
<u>Administrative Assistants:</u> Deanna Knight Jessica Gasca	320-523-1031 x.3100 320-523-1031 x.4100	deanna.knight@bold.k12.mn.us jessica.gasca@bold.k12.mn.us
<u>PK-6 Principal:</u> Kris Krafka	320-523-1031 x.4102	kristine.krafka@bold.k12.mn.us
<u>Cafeteria:</u> Margaret Flemming	320-523-1031 x.3124	margaret.flemming@bold.k12.mn.us
<u>Bus:</u> Superior Transportation	320-523-1224	boldoffice@superiortm.com

VISION, MISSION, AND BELIEFS

DISTRICT VISION STATEMENT

United to achieve excellence and expecting the best – Be BOLD.

THE MISSION STATEMENT OF BOLD SCHOOLS

The mission of the BOLD school district is to:

Provide all learners in the BOLD community an education designed to develop the creativity, character, and confidence necessary to flourish in a changing global society.

BELIEF STATEMENTS

We believe:

1. in fostering an environment in which all staff, students, parents and community members treat each other with respect and act in an appropriate manner;
2. that education requires effective leadership, high expectations, teamwork, and the responsible utilization of financial resources;
3. that collaboration between the home, the school, and the student has a positive impact on the community;
4. in student accountability;
5. that students excel in an environment in which they feel safe, valued, and respected;
6. that relationships are essential for student success;
7. that the school community should exhibit high moral character at all times.

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STUDENT DROP OFF AND PICK UP BY VEHICLE

- Students should arrive no earlier than 7:30 a.m. and no later than 8:15 a.m. Late students should be brought into the office by the parent/guardian so the office staff can discuss the reason for the tardiness with the parent/guardian and provide any needed support.
- During our 2026-27 school year, students should be dropped off and picked up at the new entrance on the EAST side of the building.
- Drivers must stay in the vehicle.
- If the driver needs to leave the vehicle, the vehicle must be parked elsewhere to allow other vehicles access to the drop-off/pick-up spot.
- Students being picked up will be dismissed at 3:00. Families should communicate to the teacher(s) if students should meet the parent/guardian in the drop-off/pick-up loop or if a parent/guardian will be parking and coming into the office to get the student.

ATTENDANCE & TRUANCY

Minnesota State Statute section 120A.22 states that every child between the ages of seven and sixteen shall attend school the entire time the schools of the district are in session, unless excused by the Board of Education. At BOLD Elementary, we believe that being in school consistently helps children achieve and succeed.

Students with a prolonged illness will receive homebound instruction if there is a doctor's diagnosis and recommendation; these students may be exempt from absence policies.

TRUANCY (See Policy 503)

Truancy is defined as a child being absent from school without a valid excuse for three unexcused absences in elementary school. (Minn. Stat. 260A.02)

When a student is initially classified as a continuing truant, a designated school official shall notify the student's parent or legal guardian, by first-class mail or other reasonable means, of the following: (Minn. Stat. 260A.03)

1. That the student is truant;
2. That the parent/guardian should notify the school if there is a valid reason for the child's absences;
3. Parents or guardians are required by Minnesota law to make sure their child attends school. If they do not meet this responsibility, they may face legal consequences (Minn. Stat. 120A.34);
4. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
5. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minn Stat. Chapter 260C;

Habitual Truant:

A child under the age of 17 years who is absent from school without lawful excuse for seven days per school year

A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Stat. Chapter 260A.

EXCUSED AND UNEXCUSED ABSENCES

If a student is absent and the school is not given the reason on the day of the absence or before the absence, the absence will be unexcused. Certain reasons for absence are considered unexcused.

EXCUSED ABSENCES, WITH SCHOOL NOTIFICATION

1. Student illness up to 10 days per year, with a parent/guardian note and/or doctor's note.
2. Student illness after the 10th day for the year, with a doctor's note.
3. Serious illness in the student's immediate family.
4. Death or funeral in the student's immediate family or of a close friend or relative.
5. Medical, dental, orthodontic, or counseling appointments. (Please attempt to schedule these appointments for after school, if possible.)
6. Court appearances for the student's family or for the student.
7. Religious instruction not to exceed three hours in any week.
8. Family emergencies such as physical emergency conditions (fire, flood, storm, etc.)
9. A student's condition that requires ongoing treatment for a mental health diagnosis.
10. Religious instruction not to exceed three hours in any week.
11. Observance of religious holidays
12. Pre-approved family vacations
13. Removal of a student under suspension. Suspensions are to be handled as excused absences, and students will be permitted to complete make-up work.

The school may ask for additional information or verification to consider these absences excused. If needed, the school will contact the parent/guardian to let them know of the need and will give adequate time for the need to be fulfilled or, if unfulfilled, to become an unexcused absence.

An excused absence may be granted for vacations if arrangements are made with the office in advance. The principal reserves the right to turn down such requests for excused absences when the number of days the student will be out is excessive or when the student's work is such that the loss of school time is not advisable.

UNEXCUSED ABSENCES

1. Absences not reported to the office on the date of the absence.
2. Oversleeping.
3. Missing the bus.
4. Student illness more than 10 days total for the year without a doctor's note.
5. Family vacations that were not pre-approved.
6. Tardies -- 3 unexcused tardies equal one unexcused absence.

TARDINESS

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

Procedure for Reporting Tardiness:

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

REPORTING ABSENCES/TARDINESS

Parents/guardians of students must report student absence or tardiness to the office. There are two ways to do this.

- Call the attendance line and leave a message about your child's absence. This can be done any time of day or night.
- Send a note or email to the office before the absence. The note should list the date(s) the student will be absent and the reason. Some absences require advance notice to the office.

If the office is not told of the absence before 9 am, the office will call home to ensure the safety of students. Absences not reported before the end of the school day will be marked as unexcused absences.

PARTICIPATION IN EVENING AND EXTRA-CURRICULAR ACTIVITIES

- A student may not participate in any activity or program if he/she has an unexcused absence or was suspended from any class on that day.
- If a student was absent from school due to medical reasons, he/she must present a doctor's note or a statement from the student's parent/guardian clearing the student for participation that day. The note must be presented to the office before the student participates in the activity or program.

RETURNING TO CLASS AFTER TARDINESS OR ABSENCE:

Students must complete work missed when they were absent from class. Students with overdue make-up work will lose class privileges and may be withheld from activities until the work is completed.

BACKGROUND CHECKS (See MN Statute, MS 123B.03)

Our school district completes background checks on all employees and volunteers.

BICYCLES

Children are allowed to ride their bicycles to school. The school does not assume responsibility for them, except to provide a parking area with bicycle racks.

A child who rides a bike to school is to park it immediately in the racks and not move it again until he/she is ready to go home. It is recommended that locks be used when parking bikes in the bike rack. Bicycles are not to be used on the playground during school hours. Students will walk their bicycles in the bus loading zone when buses are loading and/or unloading.





BIRTHDAY TREATS

Each grade level and/or teacher sets the guidelines regarding birthday treats. While we know students enjoy celebrating their birthdays with their friends at school, teachers may regulate which items are permitted due to things such as allergies, mess, or time constraints. Please check with your child's teacher before planning to send a birthday treat. Treats sent without teacher approval may or may not be distributed at the discretion of the teacher.

BULLYING

Bullying has four parts:

1. Threatening or hurting someone or someone's belongings with actions or words in a way that most people would say is wrong.
2. The threats or hurts are repeated or make a pattern.
3. The person or people who are bullying are, or seem to be, more powerful than the person or people being bullied
4. The threats or hurts have a big impact on how the person or people being bullied are doing or acting at school.

Bullying is...

- Not allowed at school, at school events, or on school transportation.
- Not allowed online anywhere at any time.
- Never tolerated by any of the adults at school.
- Something that adults will watch for and will act on if seen or suspected.
- Something that children need to report to adults.

If it seems that someone might be bullying someone,

- The student who knows about it should fill in the bullying report form, either the paper copy or the online version.
- And if a teacher hears about or sees something, he or she may do some investigating, may report it to the principal, or may have the student(s) fill in the report.
- The principal will start investigating within one day of getting the report. The principal will investigate and will keep notes on what is discovered.

BUS

RIDING THE BUS

- Superior Transportation provides transportation for our district. Busing service for students can be arranged by families contacting Superior Transportation at 320-523-1224 or boldoffice@superiortm.com.
- If a student needs to ride a bus that is not his/her regular bus, the student's family must call Superior Transportation to inform them and must send a written note to school listing the change. The family or student should show the note to the classroom teacher and then to the bus driver.

BEHAVIOR ON THE BUS

Students riding the bus are required to conduct themselves in the “Warrior Way”, found at the end of this handbook. Riding the school bus is a privilege, not a right, and this privilege can be revoked.

- When a student does not conduct himself/herself properly on a bus, the bus driver will try to resolve the issue on the bus.
- If the issues continue or if the behavior is severe, the bus company will fill out a “Bus Incident Report” and will get this to the principal. The building principal and/or bus company will inform the parents/guardians of the misconduct and request their cooperation in checking the student’s behavior.
- If a student has his/her riding privileges suspended, the parents/guardians of the child are responsible for arranging transportation to and from school.

According to BOLD policy for grades K through 6, the following consequences apply:

- 1st offense – warning
- 2nd offense – 3 school-day suspension from riding the bus
- 3rd offense – 5 school-day suspension from riding the bus
- 4th offense – 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.
- Note: When any student goes 60 school days without a report, the student’s consequences may start over at the first offense level.
- 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 may also result from school bus or bus stop misconduct.

CAFETERIA

BEHAVIOR

Students are expected to act the “Warrior Way” in the cafeteria. Please see the table at the end of this handbook. Those choosing not to meet or exceed expectations may have consequences within the cafeteria, such as being moved to another table. They may also be referred to the office to meet with the principal regarding the behavior.

BREAKFAST

Breakfast is available to all students. Students may enter the school beginning at 7:45 a.m. to have breakfast in the cafeteria each morning. **All K-6 grade students will eat breakfast in the cafeteria.**

MEAL PRICES

Meals will be free for all students at BOLD. Extra prices are TBD.

PAYING FOR MEALS

Our lunch payment system is a pre-pay system, meaning that students pay for meals before they have them. Families deposit money into the family lunch account, and all cafeteria purchases come out of this account for all the students in the family.

The School Will Try to Inform Families If the Lunch Account is Getting Low.

- The School Food Service considers a \$10.00 family lunch account balance a “low family balance”.
- Parents/Guardians may call the school on any school day to access this information, or it may be found by logging in to the Infinite Campus system.
- Student lunch account balances are updated daily.

It is the responsibility of the parent/guardian to ensure there is sufficient money in the family lunch account before mealtime.

- Funds can be deposited in the family lunch account by bringing cash or a check to the school office or by using our online payment system.
- Students may bring cash to pay for their meal(s) that day.
- An application for Educational Benefits (formerly known as free or reduced meals) can be obtained from the school office and is included in the back-to-school information folder. This may be filled out at any point in the school year.

If a family lunch account reaches a negative balance, the following will occur.

- If the family has an email in Infinite Campus, a low balance notification will be sent to that email address.
- A Food Service Clerk will notify the student.

If remaining negative balances are outstanding for six months or more, further legal action may be taken. Parents/guardians are responsible for payment of the Food Service account. Any money remaining in an account at the end of the year will roll over to be used the following school year.

ALLERGIES AND INTOLERANCE TO FOOD

- If a student is lactose intolerant, a note may be written by the child’s parent/guardian stating this. The school will then provide lactose-free milk.
- Students with other dietary restrictions due to medical needs must have a statement from their doctor explaining what substitutions are required and how their special needs affect their diet. The written documentation will be kept on file.
- The Food Service Department is not required to provide substitutions for students unless they have a life-threatening allergy or disability.
- Please call 320-523-1031 extension 3124 with any food service questions.

POP IS NOT ALLOWED

Due to state requirements, pop and energy drinks will not be allowed in the cafeteria. Please do not send pop or energy drinks in your child’s lunch. Students may purchase milk to have with home lunches if they wish.

CALENDAR

The BOLD School calendar is available on the website. You are also welcome to ask the office staff to print one for you. This calendar lets you know which days students will not be in session.

CLOTHING

We expect students to wear appropriate, clean clothing each day. Footwear must be worn each day. Children need a pair of tennis shoes for physical education class. These shoes are not to be worn outside as they track dirt and sand into the gym, which can be a safety issue.

Please do not wear clothing or hairstyles that:

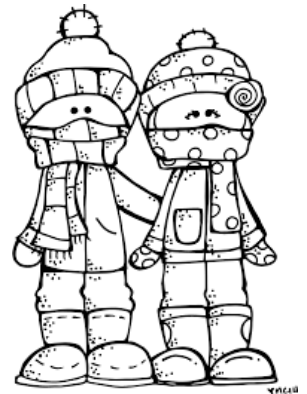
1. disrupt the learning process within the school
2. create a health or safety hazard to anyone
3. result in undue school maintenance problems, such as shoes that cause excessive floor marking, or
4. show or refer to drugs, alcohol, tobacco, or obscene phrases.

The final decision on what is considered appropriate clothing is at the discretion of the building principal.

OUTDOOR CLOTHING RULES

Except for extreme weather conditions, children will be outdoors before school and during recess each day. Please be sure that your child is dressed for the weather so he or she is able to enjoy these outdoor times.

- When temperatures are above 50 degrees, including the windchill, students are permitted to wear shorts.
- When it is below 50 degrees, jackets or coats must be worn, along with long pants.
- When it is 40 or below, winter coats are required, along with long pants and/or snow pants.
 - During winter, boots, mittens, hats, and snow pants are a good idea to keep clothing dry and to keep warm.
 - Boots and snow pants will be required on snowy or grassy areas. Students without these may be required to be on the tar or the sidewalk.



COLD WEATHER POLICIES

If the temperature with the wind chill is below zero before school begins, the students will come into the building at arrival. If the temperature with the wind chill is below zero during recess time, students will stay inside and have recess in the gym or other location. If medical reasons require a student to stay indoors beyond these policies, the parent/guardian must provide a note stating that need exists, and this note should be given to the teacher.

CONFERENCES

Conferences are scheduled two times this year. A conference is an excellent way to discuss your child's progress, work together to support your child's needs, and celebrate successes. Because the conference is so important, we will reach out and reschedule any missed conferences.

If you have any concerns outside of these scheduled conference times and would like an additional conference, contact your child's teacher, and one will be set up.

DISCIPLINE (See Policy 506)

Students need a safe and orderly environment in which to grow and learn. To provide a safe and orderly school environment for all children, we have adopted these discipline policies.

CLASSROOM DISCIPLINE

- All of the classrooms follow the “Warrior Way” expectations. These will be posted in each classroom and are at the end of this handbook.
- Each teacher will work with students who are not meeting expectations and will document behaviors.

OFFICE REFERRALS FOR DISCIPLINE

Should your child break any major school rules or repeatedly break minor rules, he/she will be referred to the office. These major infractions include damage or theft, fighting, threats, weapons, insubordination, and possession of substances not allowed at school (drugs, alcohol, tobacco).

Whenever possible, consequences will be **restorative** and specific to the situation. For example, misbehavior during recess may **include, but not be limited to, reviewing and practicing recess expectations, participating in a restorative conversation with others, and completing a Think Sheet to make a plan for the future.** In certain instances, other actions may be necessary. Misbehavior in the cafeteria may result in the child eating in a **different location**, including the office, for a certain number of days **determined by the principal.** The Principal or Dean of Students will attempt to inform parents/guardians of these office referrals so that they can work together to encourage better behavior in the future.

ELECTRONIC DEVICE USAGE

We should not see or hear students’ cell phones, electronic game systems, or other personal electronic devices **(including, but not limited to, earbuds and other smart devices)** between 8:00 AM and 3:00 PM. These items should be turned off and should remain in the student’s locker or backpack during the school day. While we understand the need for some families to supply their children with cell phones for safety and communication purposes, students must turn cell phones off during the school day. Students needing to use a phone during the school day should ask the teacher to use the classroom phone or come to the office to use a phone. Parents/guardians needing to contact their child during the school day should call the office. Electronics that are seen or heard between 8:00 and 3:00 may be confiscated and returned at the discretion of the teacher and/or principal.

EMERGENCY PROCEDURES

Our school practices several emergency procedures throughout the school year to prepare staff and students for the unlikely event of an emergency. These include fire drills, tornado drills, and lockdown drills. We ask that parents/guardians talk to their children regarding the importance of these drills.

FIELD TRIPS

School-sponsored field trips are a privilege, not a right. Those students who have not exhibited the appropriate behavior and academic progress may not be able to participate. Arrangements will be made for those students to be supervised during the event on school grounds or to remain at home on these dates.

Students shall return in the same vehicle taken to the location unless the school employee in charge has granted special permission. This permission will only be granted when a written note from the parent/guardian has been given to school personnel in charge.

FIRE ALARMS AND FIRE EXTINGUISHERS

Students must not tamper with fire extinguishers or fire alarms. If a student tampers with these safety devices, there will be consequences. In some cases, a law enforcement officer may be called in to investigate.

GRADES

Student grades can be checked by parents and guardians whenever you wish. Here are the steps to see your child's grades in our Infinite Campus Management System.

1. Go to the BOLD website at www.bold.k12.mn.us
2. Click on the Infinite Campus shortcut.
3. Enter the username and password. If you do not know your username and password, call the office for help.



HEALTH SERVICES

Students who become ill during the school day should report to the office. If there is a necessity to go home, the office will inform the parents/guardians. An adult must pick up all ill students in the office.

MEDICATIONS IN SCHOOL (see Policy 516)

Prescription and Over-the-Counter medications are **not to be carried by the student** (except on a case-by-case basis, decided by the nurse and parent/guardian). They will be left with the appropriate school district personnel. The administration of medication at school requires a completed request from the student's parent/guardian and physician's documentation.



- A written statement from the physician shall be required for prescription and over-the-counter medication to be administered with a medical diagnosis.
- Parents/guardians and physicians must fill out a form for over-the-counter medications.
- Administration will review individual cases as appropriate.
- Prescription medication must be brought to school in the original bottle and delivered to the office/nurse by a parent or guardian.

INSURANCE

BOLD Public Schools has arranged with Student Accident Insurance Company for parents/guardians who choose to purchase student accident insurance. Information and registration forms are available in the office. This insurance company also handles insurance for students participating in athletic events. The school does not provide any type of health or accident insurance for student injuries that occur at school.

LIBRARY/MEDIA CENTER

The Media Center plays an important part in the education of each student. To ensure that all students have the opportunity to use these materials, certain regulations regarding the circulation of the materials must be followed.



Book check-out rules are:

- Books may be checked out for two weeks. They may be renewed for two additional weeks. All books must be brought to the media center to be renewed.
- Students are not allowed to check out materials for someone else.
- If a student has overdue library materials, a letter will be sent home to the parents/guardians. When enough time has passed, the book will be considered lost.
- Lost or damaged books must be paid for at replacement value. A bill will be sent home.

LOCKERS

Lockers used by the students are to be considered property of the school, and the school reserves the right to inspect them at any time. It is inappropriate for students to enter another student's locker.

MUSIC LESSONS

Students are not allowed to miss class time for private music lessons. Provisions will be made for students who have lessons during recess and lunch times. Students may be excused for no more than one hour per week for these lessons. These absences need prior approval of the principal. Such absences will not be counted against earning perfect attendance awards.

PETS

If your child wants to bring his/her pet to school, please contact the school principal for special permission. If granted, the parent/guardian will contact and work with the teacher to set up a suitable day and time. A parent/guardian should bring the pet to school and take it home.



PLAYGROUND RULES

The rules for the playground are posted in the matrix at the end of this document.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance is said every morning at BOLD Elementary School. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may let staff know of this wish and then may sit or stand silently during the Pledge. The other students and staff members must respect the right to make that choice.

PHYSICAL EDUCATION -- When students will not participate

Just like all classes, students are expected to participate in physical education class. If a student is ill or injured, a doctor's note must be given to the physical education teacher to exempt the student from participation. If a note is not presented, the student is expected to participate.



POP

USDA Nutritional Guidelines do not allow schools to serve carbonated beverages throughout the school day. Do not send pop or energy drinks to school with your student.

RECESS and OTHER BREAKS (See Policy 506)

Students will have access to structured breaks.

The school district will not use recess detention unless:

1. A student causes or is likely to cause serious physical harm to other students or staff;
2. The student's parent or guardian specifically consents to the use of recess detention; or
3. For students receiving special education services, the student's individualized education program team has determined that withholding recess is appropriate based on the individualized needs of the student.

School staff must not withhold recess from a student based on incomplete schoolwork. School staff must make a reasonable attempt to notify a parent or guardian within 24 hours of using recess detention. The school district will compile information on each recess detention at the end of each school year, including the student's age, grade, gender, race or ethnicity, and special education status. This information will be available to the public upon request. The school district will use the data in professional development, promoting the use of nonexclusionary discipline.

The school district must not withhold or excessively delay a student's participation in scheduled mealtimes.

RELEASE OF DIRECTORY INFORMATION (See Policy 515)

School districts are required to notify parents/guardians and students over age 18 that certain information from student records may be released and made public without the written consent of parents/guardians or students. This information is called "directory information."

- "Directory information" means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed.
- "Directory information" includes the student's name, date and place of birth, home address, telephone number, parent/guardian names, email address, grade in school, participation in officially recognized activities and sports, awards received, enrollment status, and photos.
- This information could be included...
 - in district-initiated publications such as calendars, newsletters, annual reports, district website, and brochures.
 - in school-initiated publications such as student newspapers, yearbooks, and social media.
 - in various media, including newspapers or television stations.
- Parents/guardians or students 18 or older who do not want directory information released should indicate this on the "Directory Release Form" when registering. This should be completed by October 1 and will be in place for the remainder of that school year.

REPORT CARDS

Report cards are issued four times a year. Report cards will be given to parents when they come for a scheduled conference at the end of the 1st and 3rd quarters. Report cards for the 2nd and 4th quarters will be sent home with the students.

Special reports may be sent to parents or guardians in the middle of each marking period, if necessary.

REQUESTING TEACHERS

Each spring, one of the biggest jobs our staff completes is preparing the class lists for next year. A great deal of thought goes into this lengthy process. Classroom teachers meet with the special education teachers, social worker, physical education teacher, music teacher, and principal to discuss the placement of students for the following year. Things we feel are very important to consider as we construct those class lists include, but are not limited to:

- A balance of boys and girls
- A blend of all ability levels
- Careful consideration of student personalities and behaviors
- A mixture of students from all classrooms
- Placing students together who work well academically

As you can tell, a great deal of time, thought, and effort goes into the formation of class lists each year. We want you to know that all BOLD Elementary teachers are highly qualified and exceptional teachers with whom you can put your trust.

Most parents/guardians do not put in any teacher requests, but we respect the fact that some parents/guardians may want to contribute their thoughts to the class placement process. For those wishing to contribute thoughts, we ask that you follow the steps below.

1. Stop by the BOLD Elementary Office to pick up a form to complete. This form is short and will ask you to describe your child and the type of learning style your child has.
2. Complete a separate form for each child. Only these forms will be accepted.
3. Return the form(s) to the BOLD Elementary Office by May 5. Forms turned in after May 5 will only be accepted if the team has not yet completed the process of placing students in classes.

The information on completed forms will be added to the information the staff uses to determine the placement of each child. Once posted, the class lists are not subject to change.

SCHOOL SUPPLIES



School supply lists are available on our website. If you need help with providing school supplies for your child/children, please contact our School Social Worker.

SNACKS

Teachers decide if snack times will be part of their class schedule. They will communicate their expectations regarding the type of snacks to bring. There may be restrictions due to the preference of the teacher as well as classroom allergies.



SNOW DAYS

Please do not call the bus service or the school to inquire about a late start or early dismissal. The information is available in several places. (See the list included below.)

- School closings will be announced over local radio stations K100, WCCO, KWLM, Q102, K95.3, KDJS, KLGR, KLGR, The River, KDJS, KKLN, KDUZ/KARP, and KNUJ/SAM.
- They will also be on local television stations, including KARE 11 TV, WCCO TV, KSTP TV, and KMSP TV.
- The school district will have an automated message sent out. Be sure your phone numbers are updated in Infinite Campus so you receive these important notifications.

The district may designate some snow days as “E-Learning Days”. On these days, families and students may contact teachers with questions, and teachers will communicate with families to give assignments to students. The assignments need to be turned in for the student to count as attending that school day. Please contact your child’s teacher with any questions or concerns.

SPECIAL DAYS AT BOLD ELEMENTARY

There are many days that are special at our school. Be sure to watch the BOLD newsletter for information!

STATEWIDE TESTING

(In compliance with Minnesota Statutes, section 120B.31, subdivision 4a)

Why statewide testing?

Minnesota values its educational system and the professionalism of its educators. Minnesota educators created the academic standards, which are rigorous and prepare our students for careers and college. The statewide assessments are how we, as a state, measure that curriculum and daily instruction in our schools are being aligned to the academic standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our children with the education that will ensure a strong workforce and knowledgeable citizens.

Why does participation matter?

A statewide assessment is just one measure of your student's achievement. Your student's participation is important to understand how effectively the education at your student's school is aligned with the academic standards.

- Students who do not participate will receive a score of "not proficient."
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, noncredit course at a Minnesota State college or university in the corresponding subject area, potentially saving time and money.
- Educators and policymakers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities are negatively impacted if students do not participate in assessments.

What are academic standards?

The Minnesota K-12 Academic Standards are the statewide expectations for student academic achievement. They identify the knowledge and skills that all students must achieve in a content area and are organized by grade level. School districts determine how students will meet the standards by developing courses and curricula aligned to the academic standards.

What is the relationship between academic statewide assessments and the academic standards?

The statewide assessments in mathematics, reading, and science are used to measure whether students and their school and district are meeting the academic standards.

Statewide assessments are one measure of how well students are doing on the content that is part of their daily instruction. It is also a measure of how well schools and districts are doing in aligning their curriculum and teaching the standards.

Minnesota Comprehensive Assessment (MCA)	ACCESS and Alternate ACCESS for English
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and Minnesota Test of Academic Skills (MTAS)	Learners
<ul style="list-style-type: none"> Based on the Minnesota Academic Standards; given annually in grades 3-8 and in high school in reading and mathematics; given annually in grades 5, 8 and in high school for science. Majority of students take the MCA. MTAS is an option for students with the most significant cognitive disabilities. 	<ul style="list-style-type: none"> Based on the WIDA English Language Development Standards. Given annually to English learners in grades K-12 in reading, writing, listening and speaking. Majority of English learners take ACCESS for ELLs. Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.

Why are these assessments effective?

Minnesota believes that in order to effectively measure what students are learning, testing needs to be more than answering multiple-choice questions.

- To answer questions, students may need to type in answers, drag and drop images and words, or manipulate a graph or information.
- The reading and mathematics MCAs are adaptive, which means the answers a student provides determine the next questions the student will answer.
- The science MCA incorporates simulations, which require students to perform experiments in order to answer questions.

All of these provide students the opportunity to apply critical thinking needed for success in college and careers, and show what they know and can do. Because test content represents the academic standards as completely as possible, preparing for and taking the assessments uses the very same knowledge, processes, and strategies included in the standards.

Are there limits on local testing?

As stated in 120B.301, for students in grades 1-6, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 10 hours per school year. In an effort to encourage transparency, the statute also requires a district or charter school, before the first day of each school year, to publish on its website a comprehensive calendar of standardized tests to be administered in the district or charter school during that school year. The calendar must provide the rationale for administering each assessment and indicate whether the assessment is a local option or required by state or federal law.

What if I choose not to have my students participate?

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their students participate. This form is posted at the end of this document and on our website, and it includes an area to note the reason for the refusal to participate. Your student's district may require additional information. A school or district may have additional consequences beyond those mentioned in this document for a student not participating in the state-required standardized assessments. There may also be consequences for not participating in assessments selected and administered at the local level. Please contact our school for more information regarding local decisions.

VISITING OUR SCHOOL

As part of our school security, between 7:30 a.m. and 3:10 p.m., all visitors must enter through the Main Entrance doors on the EAST side of the building and must report to the Main Office. Visitors will sign in and receive a sticker to wear while visiting. The sticker lets all staff members know that the visitor has checked in at the office.

Occasionally, we have requests to bring other children to visit school. We discourage this type of visit and ask that parents/guardians cooperate. Each child who visits places an added burden on the teacher.

VOLUNTEERING

Volunteers help children succeed. There are opportunities to volunteer at school during the school day, and there are opportunities to do projects in the evenings and even at home. Each fall, we send home a sheet with ways you can volunteer. Feel free to contact your child's teacher to volunteer. We love volunteers!

WARRIOR WAY

At BOLD Elementary, we use the "Warrior Way". This is part of our Positive Behavior Interventions and Support (PBIS) Program. Students are taught the rules in our grid. (See the following page.) These are consistent throughout our school. Students who are showing the "Warrior Way" can receive tickets that they save up for prizes. Students not meeting expectations receive additional teaching and support to show the "Warrior Way".

BOLD Elementary School Warrior Way

	Show Respect	Take Responsibility	Expect the Best	Positive Attitude
Classroom	<ul style="list-style-type: none"> Be prepared to learn Move safely and slowly Follow directions 	<ul style="list-style-type: none"> Communicate my needs Meet or exceed expectations 	<ul style="list-style-type: none"> Be proud of my best work 	<ul style="list-style-type: none"> Be happy Be kind Have a can-do attitude
Restrooms	<ul style="list-style-type: none"> Wash hands after each bathroom visit Return directly to class 	<ul style="list-style-type: none"> Use a quiet voice Flush the toilet Remain in my stall Give other students their privacy 	<ul style="list-style-type: none"> Keep the walls and floors clean Use the bathroom safely Put paper towels in trash containers 	<ul style="list-style-type: none"> Be happy Be kind
Hallway	<ul style="list-style-type: none"> Walk in the hallways Take the most direct route Carry a pass 	<ul style="list-style-type: none"> Walk in a single-file line on the right Turn off my voice Keep my hands and feet to myself 	<ul style="list-style-type: none"> Keep my hands and feet away from walls Pick up litter 	<ul style="list-style-type: none"> Be happy Be kind Smile and acknowledge each other
Cafeteria	<ul style="list-style-type: none"> Take needed items Eat my lunch slowly Stay seated Walk quietly from table to garbage Throw items on tray away nicely 	<ul style="list-style-type: none"> Use expected line and table manners Talk quietly Hold my tray towards the server Say "Thank you!" 	<ul style="list-style-type: none"> Keep food on my tray Clean up around my tray and table area Throw garbage away neatly Scrape and stack my tray 	<ul style="list-style-type: none"> Be happy Be kind Show appreciation
Bus	<ul style="list-style-type: none"> Face forward Keep my feet out of the aisle Keep my whole self and my belongings inside the bus 	<ul style="list-style-type: none"> Talk quietly Use kind words and actions Listen and follow the driver's directions Sit in my seat 	<ul style="list-style-type: none"> Keep my hands, feet, and belongings to myself Leave other people's belongings alone Keep my feet on the floor during the bus ride Stay seated 	<ul style="list-style-type: none"> Be happy Be kind
Playground	<ul style="list-style-type: none"> Play within the boundaries. Use climbing and all equipment safely. Line up when the signal is given. 	<ul style="list-style-type: none"> Play tag on the ground. Follow the playground staff's directions Include others in games and activities 	<ul style="list-style-type: none"> Use balls away from the building Put litter in trash containers Return balls and equipment to containers 	<ul style="list-style-type: none"> Be happy Be kind

To opt out of statewide assessments, a parent/guardian must complete this form and return it to the student's school.

To best support school district planning, please submit this form to the student's school no later than January 15 of the academic school year. For students who enroll after a statewide testing window begins, please submit the form within two weeks of enrollment. A new refusal form is required each year parents/guardians wish to opt the student out of statewide assessments.



Statewide Assessment: Parent/Guardian Decision Not to Participate

Date _____

Student's Legal First Name _____

Student's Legal Middle Initial _____

Student's Legal Last Name _____

Student's Date of Birth _____

Student's District/School _____

Current Grade _____

Please initial to indicate you have received and reviewed information about statewide testing.

_____ I received information on statewide assessments and choose to opt my student out. MDE provides a Parent/Guardian Guide to Statewide Testing on the MDE website (Students and Families > Statewide Testing).

Reason for refusal:

Please indicate the statewide assessment(s) you are opting the student out of this school year:

_____ MCA/MTAS Reading

_____ MCA/MTAS Science

_____ MCA/MTAS Mathematics

_____ ACCESS or Alternate ACCESS for ELLs

Contact your school or district for the form to opt out of local assessments.

I understand that by signing this form, my student will receive a score of "not proficient" and waive the opportunity to receive a college-ready score that could save him/her time and money by not having to take remedial, non-credit courses at a Minnesota State college or university. My school and I may lose valuable information about how well my student is progressing academically. In addition, opting out may impact the school, district, and state's efforts to equitably distribute resources and support student learning.

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____

To be completed by school or district staff only. Student ID or MARSS Number _____