

AGENDA

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Enrollment Limits

The total enrollment numbers will not exceed the grade limits noted below. The number of students attending PACT classes will vary based on the total number of PSEO students in grades 11 and 12. PSEO students may attend PACT part-time. Enrollment fluctuations over the minimum of the range are at the discretion of the Administration for limited circumstances.

Elementary Campus

	2025-2026	2026-2027
Kindergarten	110-120 Students 22-24 per classroom	110-120 Students 22-24 per classroom
1st Grade	110-120 Students 22-24 per classroom	110-120 Students 22-24 per classroom
2nd Grade	110-120 Students 22-24 per classroom	110-120 Students 22-24 per classroom
3rd Grade	112-116 Students 28-29 per classroom	112-116 Students 28-29 per classroom
4th Grade	112-120 Students 28-30 per classroom	112-120 Students 28-30 per classroom
5th Grade	112-120 Students 28-30 per classroom	112-120 Students 28-30 per classroom

Secondary Campus

	2025-2026	2026-2027
6th Grade	112-120 Students 28-30 per classroom	112-120 Students 28-30 per classroom
7th Grade	120-122 Students	120-122 Students
8th Grade	120-122 Students	120-122 Students
9th Grade	120-122 Students	120-122 Students
10th Grade	120-134 Students	120-134 Students
11th Grade	120-138 Students	120-138 Students
12th Grade	60-74 Students	120-138 Students

Revised 8/1/2024

504 - Dress Code Policy

I. PURPOSE

The purpose of this policy is to provide a safe and productive learning environment with limited distractions and contribute to an atmosphere of respect for everyone in the building through a dress code expectation policy.

~~The intent of the PACT Charter School Student Dress Code is to provide a safe and productive learning environment with limited distractions and contribute to an environment of respect for everyone in the building.~~

II. GENERAL STATEMENT OF POLICY

- A. All clothing is subject to the discretion of the staff, Discipline Liaison, ISC Monitor, or Administration.
- B. Apparel distracting the learning environment (or a potential danger to themselves or others) is prohibited. Dress for school should be modest, respectful, clean, and in good condition. It should also allow for safe movements in the hallways, stairwells, and in all classes. Apparel that is a distraction to the learning environment includes but is not limited to:
 1. **All clothing** with ~~messages~~, double meanings, or innuendos about drugs, images of weapons, alcohol, tobacco, violence, sex, or gangs. No messages that target any groups or individuals in a demeaning manner are allowed.
 2. **Head coverings** (i.e., hats, skullcaps, bandanas, scarves) should not be worn in class. **Hats and bandanas will be permitted only on the last day of the week (for Secondary students), on school Fridays (for Elementary students), and during spirit week** (excluding field trips, unless the weather dictates otherwise) or for religious or medical needs, and should not be a distraction to the learning environment. Sweatshirt hoods are not allowed to be worn on the head.
 3. **Pajamas and costumes** are not to be worn to school except for designated ~~pajama~~ spirit days.
 4. **Shirts** must provide coverage of the upper body, regardless of movement. Shirts must cover all undergarments at all times (including dress for physical education classes). Sleeveless garments that cover the torso are allowed if straps cover undergarments.
 5. **See-through clothing** is allowed when undergarments are covered by a tank or tee (but not a camisole with spaghetti straps). For example, a tank or tee must be worn to cover the midriff and undergarments under sheer clothing. Camisoles may be worn under non-sheer fabric.
 6. **Pants** must be worn in a manner that undergarments are not visible regardless of movement, including through holes or spots. Pants with exposed holes higher than fingertips must be repaired or covered.
 7. **Shorts** must be at least fingertip length.
 8. **Skirts/Dresses** must be no shorter than 4 inches above the kneecap (includes the height of a slit in clothing).

9. **Shoes** are to be worn at all times.
 10. Students are encouraged to **keep a sweater or sweatshirt in their locker** in case they get cold or are asked to modify clothing due to dress code violations.
- C. If clothes are found to be inappropriate, students will be REQUIRED to modify clothing. Any student receiving multiple warnings may be subject to disciplinary action (see **506 - Discipline Policy**).

Original Creation Date: Unknown
Last Approved By: PACT Charter School Board of Directors
Last Approved Date: July 7, 2022
Year Reviewed: 2022-2023

506 STUDENT DISCIPLINE

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

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

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

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

III. DEFINITIONS

- A. "Nonexclusionary disciplinary policies and practices" means policies and practices that are alternatives to dismissing a pupil from school, including but not limited to evidence-based positive behavior interventions and supports, social and emotional services, school-linked mental health services, counseling services, social work services, academic screening for Title 1 services or reading interventions, and alternative education services. Nonexclusionary disciplinary policies and practices include but are not limited to the policies and practices under Minnesota Statutes, sections 120B.12; 121A.575, clauses (1) and (2); 121A.031, subdivision 4, paragraph (a), clause (1); 121A.61, subdivision 3, paragraph (r); and 122A.627, clause (3).
- B. "Pupil withdrawal agreement" means a verbal or written agreement between a school administrator or charter school administrator and a pupil's parent to withdraw a student from the charter school to avoid expulsion or exclusion dismissal proceedings.

The duration of the withdrawal agreement cannot be for more than a 12-month period.

IV. POLICY

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

V. AREAS OF RESPONSIBILITY

A. The Charter School Board

The charter school board holds all school personnel responsible for the maintenance of order within the charter school and supports all personnel acting within the framework of this discipline policy.

B. Executive Director

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

C. Principal

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

D. Teachers

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

E. Other Charter School Personnel

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

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

F. Parents or Legal Guardians

Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.

G. Students

All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.

H. Community Members

Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

I. Reasonable Force Reports

1. The charter school must report data on its use of any reasonable force used on a student with a disability to correct or restrain the student to prevent imminent bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c), as outlined in section 125A.0942, subdivision 3, paragraph (b).
2. Beginning with the 2024-2025 school year, the charter school must report annually by July 15, in a form and manner determined by the MDE Commissioner, data from the prior school year about any reasonable force used on a general education student to correct or restrain the student to prevent imminent bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c).
3. Any reasonable force used under Minnesota Statutes, sections 121A.582; 609.06, subdivision 1; and 609.379 which intends to hold a child immobile or limit a child's movement where body contact is the only source of physical restraint or confines a child alone in a room from which egress is barred shall be reported to the Minnesota Department of Education as a restrictive procedure, including physical holding or seclusion used by an unauthorized or untrained staff person.

VI. STUDENT RIGHTS

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

VII. STUDENT RESPONSIBILITIES

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state, and local laws;

- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable charter school policy;
- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

VIII. CODE OF STUDENT CONDUCT

- A. The following are examples of unacceptable behavior subject to disciplinary action by the charter school. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for charter school purposes; the area of entrance or departure from school premises or events; and all school-related functions, school-sponsored activities, events, or trips. Charter school property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the charter school does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the charter school or the safety or welfare of the student, other students, or employees.
 - 1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
 - 2. The use of profanity or obscene language, or the possession of obscene materials;
 - 3. Gambling, including, but not limited to, playing a game of chance for stakes;
 - 4. Violation of the charter school's Hazing Prohibition Policy;
 - 5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
 - 6. Violation of the charter school's Student Attendance Policy;
 - 7. Opposition to authority using physical force or violence;
 - 8. Using, possessing, or distributing tobacco, tobacco-related devices, electronic cigarettes, or tobacco paraphernalia in violation of the charter school's Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices Policy;

9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances (except as prescribed by a physician), or look-alike substances (these prohibitions include medical marijuana or medical cannabis, even when prescribed by a physician, and one student sharing prescription medication with another student);
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the charter school's Weapons Policy;
14. Violation of the charter school's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state, or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
21. Violation of the charter school's Internet Acceptable Use and Safety Policy;
22. Use of a cell phone in violation of the charter school's Internet Acceptable Use and Safety Policy;
23. Violation of school bus or transportation rules or the charter school's Student Transportation Safety Policy;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the charter school's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;

27. Violation of the charter school's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
28. Possession or distribution of slanderous, libelous, or pornographic materials;
29. Violation of the charter school's Bullying Prohibition Policy;
30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
31. Criminal activity;
32. Falsification of any records, documents, notes, or signatures;
33. Tampering with, changing, or altering records or documents of the charter school by any method including, but not limited to, computer access or other electronic means;
34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
35. Impertinent or disrespectful words, symbols, acronyms, or language, whether oral or written, related to teachers or other charter school personnel;
36. Violation of the charter school's Harassment and Violence Policy;
37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other charter school personnel, or other persons;
38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
40. Verbal assaults or verbally abusive behavior including, but not limited to, use of words, symbols, acronyms, or language, whether oral or written, that are discriminatory, abusive, obscene, threatening, intimidating, degrading to other people, or threatening to school property;
41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;
43. Violation of the charter school's Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees Policy;

44. Violation of the charter school's one-to-one device rules and regulations;
45. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
46. Other acts, as determined by the charter school, which are disruptive of the educational process or dangerous or detrimental to the student or other students, charter school personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the charter school or the safety or welfare of students or employees.

IX. RECESS AND OTHER BREAKS

- A. "Recess detention" means excluding or excessively delaying a student from participating in a scheduled recess period as a consequence for student behavior. Recess detention does not include, among other things, providing alternative recess at the student's choice.
- B. The charter school is encouraged to ensure student access to structured breaks from the demands of school and to support teachers, principals, and other school staff in their efforts to use evidence-based approaches to reduce exclusionary forms of discipline.
- C. The charter school must not use recess detention unless:
 1. a student causes or is likely to cause serious physical harm to other students or staff;
 2. the student's parent or guardian specifically consents to the use of recess detention; or
 3. for students receiving special education services, the student's individualized education program team has determined that withholding recess is appropriate based on the individualized needs of the student.
- D. The charter school must not withhold recess from a student based on incomplete schoolwork.
- E. The charter school must require school staff to make a reasonable attempt to notify a parent or guardian within 24 hours of using recess detention.
- F. The charter school must compile information on each recess detention at the end of each school year, including the student's age, grade, gender, race or ethnicity, and special education status. This information must be available to the public upon request. The charter school is encouraged to use the data in professional development promoting the use of nonexclusionary discipline.
- G. The charter school must not withhold or excessively delay a student's participation in scheduled mealtimes. This section does not alter a charter school or school's existing responsibilities under Minnesota Statutes, section 124D.111 or other state or federal law.

X. DISCIPLINARY ACTION OPTIONS

The general policy of the charter school is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the charter school. At a minimum, violation of charter school code of conduct,

rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. The charter school shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the charter school. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor, or other charter school personnel, and verbal warning;
- B. Confiscation by charter school personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any charter school policy, rule, regulation, procedure, or state or federal law. If confiscated by the charter school, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in charter school court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- R. Saturday school;
- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Other disciplinary action as deemed appropriate by the charter school.

XI. REMOVAL OF STUDENTS FROM CLASS

- A. The teacher of record shall have the general control and government of the classroom. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning

detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other charter school employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

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

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

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

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

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

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

C. Procedures for Removal of a Student from a Class

1. Initial Steps by Staff

A teacher may remove a student from class for violating the Code of Student Conduct or if the student's behavior significantly disrupts learning. The teacher must:

- a. Verbally instruct the student to leave the classroom.
- b. Direct the student to a designated support space (e.g., office, counselor, behavior interventionist).
- c. Provide instructions on what the student should do upon arrival.

2. Administrative Involvement and Emergencies

- a. If the student refuses or is unsafe to remove, the teacher will call the office and/or behavior support team for assistance.
- b. The teacher may evacuate other students if necessary, prioritizing their physical and emotional safety.
- c. Incident must be handled discretely to avoid escalating or stigmatizing the student.

3. **Approvals and Reporting**

1. Removal of a student must be reported immediately to the principal or designee.
2. The behavior support team will determine appropriate follow-up and coordinate parent/guardian communication.
- 3.
4. Removal of students will be documented internally.

D. Period of Time for Which a Student May Be Removed

1. Removals may not exceed **five (5) class periods** for any single incident involving a violation of school rules, per Minn. Stat. § 121A.60.
2. The principal, in consultation with the teacher, will determine the appropriate duration.
3. Any removal must include documentation and parental notice.

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

1. **Destination:** Students will be directed to the main office, behavior room, or another supervised space designated for student support.
2. **Transport:**
 - a. The student may walk if safe and appropriate.
 - b. If not safe or age-appropriate, a staff member will escort the student.
3. **Supervision:**
 - a. If accompanied, the escort assumes custody until the receiving staff member is informed.
 - b. The designated administrator or support staff will oversee the student.
4. **Student Expectations:**
 - a. Students may be required to reflect on their behavior (e.g., written reflection or reflective conversation).

- b. They are expected to remain in the assigned location and follow all staff directions.

F. Procedures for Return of a Student to Class

1. Readmission Process:

- a. The teacher and administrator confer before the student returns.
- b. A restorative check-in or re-entry plan may be required.

2. Documentation and Conditions:

- a. A Re-entry Plan Form may be used outlining expected behavior.
- b. In some cases, a conference with the student, guardian, and teacher may be held.

G. Procedures for Notifying a Student and Guardian of Conduct Violations and Discipline

1. Immediate Notification:

- a. Parents/guardians are notified by phone or email by the end of the day.
- b. A written notice may be sent home with the student or mailed.

2. Documentation:

- a. The incident is recorded in the school's student information system (e.g., Infinite Campus).
- b. Copies of any written notices or plans are retained in the student's file.

H. Students with a Disability: Special Provisions

1. Considerations:

- a. If a student with an IEP is removed from class, a team review will determine whether further evaluation is needed (per IDEA).
- b. If a student with an IEP is removed from class, a team review will determine whether the current Individualized Education Plan (IEP) needs to be reviewed and updated.
- c. Principals will refer concerns to the Director of Special Services.

2. IEP Review:

- a. The IEP team will convene if removal constitutes a change in placement or if behavior impedes learning.

I. Procedures for Detecting and Addressing Chemical Abuse

- i. **Chemical Abuse Preassessment Team (per Minn. Stat. § 121A.26):**
 1. The school will designate a multidisciplinary team including counselors, administrators, and health personnel.
 2. The team will share information pertaining to possible chemical abuse interventions to students who are referred.
 - a.
- ii. **Teacher Reporting (per Minn. Stat. § 121A.29):**
 1. Staff are trained to report chemical use concerns to administration and the preassessment team.

J. Immediate and Appropriate Interventions for Code Violations

1. Teachers and administrators may use interventions such as:
 - a. Restorative practices (e.g., conflict resolution).
 - b. Parent contact or in-school support services.
 - c. Temporary behavior plans or loss of privileges.
 - d. Immediate student removal.

K. Encouraging Early Parent/Guardian Involvement

1. Parents are invited to attend behavior-related meetings early in the process.
2. Teachers communicate with families regularly, especially when patterns emerge.
3. School newsletters and ongoing communication emphasize family-school partnerships.

L. Early Detection of Behavioral Problems

1. All staff are trained to recognize signs of behavioral distress.
2. Students may be referred to:
 - a. School social worker or school counselor.
 - b. Administrative team.
 - c. MTSS team.
 - d. Child Study Team for support or evaluation.

M. Referring Students for Special Education Services

1. When a student consistently struggles despite tiered interventions, teachers:

- a. Complete a pre-referral form.
- b. Present student data to the Child Study Team.
- c. Collaborate with families on next steps, including possible evaluation.

N. Ensuring Remedial Response for Victims of Bullying

- 1. Per Minn. Stat. § 121A.031:
 - a. Students who retaliate or act out in self-defense due to bullying may receive a remedial rather than punitive response.
 - b. The school principal supports the student and investigates bullying claims.
 - c. A Safety or Support Plan may be implemented to protect the student.

O. Unscheduled Student Removal from Class: Parental Notification

- 1. If a student is removed unexpectedly and not due to imminent danger:
 - a. The school will notify the parent by the end of the school day.
 - b. Notification includes reason for removal and any next steps.
- 2. **Policy Development and Staff Training:**
 - a. Staff receive annual training in child abuse prevention and de-escalation.
 - b. Policy is included in the Employee Handbook.

[NOTE: The 2024 Minnesota legislature enacted this provision, which does not require a school board to adopt policy language. Charter schools may determine whether to adopt policy language.]

XII. DISMISSAL

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

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

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

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

- B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:
1. Willful violation of any reasonable school board regulation, including those found in this policy;
 2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
 3. Willful conduct that endangers the student or other students, or surrounding persons, including charter school employees, or property of the school.
- C. Disciplinary Dismissals Prohibited
1. A pupil enrolled in the following is not subject to dismissals under the Pupil Fair Dismissal Act:
 - a. a preschool or prekindergarten program, including an early childhood family education, school readiness, voluntary prekindergarten, Head Start, or other school-based preschool or prekindergarten program; or
 - b. kindergarten through Grade 3.
 2. This section does not apply to a dismissal from school for less than one school day, except as provided under Minnesota Statutes, chapter 125A and federal law for a student receiving special education services.
 3. Notwithstanding this section, expulsions and exclusions may be used only after resources outlined under nonexclusionary discipline have been exhausted, and only in circumstances where there is an ongoing serious safety threat to the child or others.
- D. Suspension Procedures
1. "Suspension" means an action by the school administration, under rules promulgated by the school board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the executive director with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.
 2. School administration must allow a suspended pupil the opportunity to complete all school work assigned during the period of the pupil's suspension and to receive full credit for satisfactorily completing the assignments. The school principal or other person having administrative control of the school building or program is encouraged to designate a charter school or school employee as a liaison to work with the pupil's teachers to allow the suspended pupil to (1) receive timely course materials and other information, and (2) complete daily and weekly assignments and receive teachers' feedback.
 3. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the charter school shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening

for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the student's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.

4. The definition of suspension under Minnesota Statutes, section 121A.41, subdivision 10, does not apply to a student's dismissal from school for less than one school day, except as provided under federal law for a student with a disability. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the charter school is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.
5. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.
6. Alternative education services must be provided to a pupil who is suspended for more than five (5) consecutive school days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another charter school or in an alternative learning center under Minnesota Statutes, section 123A.05 selected to allow the student to progress toward meeting graduation standards under Minnesota Statutes, section 120B.02, although in a different setting.
7. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each

period of suspension.

8. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
 - a. strongly encourage a parent or guardian of the student to attend school with the student for one day;
 - b. assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and
 - c. petition the juvenile court that the student is in need of services under Minnesota Statutes, chapter 260C.
9. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)
10. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
11. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
12. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) consecutive school days.

E. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the charter school's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a

list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56; describe the nonexclusionary disciplinary practices accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The charter school must advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE) and is posted on its website.

6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the charter school, student, parent, or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.
8. The charter school shall record the hearing proceedings at charter school expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The charter school shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the charter school in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the charter school. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all charter school records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any charter school employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the charter school.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely

upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.

17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of the Minnesota Department of Education (Commissioner) of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minnesota Statutes, section 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.
19. The charter school shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. The charter school must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.
21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the charter school.

XIII. ADMISSION OR READMISSION PLAN

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

XIV. NOTIFICATION OF POLICY VIOLATIONS

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

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

XV. STUDENT DISCIPLINE RECORDS

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

XVI. STUDENTS WITH DISABILITIES

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

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

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

XVII. DISCIPLINE COMPLAINT PROCEDURE

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

The Discipline Complaint Procedure must, at a minimum:

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

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

XIII. DISTRIBUTION OF POLICY

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

XIX. REVIEW OF POLICY

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

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

Cross References: MSBA/MASA Model Policy 413 (Harassment and Violence)

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

~~506 – Discipline Policy~~

~~Discipline Approach at PACT~~

~~PURPOSE~~

~~School discipline refers to the consequences and strategies that are suitable for maintaining order and positive behavior in the school setting. At PACT Charter School, our goal is to ensure consistency, fairness, and unity when addressing disciplinary matters, all with the intention of fostering a safe, supportive, and conducive learning environment.~~

~~POLICY STATEMENT~~

~~Schools have a responsibility to create a friendly and inclusive learning environment that ensures equal educational opportunities for all students. The disciplinary process, in many ways, presents a valuable learning opportunity for students as it empowers them to learn from their mistakes and overcome challenges. Children thrive and learn best when they feel safe, valued, and successful.~~

~~Teachers are entrusted with the important task of managing their classrooms. The rules and consequences within each classroom will align with the expectations set school-wide. Teachers are most effective when they feel secure, appreciated, and successful in their roles.~~

~~Research and experience have shown that a positive approach to discipline, implemented with respect and involving student input, is highly effective. It is expected that early intervention will be used to redirect a student's behavior, and involving parents or guardians early on is consistent with the philosophy of our school (PACT).~~

~~Positive behavioral management is based on these simple foundations:~~

- ~~● Safety is our top priority.~~
- ~~● Students should attend school and be present in class as much as possible.~~
- ~~● Making mistakes and facing logical consequences provide valuable learning opportunities.~~

- ~~Encouraging students to find solutions to problems promotes responsibility and fosters genuine confidence.~~
- ~~The main purpose of discipline is to address and correct behaviors rather than to punish children or seek revenge on behalf of others who may have been offended.~~

~~This discipline policy is adopted in accordance with the Minnesota Pupil Fair Dismissal Act, specifically Minnesota Statutes sections 121A.40-121A.56. In light of this, and in accordance with Minnesota Statutes section 121A.55, the school board, along with PACT administrators, teachers, employees, students, parents, community members, and other relevant individuals and organizations, have collectively developed this policy. It governs student conduct and applies to all students at PACT.~~

DEFINITIONS

~~**"Non-exclusionary disciplinary policies and practices"** means policies and practices that are alternatives to dismissing a pupil from school, including but not limited to evidence-based positive behavior interventions and supports, social and emotional services, school-linked mental health services, counseling services, social work services, academic screening for Title 1 services or reading interventions, and alternative education services. Non-exclusionary disciplinary policies and practices include but are not limited to the policies and practices under sections 120B.12; 121A.575, clauses (1) and (2); 121A.031, subdivision 4, paragraph (a), clause (1); 121A.61, subdivision 3, paragraph (r); and 122A.627, clause (3).~~

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

POLICY

~~The PACT Charter School Board of Directors has set clear rules for when a student can be dismissed from the school. They have also created written policies to follow the Minnesota Pupil Fair Dismissal Act. These policies must include ways to discipline students that do not involve excluding them from school. The emphasis is on preventing dismissals by catching problems early. The policies are designed to address and prevent students from repeating inappropriate behavior.~~

~~PACT's policies recognize that the school is still responsible for educating a student even if they are dismissed.~~

~~The school must make sure that if a student wants to take advantage of alternative educational services during their dismissal, those services must be good enough to help the student progress and meet the graduation standards set by the state. These services should also help prepare the student for readmission to the school.~~

~~For cases where a student is expelled, excluded, or leaves the school by agreement, the school still has a responsibility.~~

~~If the student stays enrolled or is waiting to enroll in another school, the school must review their schoolwork and grades every quarter to make sure they are on track to be readmitted with their classmates. The school must also regularly communicate with the student's parent or guardian to make sure they are completing the assigned work through alternative educational services. These services are required until the student enrolls in another school or comes back to the same school.~~

~~If the student was receiving mental health services at the school, they can still get those services until they enroll in a new school.~~

The school must provide the student's parent or guardian with information on how to access mental health services in the community, including any free or low-cost options. This information should also be available on the school's website.

AREAS OF RESPONSIBILITY

The PACT Charter School Board of Directors—PACT Charter School board is responsible for maintaining order within the school and supporting all school personnel who adhere to the discipline policy.

Superintendent of Schools—The Superintendent of Schools sets guidelines and directives to implement this policy, holds all school personnel, students, and parents accountable for following it, and supports school personnel in carrying out their duties. The Superintendent of Schools also establishes guidelines for utilizing external agencies to assist students and parents. Any guidelines or directives related to this policy must be approved by the School Board of Directors and included as an attachment to the policy.

Principals of Elementary and Secondary Education—The Principals of Elementary and Secondary Education have the authority to create building rules and regulations necessary to enforce this policy, with final approval from the School Board of Directors. They provide guidance and support to all school personnel following this policy. The Principals consult with parents of students who are not adhering to the policy. They also involve other professional employees in handling behavior issues and utilize appropriate agencies to assist students and parents. If necessary, a Principal can use reasonable force to restrain a student in order to prevent immediate harm or death.

Teachers—Teachers are responsible for creating a well-planned teaching/learning environment and have the primary responsibility for student behavior, with support from the administration, and parents. They enforce behavior policies and, if necessary, can use reasonable force to restrain a student to prevent immediate harm or death.

Other PACT Personnel—All other PACT Charter school personnel contribute to a respectful atmosphere within the school. Their responsibilities regarding student behavior are determined by the Superintendent of Schools. If necessary, they can use reasonable force to restrain a student to prevent harm or death.

Parents or Legal Guardians—Parents and guardians are responsible for their children's behavior according to the law and community standards. They are expected to cooperate with school authorities and participate in addressing their children's behavior.

Students—All students are individually responsible for their behavior and must know and follow behavior policies.

Community Members—Community members are expected to contribute to a supportive environment where rights and responsibilities are recognized and fulfilled.

REPORTS ON THE USE OF REASONABLE FORCE

PACT must provide information about any reasonable force used on a student with a disability in order to correct or control the student and prevent immediate bodily harm or death to the student or someone else. This information should follow the definition of physical holding as described in Minnesota Statutes, section 125A.0941, paragraph (c), as outlined in section 125A.0942, subdivision 3, paragraph (b).

Starting from the school year 2024-2025, the school needs to report data annually by July 15th, using a format and method determined by the Commissioner of the Minnesota Department of Education (MDE). This data should relate to any reasonable force used on a student in general education to

~~correct or restrain the student and prevent immediate bodily harm or death to the student or someone else. This should align with the definition of physical holding as described in Minnesota Statutes, section 125A.0941, paragraph (c).~~

~~Any reasonable force used under Minnesota Statutes, sections 121A.582; 609.06, subdivision 1; and 609.379, that aims to restrict a child's movement through physical contact or confines a child alone in a room from which they cannot exit, must be reported to the Minnesota Department of Education. This includes physical holding or seclusion used by an unauthorized or untrained staff member and should be reported as a restrictive procedure.~~

STUDENT RIGHTS

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

STUDENT CONDUCT AND SCHOOL RULES

~~These guidelines are in place to ensure that the school operates in an orderly and safe manner, provides the best learning opportunities for all students, creates a positive teaching environment, promotes responsibility and character development, and encourages healthy social interactions.~~

- ~~1. Please make sure to arrive on time and attend every class every day, unless you have a valid reason for being absent.~~
- ~~2. If you are not able to come to school, please make arrangements to catch up on any work you miss.~~
- ~~3. Follow the courses mandated by the state and local school authorities and do your best to finish them. Aim for satisfactory academic performance that matches your abilities, and make sure to finish all your homework and assignments.~~
- ~~4. Always be honest when it comes to tests, assignments, and other school work.~~
- ~~5. Take responsibility for your actions and treat others with respect and courtesy.~~
- ~~6. Communicate with your peers and those in authority in a respectful way.~~
- ~~7. Assist the school staff in maintaining a safe environment for everyone. If you have any information about disciplinary cases, please share it with the school staff and cooperate with them as needed.~~
- ~~8. If you face disciplinary consequences, accept them with dignity and make a commitment to improving your performance and behavior.~~
- ~~9. Follow all school policies, rules, and behavior expectations, as well as state and federal laws. This includes not engaging in any form of harassment or bullying. You can find the PACT Bullying Policy at 508—Bullying Policy.~~
- ~~10. Assume that all rules and policies are still in effect until they are changed or revoked.~~
- ~~11. Observe school rules regarding the appropriate use of electronic devices.~~
- ~~12. Understand and follow school rules regarding behavior on the bus and during extracurricular or other school-related activities.~~
- ~~13. Respect and take care of the school's property and the property of others.~~
- ~~14. Do not use non-prescription drugs at school or school-related activities, unless it is in accordance with school policy and with written authorization from a parent/guardian.~~
- ~~15. Do not use or possess alcohol, tobacco, controlled substances, or any other dangerous or illegal substances at school, on school property or buses, or during extracurricular or other school-related activities.~~
- ~~16. Do not bring weapons or have them on school property.~~
- ~~17. Dress and groom in a way that is safe, healthy, and decent, following the guidelines in Policy 504—Dress Code Policy.~~
- ~~18. Avoid spreading incorrect information in student newspapers or publications and refrain from using indecent or obscene language.~~

19. Behave appropriately, both physically and verbally.
20. Recognize and respect the rights of others.

The PACT Pledge

PACT Charter School commits to create a challenging academic environment that encourages students to develop good character traits, in order to achieve educational excellence, be active citizens, and continue learning throughout their lives. Every year PACT students will agree and sign the PACT Pledge, which provides additional guidance on the expected character trait behavior.

BREAKING THE RULES OR NOT FOLLOWING SCHOOL GUIDELINES

Positive interventions for behavioral interactions are implemented to maintain a safe environment where staff and students can interact in ideal conditions for learning. The disciplinary consequences aim to achieve several outcomes: stop or change undesired behavior, provide a safe environment both physically and emotionally, treat individuals as unique, valued, and capable, offer opportunities for students to grow as responsible problem solvers, and when possible and appropriate, administer fair consequences that repair the community and restore the offender's position. It's important to note that "fair" doesn't always mean the same consequences for everyone.

Here's how the process works:

1. Students will be asked to solve the problems they have created.
2. If a student cannot or chooses not to solve the problem, appropriate consequences will be imposed by school personnel.
3. The consequences will depend on the situation and the individuals involved.
4. School personnel will use their best judgment based on the available information.
5. If a disciplined student or their parents/guardians feel that a consequence is unfair, they can request a "due process" hearing. This is an opportunity for concerned individuals to meet and share information related to the situation. If new information comes to light during the discussion, the consequences may be adjusted accordingly, but this may not always benefit the offender.
6. Students with recurring or unchanged behavior issues may undergo administrative review, leading to additional consequences.

A school discipline plan should be effective and tailored to each unique situation and child. Consistency means addressing problems and misbehavior when they occur. However, it does not mean that every child and similar situation will be handled the same way with the same consequences. The administration has the discretion to assign disciplinary actions, including recommending expulsion from school.

When determining the appropriate disciplinary course of action, there are five critical considerations:

1. The events leading up to the situation and any extenuating circumstances.
2. The intentions of the offender, if they can be determined.
3. The personality and temperament of the offender.
4. The actual events that took place.
5. The damage or harm caused by the misbehavior.

While we strive to keep students at school and work through problems, in cases where infractions occur and disciplinary action is necessary, PACT follows the guidelines outlined in the MN Fair Pupil Dismissal Act (policy 507), which includes a student's right to due process.

DISCIPLINARY ACTION OPTIONS

~~PACT's disciplinary approach aims to aid students in learning, problem-solving, and character development. Measures taken for discipline depend on the student and situation. Normally, rule-breaking prompts a discussion and verbal warning. However, more serious misconduct can result in stricter consequences like exclusion or expulsion. Students are encouraged to devise their own solutions, but disciplinary action may be necessary if the situation worsens or if a student cannot or will not resolve the issue. This can involve meetings with teachers, principals and assistant directors, counselors, or staff, confiscation of prohibited items, parental contact, conferences, class removal, in-school suspension, activity suspension, detention, loss of privileges, monitoring, referral to support services or external agencies, financial compensation, involving authorities, juvenile delinquency adjudication, out-of-school suspension, admission or readmission plans, Non-school Friday detention, expulsion, exclusion, or any other suitable disciplinary action as determined by the school.~~

RECESS AND OTHER BREAKS

~~"Recess detention" means when a student is kept from participating in recess or is made to wait a long time before joining recess as a consequence of their behavior. However, if the student chooses, they can have an alternative recess instead.~~

~~PACT wants to make sure that students have regular breaks from schoolwork and also wants to support teachers, Principals, and other school staff in using strategies that have been proven to reduce excluding forms of punishment.~~

~~PACT should only use recess detention in specific cases:~~

- ~~• When a student has caused or is likely to cause serious physical harm to others.~~
- ~~• When the student's parent or guardian has agreed to recess detention.~~
- ~~• When the student has an individualized education program and the team has determined that withholding recess is appropriate for their specific needs.~~
- ~~• Recess should not be withheld from a student just because they haven't finished their schoolwork.~~

~~PACT requires school staff to try to inform the student's parent or guardian within 24 hours of using recess detention.~~

~~At the end of each school year, the school must gather information about each recess detention, including the student's age, grade, gender, race or ethnicity, and special education status. This information should be available to the public if requested. The school is encouraged to use this data for professional development on using discipline methods that don't exclude students.~~

~~PACT Charter School cannot keep a student from participating in scheduled mealtimes or make them wait excessively. This rule doesn't change any existing responsibilities that PACT Charter School or school has under Minnesota Statutes, section 124D.111, or other state or federal laws.~~

REMOVING STUDENTS FROM CLASS

~~The teacher is responsible for running the classroom and has the power to manage it. It is their job to try different ways to improve disruptive student behavior, like talking to the student, giving them a break in a different area, using positive rewards, giving detention or other consequences, or contacting their parents. If these strategies don't work or if the teacher believes it's necessary based on the student's behavior, they can remove the student from class by following the steps outlined below.~~

~~Reasons for removing a student from class may include, but are not limited to:~~

- ~~• Purposeful behavior that significantly disrupts the rights of others to receive an education, like interfering with the teacher's ability to teach or communicate effectively with students, or preventing other students from learning.~~
- ~~• Purposeful behavior that puts people at risk, including school staff, the student themselves, other students, or school property.~~
- ~~• Purposeful violation of any school rules, regulations, policies, or procedures, including this policy.~~
- ~~• Other behavior that, in the teacher or administration's discretion, requires the student to be removed from class.~~

~~A student must be immediately removed from class if they engage in assault or violent behavior. "Assault" refers to an action done with the intention to cause fear of immediate bodily harm or death, or intentionally causing or attempting to cause bodily harm to someone else.~~

~~If a student is removed from class the school will notify their parent or guardian about the removal and try to arrange a meeting to discuss the underlying problem.~~

~~Procedures for removing a student from class:~~

- ~~1. The teacher will ask the student to leave and give them directions on where to go and what they should do when they get there. The teacher will decide if the student needs to be accompanied.~~
- ~~2. If the student refuses or is unable to leave on their own, the administration will be called to remove the student, and the teacher will relocate the other students to continue learning in a different environment. If possible, the other students should be unaware of the incident.~~
- ~~3. The parents will be contacted, and appropriate disciplinary measures will be taken.~~

~~The length of the removal from class (not exceeding five class periods for a violation of a conduct rule) will be determined by the Principal in consultation with the teacher.~~

~~Special provisions for disabled students:~~

- ~~1. There will be consideration of whether further assessment is needed.~~
- ~~2. There will be consideration of whether the current Individualized Education Program (IEP) of a disabled student who is removed from class or disciplined needs to be reviewed.~~
- ~~3. If necessary, the IEP team will meet to make any necessary changes.~~

~~Procedures for addressing suspected chemical abuse problems of students on school premises:~~

- ~~1. Suspected chemical abuse will be reported to the pre-assessment team, as required by Minnesota Statutes, section 121A.26.~~
- ~~2. The teacher reporting procedures will be determined by the chemical abuse pre-assessment team on an as-needed basis, as specified by Minnesota Statutes, section 121A.29.~~

~~Victims of bullying who respond with behavior that is not allowed under the school's behavior policies have access to a remedial response, in accordance with Minnesota Statutes, section 121A.031.~~

~~Grounds for Dismissal~~

~~"Dismissal" refers to when a student is denied their current educational program, including exclusion, expulsion, and suspension. Dismissal does not mean being removed from class. The school cannot deny a student involved in a dismissal proceeding their right to due process or equal protection under the law, which may result in suspension, exclusion, or expulsion. The school cannot dismiss a student without first trying non-exclusionary disciplinary policies and procedures unless the student poses an immediate and significant danger to themselves or others or to property.~~

~~Violations that lead to suspension, depending on their severity, may also be grounds for actions leading to expulsion or exclusion. A student may be dismissed for any of the following reasons, but it is not an exhaustive list:~~

~~**Behaviors typically receiving a suspension in or out of school for three (3) days or less:**~~

~~Fighting;~~

~~Threats/intimidation;~~

~~Harassment~~

~~Extortion;~~

~~Sexting;~~

~~Theft or vandalism under \$500;~~

~~Property offenses;~~

~~Possession of stolen property;~~

~~Repeated disordered behaviors towards other students, staff, etc., typically receive a lesser disciplinary action.~~

~~**Behaviors typically receiving suspension out of school for (4) days or more (and possibly expellable violations):**~~

~~Suspected substance use or possession;~~

~~Assault;~~

~~Terroristic threats;~~

~~Theft or vandalism over \$500;~~

~~Repeated behaviors typically receive a suspension for three (3) days or less.~~

~~**Behaviors typically receiving a suspension for five days or more (and possibly expellable violations):**~~

~~Weapons possession or use (subject to the PACT Charter School 805—Weapons Policy & Procedure);~~

~~Arson; Pyrotechnics;~~

~~Possession of drug paraphernalia (subject to the PACT Charter School 538—Chemical Use & Abuse Policy & procedure);~~

~~Drug or alcohol distribution/ intent to distribute (subject to the PACT Charter School 538—Chemical Use & Abuse Policy & procedure);~~

~~Sexual assault;~~

~~Severe physical assault;~~

~~Bomb threats;~~

~~Bombs or incendiaries.~~

~~PROHIBITED DISCIPLINARY DISMISSALS~~

~~A student enrolled in the following programs is not subject to dismissals under the Pupil Fair Dismissal Act:~~

- ~~• Kindergarten through Grade 3.~~

~~This section does not apply to a dismissal from school for less than one school day, except as provided under Minnesota Statutes, chapter 125A, and federal law for a student receiving special education services. However, expulsions and exclusions may only be used after all resources of Nonexclusionary discipline have been exhausted, and only in cases where there is an ongoing serious safety threat to the child or others.~~

~~SUSPENSION PROCEDURES~~

~~"Suspension" means when the school administration, following rules established by the School Board of Directors, prohibits a student from attending school for a maximum of ten (10) school days. However, if a suspension is longer than five (5) school days, the administrator imposing the suspension must provide the Superintendent of Schools with a reason for the longer duration. This definition does not apply to a dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.~~

~~During a suspension, the school administration must allow the suspended student to complete all assigned school work and receive full credit for satisfactorily completing the assignments. The administrator may assign a school employee to work with the student's teachers, ensuring the suspended student receives timely course materials, completes daily and weekly assignments, and receives feedback from teachers.~~

~~If a student is removed from school for a total of more than ten (10) days in a school year, the school must try to arrange a meeting with the student and their parent or guardian before further removal from school. With the parent or guardian's permission, a mental health screening for the student may be arranged at their expense. The purpose of this meeting is to assess the student's need for additional services or determine if the student should be assessed or diagnosed for a mental health disorder.~~

~~The definition of suspension under Minnesota Statutes, section 121A.41, subdivision 10, does not apply to a student's dismissal from school for one school day or less, except as provided under federal law for a student with a disability. Each suspension action may include a readmission plan.~~

~~The plan shall include, where appropriate:~~

- ~~• A provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension.~~
- ~~• A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission.~~
- ~~• School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from~~

~~attending class or participating in a school-related activity or as a basis of a charge of child abuse, child neglect, or medical or educational neglect.~~

~~The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.~~

~~A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.~~

~~Alternative education services must be provided to a pupil who is suspended for more than five (5) consecutive school days. Alternative educational services may include but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another school or in an alternative learning center under Minnesota Statutes, section 123A.05 selected to allow the student to progress toward meeting graduation standards under Minnesota Statutes, section 120B.02, although in a different setting.~~

~~The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.~~

~~After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:~~

- ~~1. strongly encourage a parent or guardian of the student to attend school with the student for one day;~~
- ~~2. assign the student to attend school on a Non-School Friday as supervised by the Principal or designee; and~~
- ~~3. petition the juvenile court that the student is in need of services under Minnesota Statutes, chapter 260C.~~

~~A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference.~~

~~The school administration will try their best to inform the student's parent or guardian about the suspension by calling them as soon as possible after the suspension occurs.~~

~~If a student is suspended without having a meeting with school administrators first, and it is believed that the student is an immediate and serious threat to others or property, they will receive a written notice of the suspension within 48 hours. The notice will be given to both the student and their parent or guardian. If the notice is sent by mail, it will be considered delivered once it is mailed.~~

~~If the student is facing expulsion or exclusion, they may be suspended while waiting for the decision from the School Board of Directors. In this case, educational services should be provided to the student during the suspension if it lasts for more than five consecutive school days.~~

~~PROCEDURES FOR EXPULSION AND EXCLUSION~~

- ~~1. "Expulsion" means that a student is banned from attending school for up to twelve (12) months, starting from the date of expulsion. The School Board of Directors has the authority to make this decision.~~
- ~~2. "Exclusion" means that a student is not allowed to enroll or re-enroll in school for a period that does not go beyond the current school year. The School Board of Directors has the authority to make this decision.~~
- ~~3. All expulsion and exclusion processes will follow the guidelines of the Minnesota Pupil Fair Dismissal Act, specifically Minnesota Statutes, sections 121A.40-121A.56.~~
- ~~4. A hearing must be held before any expulsion or exclusion is imposed unless the student and parent or guardian waive their right to a hearing in writing.~~
- ~~5. The student and parent or guardian will receive written notice of the school's intention to start expulsion or exclusion proceedings. This notice will be given in person or by mail and will include full details of the situation, a list of witnesses and their statements, the date, time and location of the hearing, a copy of the Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56, information about disciplinary actions that were tried before resorting to expulsion, and the student and parent or guardian's rights: (1) to have a representative of their choice, including legal counsel, at the hearing, (2) to review the student's records before the hearing, (3) to present evidence, and (4) to question and challenge witnesses. The school must inform the student's parent or guardian that free or low cost legal assistance may be available and that a list of legal assistance resources is provided by the Minnesota Department of Education (MDE) on its website.~~
- ~~6. The hearing will be scheduled within ten (10) days after the written notice is served unless the school, student, parent, or guardian requests an extension for a valid reason. The extension cannot exceed five (5) days.~~
- ~~7. All hearings will be held at a time and place that is reasonably convenient for the student, parent, or guardian. The hearings will be closed unless the student, parent, or guardian asks for an open hearing.~~
- ~~8. The school will pay for recording the hearing, but if a party wants a transcript, they will have to pay for it.~~
- ~~9. The student has the right to choose their own representative, including a lawyer, but they will have to pay for it. The school will inform the student's parent or guardian that they may be eligible for free or low cost legal assistance and provide them with a list of legal aid resources from MDE. The School Board of Directors may appoint a lawyer to represent the school in the hearing.~~
- ~~10. If the student chooses a representative who is not their parent or guardian, that representative must have written authorization from both the student and the parent or guardian to access and receive copies of the student's records.~~
- ~~11. All expulsion or exclusion hearings will be conducted by an independent hearing officer chosen by PACT Charter School. The hearing will be fair and unbiased. Testimony will be given under oath, and the hearing officer will have the authority to issue subpoenas and administer oaths.~~

- ~~12. Before the hearing, the student, parent or guardian, or authorized representative will have access to all school records related to the student, including any tests or reports that support the proposed dismissal action.~~
- ~~13. The student, parent or guardian, or authorized representative has the right to require the presence of any school employee, agent, or any other person who may have evidence related to the proposed dismissal action. They also have the right to question and cross-examine any witnesses who testify for the school.~~
- ~~14. The student, parent or guardian, or authorized representative has the right to present evidence and testimony, including expert psychological or educational testimony.~~
- ~~15. The student cannot be forced to testify in the dismissal proceedings.~~
- ~~16. The hearing officer will review the evidence presented and make a recommendation based on that evidence. This recommendation will be given to the School Board of Directors and shared with the parties involved within two days after the hearing ends.~~
- ~~17. The School Board of Directors will make their decision based on the findings and recommendations from the hearing officer. They will announce their decision at a meeting within five days of receiving the findings and recommendation. The board may allow the parties to express any objections or comments about the hearing officer's findings and recommendations, but no new evidence can be presented. The decision made by the board must be in writing, based on the information presented at the hearing, and include enough details to explain the reasons for the decision to the parties involved and the Commissioner of the Minnesota Department of Education.~~
- ~~18. If a party disagrees with the expulsion or exclusion decision made by the School Board of Directors, they can appeal the decision to the Commissioner within twenty-one days of the board's action, according to Minnesota Statutes, section 121A.49. However, the decision made by the school board will still be enforced during the appeal process to the Commissioner.~~
- ~~19. The school must inform the appropriate public service agency if a student is suspended, expelled, or excluded while under their supervision.~~
- ~~20. The school is required to report any expulsion or exclusion through the MDE electronic reporting system within 30 days of the action taking effect. This report must include details such as the alternative educational services provided to the student, the reason for the action, the effective date, and the duration of the expulsion or exclusion. Additionally, the report should include information about the student's age, grade, gender, race, and special education status. The report must also include the state student identification numbers of the affected students.~~
- ~~21. If a student does not return to school within 10 school days after being dismissed, a school administrator will send a letter to the student and their parent or guardian informing them of their right to attend and be reinstated in PACT Charter School.~~

ADMISSION OR READMISSION PLAN

~~A school administrator needs to create and enforce a plan for admitting or readmitting students who have been excluded or expelled from school. The plan should include steps to help improve the student's behavior. This may involve completing a program on character education, social and emotional learning, counseling, social work services, mental health services, referrals for special education or 504 evaluation, and evidence-based academic interventions. The plan should also make reasonable efforts to involve parents in the admission or readmission process and may explain the consequences if the student does not improve their behavior. However, parents cannot be required to provide sympathomimetic medication for their child as a condition for readmission.~~

NOTIFICATION OF POLICY VIOLATIONS

~~Any violations of this policy and the resulting disciplinary actions will be communicated according to the Pupil Fair Dismissal Act or other applicable laws. The teacher, principals, and assistants, or other charter school official may also provide additional notification as they see fit.~~

~~Additionally, the school must report any exclusions or expulsions, physical assaults on charter school staff by students, and pupil withdrawal agreements to the MDE Commissioner within 30 days of the action. This report should include information about the disciplinary actions taken in response to the assault, along with the reasons, effective date, and duration of the exclusion, expulsion, or other sanction. It should also include the student's age, grade, gender, race, and special education status.~~

~~STUDENT DISCIPLINE RECORDS~~

~~The school's policy is to keep complete and accurate records of student discipline. The collection, sharing, and maintenance of these records will follow the school's policies and federal and state laws, including the Minnesota Government Data Practices Act and Minnesota Statutes, chapter 13.~~

~~STUDENTS WITH DISABILITIES~~

~~Students who are identified as eligible for special education services under the IDEA or Section 504 will also follow this policy unless their Individualized Education Plan (IEP) or 504 plan specifies any necessary changes.~~

~~Before taking any disciplinary actions, such as expulsion or exclusion, against a student with a disability, the child's IEP team including parent(s) will conduct a manifestation determination to review whether the behavior is related to the disability and if the school failed to implement the IEP. If the behavior is not related to the disability, the school will proceed with discipline as if the student did not have a disability, unless the student's educational plan says otherwise. If the behavior is related to the disability, the team will assess the behavior and create a plan to address it. If the school hasn't assessed the behavior before, they will do so now. If a plan already exists, the team will review and adjust it as needed.~~

~~When a student with an IEP is excluded or expelled for behavior that is not related to their disability, the school will still provide special education and related services during the exclusion or expulsion period.~~

~~OPEN ENROLLED STUDENTS~~

~~If a student from another district is enrolled in our school through the Enrollment Option Program (Minnesota Statutes, section 124D.03) or Enrollment in a Nonresident Charter school (Minnesota Statutes, section 124D.08), their enrollment may be ended at the end of the school year under certain circumstances. This includes if the student is considered a habitual truant, has received appropriate truancy services, and their case has been referred to juvenile court. Additionally, if a nonresident student over the age of seventeen is enrolled through the Enrollment Options Program and is absent without a valid reason for fifteen or more school days, and has not officially withdrawn from school, their enrollment may also be terminated.~~

~~DISCIPLINE COMPLAINT PROCEDURE~~

~~Policy Communication:~~

- ~~• The school shall ensure that this Discipline Complaint Procedure is communicated to all students, parents, guardians, and school staff through various means, including the school website, student handbooks, and other relevant publications.~~
- ~~• Clear and explicit instructions for filing a complaint under Minnesota Statutes, section 121A.49, must be made readily available to all stakeholders.~~

Submission of Complaint:

- Any concerned party (students, parents, guardians, or school staff) may file a complaint if they believe that the requirements of the Minnesota Pupil Fair Dismissal Act, along with local behavior and discipline policies, are not being appropriately implemented or are being discriminatorily applied.
- Complaints can be submitted in writing or electronically to the Superintendent of Schools.
- The complaint should include detailed information about the alleged violation and any relevant supporting documentation.

Investigation Initiation:

- Upon receiving the complaint the Superintendent of Schools will respond in writing that the complaint was received and will be investigated.
- The school shall begin investigating the complaint within three school days of receiving it.
- The School Board will be notified of the submission of the complaint and will designate the personnel responsible for managing the investigation, such personnel will include one board member.
- The personnel handling the investigation will maintain and regulate access to all related records, ensuring confidentiality.

Complaint Review and Determination:

- The investigating personnel shall thoroughly examine the complaint, gather additional information from involved parties, and review relevant school policies and procedures.
- A written determination shall be issued to the complainant, which includes findings and conclusions regarding each allegation made in the complaint.
- This determination will be provided within a reasonable timeframe, taking into consideration the complexity of the complaint, but generally no later than 20 school days from the date of the complaint submission.

Corrective Action Plan:

- If the investigation finds that the requirements of Minnesota Statutes, sections 121A.40 to 121A.61, including local policies, were not appropriately implemented, the school shall develop and implement a corrective action plan.
- The corrective action plan should outline steps to correct any student's record if necessary and provide relevant staff with training, coaching, or other accountability practices to ensure future compliance with policies.

Protection Against Reprisal or Retaliation:

- The school strictly prohibits any reprisals or retaliatory actions against any person who asserts, alleges, or reports a complaint.
- Procedures for investigating and applying appropriate consequences for any person found to have engaged in reprisal or retaliation will be in place.
- Whistleblower protection measures shall be enforced to safeguard individuals making complaints from any adverse actions.

This Discipline Complaint Procedure aims to uphold the principles of fairness, transparency, and accountability in matters related to student discipline and behavior, ensuring that all parties have a mechanism to address concerns and seek corrective actions when needed.

REVIEW OF DISCIPLINE POLICY

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

Legal References

~~Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota Students)~~

~~Minn. Stat. § 120B.232 (Character Development Education)~~

~~Minn. Stat. § 121A.26 (School Preassessment Teams)~~

~~Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)~~

~~Minn. Stat. §§ 121A.40-121A.56 and 121A.575 (Pupil Fair Dismissal Act)~~

~~Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension) Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force) Minn. Stat. §§ 121A.60 (Definitions)~~

~~Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class) Minn. Stat. § 122A.42 (General Control of Schools)~~

~~Minn. Stat. § 123A.05 (State Approved Alternative Program Organization) Minn. Stat. § 124D.03 (Enrollment Options Program)~~

~~Minn. Stat. § 124E.03 (Applicable Law)~~

~~Minn. Stat. Ch. 125A (Special Education and Special Programs) Minn. Stat. § 152.22, Subd. 6 (Definitions)~~

~~Minn. Stat. § 152.23 (Limitations)~~

~~Minn. Stat. Ch. 260A (Truancy)~~

~~Minn. Stat. Ch. 260C (Juvenile Safety and Placement)~~

~~20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Act) 29 U.S.C. § 794 et seq. (Rehabilitation Act of 1973, § 504) 34 C.F.R. § 300.530(c)(1) (Manifestation Determination)~~

PACT Charter School

Original Creation Date: August 20, 1998

Last Approved By: PACT Charter School Board of Directors

Last Approved Date: December 7, 2023

Year Reviewed: 2023-2024

508 EXTENDED SCHOOL YEAR FOR CERTAIN STUDENTS WITH INDIVIDUALIZED EDUCATION PROGRAMS

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

I. PURPOSE

The purpose of this policy is to ensure that the school district complies with the overall requirements of law as mandated for certain students subject to individualized education programs (IEPs) when necessary to provide a free appropriate public education (FAPE).

II. GENERAL STATEMENT OF POLICY

A. Extended School Year Services Must Be Available to Provide a FAPE. The school district shall provide extended school year (ESY) services to a student who is the subject of an IEP if the student's IEP team determines the services are necessary during a break in instruction in order to provide a FAPE.

B. Extended School Year Determination. At least annually, the IEP team must determine that a student is in need of ESY services if the student meets any of the following conditions:

1. There will be significant regression of a skill or acquired knowledge from the student's level of performance on an annual goal that requires more than the length of the break in instruction to recoup unless the IEP team determines a shorter time for recoupment is more appropriate; OR

2. Services are necessary for the student to attain and maintain self-sufficiency because of the critical nature of the skill addressed by an annual goal, the student's age and level of development, and the timeliness for teaching the skill; OR

3. The IEP team otherwise determines, given the student's unique needs, that ESY services are necessary to ensure the pupil receives a FAPE.

C. Required Factors Schools Must Consider in Making ESY Determinations. The IEP team must decide ESY eligibility using information including:

1. Prior observations of the student's regression and recoupment over the summer;

2. Observations of the student's tendency to regress over extended breaks in instruction during the school year; and

3. Experience with other students with similar instructional needs.

D. Additional Factors to Consider, Where Relevant. In making its determination of ESY needs, the following factors must be considered, where relevant:

1. The student's progress and maintenance of skills during the regular school year.

2. The student's degree of impairment.
3. The student's rate of progress.
4. The student's behavioral or physical problems.
5. The availability of alternative resources.
6. The student's ability and need to interact with nondisabled peers.
7. The areas of the student's curriculum which need continuous attention.
8. The student's vocational needs.

E. No Unilateral Decisions.

In the course of providing ESY services to children with disabilities, the school district may not unilaterally limit the type, amount, or duration of those services.

F. Services to Nonresident Students Temporarily Placed in School District.

A school district may provide ESY services to nonresident children with disabilities temporarily placed in the school district in accordance with applicable state law.

Legal References:

Minn. Stat. § 125A.14 (Extended School Year)

Minn. Rules Part 3525.0755

20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)

34 C.F.R. Part 300 (Assistance to States for the Education of Children with Disabilities)

Cross References: None

PACT Charter School

Original Creation Date: September 4, 2025

Last Approved By: PACT Charter School Board of Directors

Last Approved Date:

Year Reviewed: 2025-2026

510 SCHOOL ACTIVITIES

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. RESPONSIBILITY

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

IV. NON-SPONSORED STUDENT ACTIVITIES

Students may participate in non-sponsored student activities on a voluntary basis outside of instructional time. Non sponsored activities may use school district logos only with permission of a school principal or site leader.

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

Cross References: MSBA/MASA Model Policy 503 (Student Attendance)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 713 (Student Activity Accounting)

Original Creation Date: September 4, 2025

Last Approved By: PACT Charter School Board of Directors

Last Approved Date:

Year Reviewed: 2025-2026

625 - INSTRUCTIONAL MATERIAL REVIEW SELECTION AND USE

I. PURPOSE

The purpose of this policy is to provide direction for continuous review, selection and use of textbooks, supplemental books, and other instructional materials.

II. GENERAL STATEMENT OF POLICY

- A. The PACT School Board recognizes that a well-articulated, excellent, and challenging curriculum is a cornerstone to the maximization of learning. The development, maintenance, and improvement of an effective and demanding instructional program involves the contributions of professional staff, parents and other community members.
- B. The Superintendent is directed to facilitate the development of an articulated K-12 curriculum which is consistent with School Board policy in general and the intent of current district objectives. The curriculum will specify in reasonable detail the instructional content appropriate to given grades and subjects. Plans for dissemination of, and compliance with, said curriculum will also be developed and maintained.
- C. The curriculum (including textbooks and supplementary materials) developed in the PACT Charter School District will provide student learning experiences designed to encourage appreciation of cultural, human dignity, and continued growth of individual self-worth for students as well as reduce and/or eliminate stereotyping, prejudice, and discrimination in group activities in alignment with PACT's character traits. The curriculum will also promote learning which will prepare students to live in a pluralistic society.
- D. While ultimate responsibility for determination of the instructional programs, compliant with state law and regulation, rests with the School Board, related authority is delegated to the Superintendent or Superintendent's designee. The School Board will regularly look to the Superintendent for an accounting of the application of that authority.

III. RESPONSIBILITY OF SELECTION

A. Definition:

For the purpose of this statement of policy, the term "resources" will refer to any material(s) (whether acquired or locally produced) with educational content or function that is used for teaching/learning purposes. Examples include curriculum materials, school media center collections, licensed databases, and student resource lists.

B. Objectives:

The School Board affirms that it is the responsibility of its professional staff to utilize resources to support, enrich and help to implement the educational program of the school district. To reach those goals, the professional staff will:

1. Provide resources that enrich and support the goals and objectives of the education programs and curriculum, taking into consideration the varied interests, abilities, learning styles, developmental, and maturity levels of the students served.
2. Provide resources that will stimulate growth in factual knowledge, thinking and analytical skills, literary appreciation, and aesthetic values.
3. Provide resources about issues representing a variety of points of view, so that K-12 students may have an opportunity to develop with guidance the skills of reading, viewing, listening, and analysis, enabling them to make informed judgements in their lives.
4. Provide resources which illustrate the contributions to our national heritage and the world made by various groups in our society.
5. Provide resources about historical and contemporary forces in society to enable users to recognize and understand social, economic, personal and political topics.
6. Utilize professional judgment in the selection of resources appropriate to the educational programs and the school community and aligned with the mission, vision, and character trait values of PACT Charter School.

C. Responsibility for Selection of Resources:

1. Legal responsibility for the operation of the district, including the selection of educational resources, rests with the School Board. The School Board delegates the authority for the selection of resources to the professional staff employed by the district.
2. The selection of non-library classroom textbooks, instructional materials, and licensed databases is the responsibility of the Department of Teaching and Learning.
3. The selection of media center materials is delegated to the licensed media professional. While selection of materials involves the input of many people, including media specialists, teachers, students, supervisors, administrators, and parents/guardians, the responsibility for coordinating and recommending the selection and purchase of instructional materials rests with the licensed media professionals in collaboration with the Teaching and Learning department.
4. All instructional materials, both curricular and supplemental, shall be subject to the reconsideration procedures policy (626)

D. Criteria for Selection of Resources:

The following criteria for the selection of educational resources shall be used as appropriate:

1. Resources shall support, and be consistent with, the educational goals of the district.
2. Resources shall be selected to enrich and support the curriculum and to meet the individual needs and interests of students.
3. Resources shall be appropriate for the age, social development, and maturity of the students.
4. Resources shall provide a variety of points of view.
5. Resources shall be judged as a whole.
6. Resources shall be selected for their strengths rather than rejected for their weaknesses.
7. Resources shall be selected in formats most suitable for intended use.

E. Procedures for Selection of Resources

1. Under the guidance of the Teaching and Learning department, teachers and licensed media specialists shall evaluate available resources and curriculum needs and will consult multiple professional selection resources. When possible, the actual item(s) shall be examined.
2. Gift resources shall be judged by the criteria outlined in Section D. Criteria for Selection of Resources and shall be accepted or rejected on the basis of those criteria.
3. Selection shall be an ongoing process which includes the removal of resources no longer meeting current selection criteria.

Cross References: Policy 626 – Reconsideration of Textbooks or Other Instructional/Supplementary Materials
Policy 627 – Alternative Instruction

PACT Charter School

Creation Date: September 4, 2025

Last Approved By: PACT Charter School Board of Directors

Last Approved Date:

Year Reviewed: 2025-2026

626 - RECONSIDERATION OF TEXTBOOKS OR OTHER INSTRUCTIONAL/SUPPLEMENTARY RESOURCES/MATERIALS

I. PURPOSE

The purpose of this policy is to outline a procedure for reconsideration of textbooks or other instructional/supplementary resources/materials.

II. GENERAL STATEMENT OF POLICY

- A. The PACT School Board recognizes individual differences of opinion relating to the instructional program. While there is no law explicitly requiring public charter school districts in Minnesota to provide parents or guardians the option to see reconsideration of textbooks or other instructional supplementary resources and materials, the PACT School Board has requested that the administration provide a process for reconsideration.
- B. Parents/Guardians of current PACT Charter Schools students and district staff members may request an opportunity to review materials and submit a request for reconsideration of the use of certain curriculum including textbooks or other instructional/supplementary resources/materials.
- C. When materials are required as part of the formal curriculum, parents and guardians may request alternative instruction for their child as outlined in School District Policy 627.
- D. No parent/guardian shall determine the reading, viewing, or listening resources for students other than their own children.
- E. The Superintendent or Superintendent's designee shall be responsible for the development of guidelines and procedures to identify the steps to be followed to seek reconsideration of textbooks or other instructional/supplementary resources/materials.

III. DEFINITIONS:

- A. The term "resources" will refer to any material(s) (whether acquired or locally produced) with educational content or function that is used for teaching/learning purposes. Examples include curriculum materials, school media center collections, licensed databases, and student resource lists. The following procedure will be used and resolution may be accomplished in any of the following ways.

IV. PROCEDURE FOR RECONSIDERATION OF TEXTBOOKS OR OTHER INSTRUCTIONAL/SUPPLEMENTAL MATERIALS

- A. If reconsideration is being requested, resolution shall first be attempted between the concerned party and the professional media personnel and/or the teacher.
- B. If a resolution is not obtained, the concern shall be directed to the building principal. The principal will contact the concerned party, provide the concerned party with a copy of Policy 625 & 627, and arrange a meeting with the concerned party and appropriate

professional staff. The principal will also inform the Executive Director of Teaching and Learning about the request for reconsideration and seek guidance per Policy 625.

- C. The principal and appropriate professional staff shall:
 - 1. Listen to the concerned party's reasons for concern.
 - 2. Explain the school's related policies and procedures and the criteria used for the selection of resources.
 - 3. Explain the place of the resource in the educational program and its intended educational use.
 - 4. Try to resolve the concerned party's concern, up to and including considering and determining protocols to be used with their child(ren).
- D. If a resolution is not reached with the concerned party, the matter will be referred to the Executive Director of Teaching and Learning. The Executive Director will follow up with the concerned party to hear the concern.
- E. After hearing the concern, the Executive Director of Teaching and Learning will review Policy 625 and if the criteria have been met, may affirm the decision of the principal and the matter is resolved. At that time, the specific educational resource/material in question shall not be considered for a further review and/or reconsideration for a period of at least three years from the date of the final action.
- F. If the Executive Director of Teaching and Learning determines that criteria in Policy 625 were not met or there is not consensus with the principal and other involved professional staff, the Executive Director will convene a review committee and the concerned party will be asked to complete the form titled: Request For Reconsideration of Resources or Materials in a timely manner.

V. EDUCATIONAL RESOURCE REVIEW COMMITTEE

- A. If it is determined that an educational resource review committee will be convened, the Executive Director of Teaching and Learning will chair the committee and will identify committee members. The committee shall be identified and convened on an as-needed basis. Each member shall serve on the committee for the duration of the review.
- B. Representatives shall be selected or based on the nature of the concern, but the committee shall include, at a minimum:
 - 1. 1 (one) Media Specialist
 - 2. 1 (one) Parent – Building administration will elect/select parents willing to serve on this committee from the campus the instructional material is located
 - 3. 2 (two) District Advisory Committee (DAC) Parent Members

4. 2 (two) Teachers from either the elementary or secondary campus based on where the text is located. DAC teachers/staff may also serve as the teacher committee members.
5. Site Administrator from the campus where the book is located
6. 1 (one) member of Teaching and Learning department

Staff assigned to the school where the concern originated, and/or those involved in previously hearing directly from the concerned party, may provide input but will not participate as a member of the review committee.

C. Educational Resource Review Committee Procedures

1. The Educational Resource Review Committee Chair shall arrange a Committee meeting and the Committee shall:
 - a) Examine the questioned resource as a whole.
 - b) Discuss the resource in the context of the educational program and the educational use of the resource.
 - c) Hear input from appropriate persons including the individual(s) expressing the concern and professional staff using the resource.
 - d) Reach a decision about the continued use of the resource.
2. Educational Resource Review Committee Resolution
 - a) Upon completion of the review process, the Executive Director of Teaching and Learning shall, within a timely manner, share the written decision of the Resource Review Committee with the Superintendent and provide copies to all appropriate individuals as determined by the Executive Director.
 - b) A copy of the final written report, if applicable, accompanied by any materials related to the proceedings as determined by the Executive Director will be the official record of the review.
 - c) Privacy rights of any members of the Educational Resource Review Committee will be protected to the extent allowed by law.
3. The decision of the Educational Resource Review Committee regarding reconsideration of textbooks or other instructional/supplementary materials shall be final and binding. The specific educational resource/material in question shall not be considered for a further review for a period of at least three years from the date of the final action.

Cross References: Policy 625 – Instructional Material Review Selection and Use
Policy 627 – Alternative Instruction

PACT Charter School

Creation Date: September 4, 2025

Last Approved By: PACT Charter School Board of Directors

Last Approved Date:

Year Reviewed: 2025-2026

627 - ALTERNATIVE STUDENT LEARNING PLAN

I. PURPOSE

The purpose of this policy is to give direction when an alternative student learning plan for a unit or lesson is requested by a parent/guardian.

II. GENERAL STATEMENT OF POLICY

- A.** The School Board recognizes that the district has a responsibility to create inclusive classrooms, guided by MN State Standards, and to deliver on the mission of PACT Charter Schools. Teachers have the responsibility to use their professional recommendations in relation to topics and materials as they relate to MN State Standards and PACT Charter Schools approved curriculum. This policy outlines an orderly process for resolution when a parent/guardian has a concern about an instructional topic or material in their child's classroom.

- B.** While ultimate responsibility for determining instructional programs, compliant with state law and regulation, rests with the School Board, related authority is delegated to the Superintendent or Superintendent's designee, who shall be responsible for the development of guidelines and procedures to identify the steps to be followed.

Cross References: Policy 625 – Instructional Material Review Selection and Use
Policy 628 – Instruction of “Controversial Topics”

PACT Charter School

Creation Date: September 4, 2025

Last Approved By: PACT Charter School Board of Directors

Last Approved Date:

Year Reviewed: 2025-2026



PACT
Charter School

PACT CHARTER SCHOOLS
Proposed Alternative Student Learning Plan (627) Form

If a resolution with the classroom teacher was not obtained as a result of the Teacher Level Review, please complete the following form with the requested information. Then send the completed form to the building principal for a Building Level Review. Refer to Policy 625 for more information.

Parent/Guardian:

Phone: _____ Email: _____

Regarding Participation of (student): _____

Elementary Grade/Secondary Course: _____

Please describe the area of content/curriculum for which you are proposing an alternative student learning plan.

What do you see as a potential resolution to be included in the alternative student learning plan?

I understand that:

- The proposed plan is subject to review and may not be approved as presented.
- Any proposed plan must adhere to district policy 627.
- Any cost associated with the approved Alternative Learning Plan is the responsibility of the parent/guardian.

Parent/Guardian Signature: _____

Date: _____

Office Use Only:

Received By: _____ Title: _____

Date: _____



PACT
Charter School

AGREEMENT OF ALTERNATIVE STUDENT LEARNING PLAN

Details are as follows:

Alternative Student Learning Plan agreed upon by the following parties:

Student: _____ Signature: _____

Date: _____

Parent/Guardian: _____ Signature: _____

Date: _____

Teacher: _____ Signature: _____

Date: _____

Administrator: _____ Signature: _____

Title: _____ Date: _____

628 - INSTRUCTION OF "CONTROVERSIAL TOPICS"

PURPOSE

The purpose of this policy is to provide guidance for the teaching of "controversial topics".

DEFINITIONS

- A. A "controversial topic" involves a topic about which an individual and/or group may urge the district to alter the discussion or learning of said topic in the schools. It may deal with a topic for which society has not found a solution, and it is of sufficient significance that all proposed ways of dealing with it arouses a contrary response, or it may involve a material that contains language or treatment of topics that are objectionable to the citizen challenging the topic.

GENERAL STATEMENT OF POLICY

- B. The school board recognizes that the district has a responsibility to include, in various curricular areas and at both the elementary and secondary campuses, content dealing with topics and using materials, some of which may be considered controversial or raise objections by some members of the community.
- C. Development of rational thinking and preparation for citizenship are the primary reasons for including the study of potentially controversial topics and/or materials in the curriculum.
- D. The district has a responsibility to give the student:
 - 1. an opportunity to study controversial topics or read controversial materials which have political, economic or social significance about which they will begin to have an opinion.
 - 2. access to all relevant information, including the materials that circulate freely in the community.
 - 3. competent instruction balancing the various points-of-view in an atmosphere free from bias and prejudice.
 - 4. the right to form and express their own opinions on controversial topics or materials without jeopardizing their relations with teachers or the schools.
- E. Deliberate effort shall be made by the teacher to achieve balance over time in the viewpoints to which students are exposed. The teacher shall not espouse a biased viewpoint that is intended to influence students' creation of their own viewpoints.
- F. While ultimate responsibility for determining instructional programs, compliant with state law and regulation, rests with the School Board, related authority is delegated to the Superintendent or Superintendent's designee, who shall be responsible for the development of guidelines and procedures to identify the steps to be followed.

GUIDELINES

1. The topic or material is related to the course of study or to relevant current events and provides opportunities for critical thinking, for developing tolerance, and for understanding conflicting points of view.
2. The topic or material should be developmentally appropriate for students in the respective class.
3. Discussion or study of an issue that is initiated by the students, should be related to relevant or current events, or the established curriculum.
4. The topic or material should contribute toward helping students develop techniques for examining other controversial topics or materials.
5. Available information about the topic or material is sufficient to allow alternative points of view to be discussed and evaluated on a factual basis.
6. Multiple sides of the topic or material are given a proper hearing, using established facts as primary evidence.
7. The topic or material has points of view which can be understood and defined by the students.
8. The teacher does not use their position to forward their own religious, political, economic or social bias.
9. Any outside speaker shall be approved by the Principal or administrative designee prior to utilization of the speaker. Upon the request of a student or parent/guardian, the student will be excused from class during a "controversial unit." Alternative student learning may be provided as outlined in Policy 629, Alternative Student Learning.
10. The oral or written presentation of the topic or material does not violate state or federal law.

Cross References: Policy 625 – Instructional Material Review Selection and Use
Policy 627 – Alternative Student Learning Plan
Policy 627 Form - Alternative Student Learning Plan Form

PACT Charter School

Creation Date: September 4, 2025

Last Approved By: PACT Charter School Board of Directors

Last Approved Date:

Year Reviewed: 2025-2026

705 - PURCHASING, PROCUREMENT, and CONTRACTING

PURPOSE

This policy establishes procedures for carrying out purchasing, procurement, and contracting functions for PACT Charter School. Its purpose is to efficiently use public funds and ensure compliance with all applicable state and federal laws, including Minn. Stat. 124E.26, Subd. 4, regarding procurement using state funds.

GENERAL STATEMENT OF POLICY

It is the policy of the PACT School Board of Directors to utilize resources to the greatest benefit of our student's education and to establish procedures for all expenditures made with charter school funds to ensure efficiency, economy, legal compliance, internal control, ethical behavior by all staff members, and fairness in dealing with vendors.

CONFLICT OF INTEREST

Notwithstanding anything in this policy to the contrary, PACT Charter School shall not enter into any contract or agreement that does not align with the provisions of Section III.

- **Minn. Stat. 124E.14:** No member of the PACT School Board of Directors, employee, officer, or agent of PACT Charter School shall participate in selecting, awarding, or administering a contract if a conflict of interest exists. A conflict exists when:
 - the board member, employee, officer, or agent;
 - the immediate family member of the board member, employee, officer, or agent;
 - the partner of the board member, employee, officer, or agent; or
 - an organization that employs, or is about to employ any individual in clauses (1) to (3),

has a financial or other interest in the entity with which PACT Charter School is contracting. A violation of this prohibition renders the contract void. The foregoing does not apply to compensation paid to a teacher employed as a teacher by PACT or a teacher who provides instructional services to PACT through a cooperative formed under chapter 308A when the teacher also serves on the PACT School Board of Directors.

1. **Minn. Stat. 124E.07, Subd. 3(e):** A contractor providing facilities, goods, or services to PACT Charter School must not serve on the PACT School Board of Directors. In addition, an individual is prohibited from serving as a member of the board of directors if: (1) the individual, an immediate family member, or the individual's partner is a full or part owner or principal with a for-profit or nonprofit entity or independent contractor with whom PACT contracts, directly or indirectly, for professional services, goods, or facilities; or (2) an immediate family member is an employee of the school. An individual may serve as a member of the School Board of Directors if no conflict of interest exists under this paragraph, consistent with this section.
2. **Minn. Stat. 124E.10, Subd. 2(a):** PACT Charter School must disclose to the commissioner any potential contract, lease, or service purchase from the school's authorizer or a current board member, employee, contractor, volunteer, or agent of PACT's authorizer. The contract, lease, or purchase must be accepted through an open bidding process and be separate from the school contract. PACT must document the open bidding process. An authorizer must not enter into a contract to provide management and financial services to a school it authorizes,

unless the school documents receiving at least two competitive bids. This paragraph does not apply to a charter school or an authorizer when contracting for legal services from a lawyer who provides professional services to the charter school or authorizer and who is subject to the Minnesota Rules of Professional Conduct.

3. **GENERAL PROCUREMENT PROVISIONS**

- **Authorization:** The Superintendent, in conjunction with the School Board of Directors (hereinafter referred to as the "board"), is responsible for overseeing the procurement process, including the 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.

Individual school employees may incur expenditures in the following amounts without prior board approval so long as such expenditures are consistent with the school's board-approved budget, provided that in all cases, the board retains authority to disapprove any expenditure for any reason at the sole discretion of the board:

- Any school employee may purchase goods (but not services) for use in connection with school operations where the expenditure is less than \$1,000. PACT may issue credit or debit cards to individual employees for these expenditures.
- In addition to the foregoing, the superintendent may execute a purchase or procurement that requires the expenditure of up to ~~\$25,000~~ **75,000**.
- **Scope:** Purchasing procedures apply to the procurement of equipment, supplies, and services, including services provided by vendors and by individuals engaged by the school as independent contractors (i.e., individuals who receive a form 1099 rather than a form W-2). Purchasing procedures do not apply to hiring employees (i.e., individuals who receive a W-2).
- **Documentation:** The superintendent shall design and implement procedures to create and preserve documentation, establishing that all procurement is implemented in accordance with this policy. The superintendent will provide such documentation to the board upon their request.
- **Economy:** Good business practice dictates that products will be purchased for the lowest price for acceptable quality. Lower prices can be achieved through researching prices, cultivating business relationships, negotiating price contracts, buying in quantity, competitive quotation, or formal bid process.
- **Best Value:** The school shall endeavor in all cases to obtain the best value in all purchase or procurement decisions, taking into account the price, quality, and quantity of the goods or services being purchased or procured, along with consideration of other criteria, which may include, but are not limited to:
 - the vendor's or contractor's knowledge or expertise with respect to services as evidenced by performance on previous projects;
 - the quality and timeliness of the vendor's or contractor's performance on previous projects;
 - the level of customer satisfaction with the vendor's or contractor's performance on previous projects;
 - the vendor's or contractor's record of performing previous projects on budget and ability to minimize cost overruns;
 - the vendor's or contractor's ability to minimize change orders;
 - the vendor's or contractor's ability to prepare appropriate project plans;
 - the vendor's or contractor's technical capabilities;
 - the individual qualifications of the contractor's key personnel; or
 - the vendor's or contractor's ability to assess and minimize risks.

~~1.~~ **PURCHASES OF GOODS USING STATE FUNDS**

The following will govern purchases of goods using state funds. The school shall not break up any purchase into smaller component purchases to avoid the threshold in this Section V. In all cases, the school shall endeavor to complete each purchase in a manner that obtains the best value for the school, considering the factors enumerated in Section IV, above.

1. **Purchases Less than \$25,000.** The superintendent shall be responsible for implementing purchases within these limits. When reasonably practicable, the superintendent shall use processes to obtain competitive market rates or purchase at reasonably competitive prices or rates.
2. **Purchases of \$25,000 - \$175,000 - Or More.** Charter schools can use "competitive procurement," which means a sealed bidding process, or they can use "direct negotiations" between two or more vendors. Prior to any purchase of \$25,000 or above, the superintendent shall follow a competitive procurement process or obtain bids or quotations from at least two sellers or vendors or, if market conditions for a purchase are such that sellers or vendors will not respond to a request for bids or quotations, shall otherwise endeavor to compare the prices of a least two sellers or vendors, in all cases endeavoring to ensure that each of the bids, quotes, or comparison prices reflects substantially equal quantity and quality.
3. **Purchases greater than \$175,000 a competitive procurement process using sealed bid is required.**
 - a. To solicit bids or quotations the superintendent (i) shall post a request for bids or quotations on a public portion of PACT's website, or utilize another public posting mechanism as reasonably determined by the superintendent, and (ii) shall deliver solicitations to two or more potential vendors. The superintendent shall provide a reasonable time period, and in no event fewer than five (5) business days, for response to any solicitation of or posting for bids or quotations.
 - b. If, after such a reasonable time period, the superintendent has yet to receive two or more bids or quotations for the goods to be purchased, the superintendent shall use reasonably prudent inquiry to ascertain the price for such goods from two or more vendors.
 - c. If, after complying with all of the foregoing, the superintendent is able to locate only a single seller, vendor, or supplier from which to purchase any particular good, the superintendent shall, to the extent reasonably practicable, endeavor to negotiate for the most favorable price that may be obtained from such vendor.

~~1.~~ **PROCUREMENT OF SERVICES USING STATE FUNDS**

The following will govern procurement of services using state funds. The school shall not break up any procurement into smaller component purchases to avoid the threshold in this Section VI. In all cases, the school shall endeavor to complete each purchase in a manner that obtains the best value for PACT, taking into account the factors enumerated in Section IV, above.

In determining the amount of a contract for services, the total cost of the contract under its stated term shall apply. For contracts that have an annual price but a multi-year term, or include an automatic annual renewal (or so-called "evergreen") provision, the total of all years shall apply. Under no circumstances will PACT enter into a multi-year or automatic annual renewal agreement with an outside term greater than five (5) years; provided that the foregoing limit will not apply to a lease for school facilities.

1. **Procurement Less than \$25,000.** The superintendent shall be responsible for implementing procurement within these limits. When reasonably practicable, the

superintendent shall use processes to obtain "best value" prices or rates and maintain records documenting efforts to obtain "best value." The foregoing shall apply to contracts for services where the total cost of services cannot be determined because the cost is dependent upon periodic or "as-needed" requests for services by PACT, at its discretion, and the following are true: (a) the contract does not require an advance payment or deposit, and (b) the contract or the services may be terminated without cause at any time by PACT.

2. **Procurement of \$25,000 Or More.** Prior to entering into an agreement to procure a service of \$25,000 or more, the superintendent shall obtain bids or quotations from at least two vendors or contractors, if market conditions for acquiring a particular service are such that vendors or contractors will not respond to a request for bids or quotations, shall otherwise endeavor to compare the prices of a least two vendors or contractors, in all cases endeavoring to ensure that each of the bids, quotes, or comparison prices reflects substantially equal quantity and quality consistent with the "best value" factors outlined above in this Section VI.
3. To solicit bids or quotations the superintendent (i) shall post a request for bids or quotations on a public portion of PACT's website or utilize another public posting mechanism as reasonably determined by the superintendent, and (ii) shall deliver solicitations directly to two or more potential vendors or contractors. The superintendent shall provide a reasonable time period and in no event fewer than five (5) business days for response to any solicitation of or posting for bids or quotations.
4. If, after such a reasonable time period, the superintendent has not received two or more bids or quotations for the service to be procured, the superintendent shall use reasonably prudent inquiry to ascertain the price for such goods from two or more vendors or contractors.
5. If (i) after complying with all of the foregoing the superintendent is able to locate only a single vendor or contractor from which to procure a particular service, or (ii) due to the nature of the services being procured, the market for such services is such that there is only one vendor or contractor to supply such service, the superintendent shall, to the extent reasonably practicable, endeavor to negotiate for the most favorable price that may be obtained from such vendor or contractor.

1. **USE OF FEDERAL FUNDS** [Effective October 1, 2024]

1. **Procurement Methods.** There are three types of procurement methods 1) informal (for micro-purchases and simplified acquisitions) 2) formal (through sealed bids or proposals) and 3) noncompetitive. For all of these methods, the recipient or subrecipient must maintain and use documented procurement procedures.
2. **Informal Procurement Methods for Small Purchases.**
 1. Micro-purchases: the aggregate amount of the procurement transaction does not exceed \$10,000, which may be increased to \$50,000 on an annual basis if the recipient or sub-recipient self-certifies and provides supporting documentation. Micro-purchases may be awarded without soliciting competitive price or rate quotes if the recipient or subrecipient considers the price reasonable based on research, experience, purchase history, or other information; and maintains documentation to support its conclusion.
 2. Simplified Acquisitions: for procurement transactions in which the aggregate dollar amount of the procurement transaction is higher than the micro-purchase threshold (\$10,000, or \$50,000, if applicable), but lower than \$250,000. In simplified acquisitions, the price or rate quotes must be obtained from an adequate number of qualified sources. The recipient or subrecipient may exercise judgment in determining what number is adequate.
3. **Formal Procurement Methods.** The recipient or subrecipient is required to use one of the following formal procurement methods when the value of the procurement transaction exceeds the simplified acquisition threshold of the recipient or subrecipient. This method requires competition and public notice.
 1. Sealed Bids. Preferred for procuring construction services. Bids are publicly solicited through an invitation and a firm fixed-priced contract (lump sum or unit price) is

awarded to the responsible bidder whose bid conforms with all the material terms and conditions of the invitation and is the lowest in price. Sealed bids are appropriate when:

- A complete, adequate and realistic specification or purchase description is available;
- Two or more responsible bidders have been identified as willing and able to compete effectively for the business; and
- The procurement lends itself to a firm-fixed-price contract, and the selection of the successful bidder can be made principally on price

If sealed bids are used, the following requirements apply:

- Bids must be solicited from an adequate number of qualified sources, providing them with sufficient response time prior to the date set for opening the bids. Unless specified by the Federal agency, the recipient or subrecipient may exercise judgment in determining what number is adequate;
 - The invitation for bids must define the items or services with specific information, including any required specifications, for the bidder to properly respond;
 - All bids will be opened at the time and place prescribed in the invitation for bids.
 - A firm-fixed-price contract is awarded in writing to the lowest responsive bid and responsible bidder. When specified in the invitation for bids, factors such as discounts, transportation cost, and life-cycle costs must be considered in determining which bid is the lowest. Payment discounts must only be used to determine the low bid when the recipient or subrecipient determines they are a valid factor based on prior experience.
 - The recipient or subrecipient must document and provide a justification for all bids it rejects.
1. Proposals. Used when conditions are not appropriate for using sealed bids. This procurement method may result in either a fixed-price or cost-reimbursement contract. They are awarded in accordance with the following requirements:
 - 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.
 - The recipient or subrecipient must have written procedures for conducting technical evaluations and making selections.
 - Contracts must be awarded to the responsible offeror whose proposal is most advantageous to the recipient or subrecipient considering price and other factors; and
 - The recipient or subrecipient may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby the offeror's qualifications are evaluated, and the most qualified offeror is selected, subject to negotiation of fair and reasonable compensation. The method, where the price is not used as a selection factor, can only be used to procure architectural/engineering (A/E) professional services. The method may not be used to purchase other services provided by A/E firms that are a potential source to perform the proposed effort.
- **Noncompetitive Procurement.** There are specific circumstances in which the recipient or subrecipient may use a noncompetitive procurement method. The noncompetitive procurement method may only be used if one of the following circumstances applies:
 - The aggregate amount of the procurement transaction does not exceed the micro-purchase threshold (see paragraph (a)(1) of this section);

- The procurement transaction can only be fulfilled by a single source;
- The public exigency or emergency for the requirement will not permit a delay resulting from providing public notice of a competitive solicitation;
- The recipient or subrecipient requests in writing to use a noncompetitive procurement method, and the Federal agency or pass-through entity provides written approval; or
- After soliciting several sources, competition is determined inadequate.
- **Contracting with small and minority firms, women’s business enterprises, and labor surplus area firms, pursuant to 2 CFR § 200.321.** Non-Federal entities will take all necessary affirmative steps to assure that small and minority firms and women’s business enterprises are used when possible. Affirmative steps include:
 - Placing qualified small and minority business and women’s business enterprises on solicitation lists;
 - Assuring that small and minority business and women’s business enterprises are solicited whenever they are potential sources;
 - Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women’s’ business enterprises;
 - Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women’s business enterprises;
 - Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce.
 - Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in a-e above.
- **Contract Cost, Price, and Monitoring by the non–Federal Entity.**
 - The non–Federal entity must perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the non–Federal entity must make independent estimates before receiving bids or proposals.
 - The non–Federal entity must negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor’s investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.
 - Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the non–Federal entity under federal regulations. The non–Federal entity may reference its own cost principles that comply with the Federal cost principles.
 - The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.
 - The non–Federal entity is responsible for oversight of the operations of the Federal award supported activities. The non–Federal entity must monitor its activities under Federal awards to assure compliance with applicable Federal requirements and performance expectations are being achieved. Monitoring by the non–Federal entity must cover each program, function or activity. See also 2 C.F.R § 200.332.

RECORDS TO BE MAINTAINED

- **Public Data.** All records of PACT Charter School expenditures are considered “public data” under Minn. Stat. Chapter 13 (the “**Minnesota Government Data Practices Act**” or the “**Act**”). PACT will create, maintain, and preserve such records in accordance with the Act.
- **Record Retention Requirements for Federal Awards.** The recipient and subrecipient must retain all Federal award records for three years from the date of submission of their final financial report. For awards that are renewed quarterly or annually, the recipient and subrecipient must retain records for three years from the date of submission of their quarterly or annual financial report, respectively. Records to be retained include but are not limited to, financial records, supporting documentation, and statistical records. Federal agencies or pass-through entities may not impose any other record retention requirements except for the following:
 - If submitted for negotiation. When a proposal, plan, or other computation must be submitted to the Federal Government to form the basis for negotiation of an indirect cost rate (or other standard rates), then the three-year retention period for its supporting records starts from the date of submission.
 - If not submitted for negotiation. When a proposal, plan, or other computation is not required to be submitted to the Federal Government to form the basis for negotiation of an indirect cost rate (or other standard rates), then the three-year retention period for its supporting records starts from the end of the fiscal year (or other accounting period) covered by the proposal, plan, or other computation.
 - The records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken if any litigation, claim, or audit is started before the expiration of the three-year period.
 - When the recipient or subrecipient is notified in writing by the Federal agency or pass-through entity, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs to extend the retention period.
 - The records for property and equipment acquired with the support of Federal funds must be retained for three years after final disposition.
 - The three-year retention requirement does not apply to the recipient or subrecipient when records are transferred to or maintained by the Federal agency.
 - The records for program income earned after the period of performance must be retained for three years from the end of the recipient's or subrecipient's fiscal year in which the program income is earned. This only applies if the Federal agency or pass-through entity requires the recipient or subrecipient to report on program income earned after the period of performance in the terms and conditions of the Federal award.
 - The records for indirect cost rate computations or proposals, cost allocation plans, and any similar accounting computations of the rate at which a particular group of costs is chargeable (such as computer usage chargeback rates or composite fringe benefit rates) must be retained according to the applicable option below:

Original Creation Date: October 11, 1994

Last Approved By: PACT Charter School Board of Directors

Last Approved Date: March 6, 2025

Year Reviewed: 2024-2025

2025-26 PACT Charter School Teacher Professional Development Plan

Professional Learning Topic	District Operational Plan	PACT Strategic Direction	Date
<p>MnMTSS framework:</p> <ul style="list-style-type: none"> ● ICAB - BILT - PLC - STAT teams ● Data-driven decisions ● Tier 1 & 2 Instruction 	<p>The goal is to implement a comprehensive Multi-Tiered System of Support (MTSS) framework to ensure that all students receive the appropriate level of academic and behavioral support based on their individual needs. This will be achieved through the systematic identification of students' needs using data-driven assessments, the implementation of tiered interventions, and regular progress monitoring. By providing targeted support at varying levels of intensity, the goal is to ensure equitable access to learning opportunities, improve student outcomes, and foster a positive school environment that supports the success of all students across the district.</p>	<p>High-Quality Instruction and Achievement</p> <p>Student Connectedness & Belonging</p>	<p>Leadership: June 9, 2025 June 10, 2025 June 11, 2025 June 16, 2025 June 17, 2025 June 18, 2025</p> <p>Staff: August 19, 2025 September 12, 2025 November 4, 2025 March 20, 2026</p>
<p>Elementary Flexible Instructional Model</p>	<p>Review the elementary and secondary student schedule/instructional models to determine the best student schedule/model to maximize instructional learning and achievement for all students.</p>	<p>High-Quality Instruction and Achievement</p>	<p>Weekly PLC meetings September 2025-May 2026</p>
<p>5D/5D+ Teacher Evaluation and Goal Setting</p>	<p>Implement a teacher feedback system focused on improving instruction in the classroom leading to a reduction in disparities in academic outcomes based on</p>	<p>High-Quality Instruction and Achievement</p>	<p>Leadership: August 6, 2025 August 12, 2025 August 13, 2025</p>

2025-26 PACT Charter School Teacher Professional Development Plan

	Minnesota Comprehensive Assessments (MCAs), Formative Assessment System for Teachers (FAST), and ACT academic measures.	Professional Growth & Development	September 23, 2025 September 24th, 2025 October 21, 2025 October 22, 2025 Staff: October 24, 2025 March 20, 2026
School Safety & Security	Develop a 3-5 year roadmap to improve school safety, security, and crisis preparedness.	Student Connectedness & Belonging	August 20, 2025 August 28, 2025
Curriculum Review	Engage in a full curriculum review cycle for the following content areas: Social Studies, Health, Math	High-Quality Instruction and Achievement	September, 2025- April, 2026
Mentoring and Induction of New Teachers	Weekly mentor/mentee meetings Quarterly district-wide cohort meetings	Professional Growth & Development	August 2025 - April 2026
Relicensure Trainings: <ul style="list-style-type: none"> ● Suicide Awareness ● American Indian History & Culture ● Accommodations/Modifications & Adaptations ● English Language Learners 	Enhance the mental health and well-being of the school district community.	Professional Growth & Development	November 7, 2025 December 5, 2025 January 30, 2026

2025-26 PACT Charter School Teacher Professional Development Plan

<ul style="list-style-type: none"> • Key Warning Signs for Early Onset of Mental Illness in Children and Adolescence 			
<p>Literacy: Phase 1 READ Act Professional Development:</p> <ul style="list-style-type: none"> • OL&LA • Brightworks Para Training • CaptiReadbasix 	<p>The goal is to ensure that all students achieve reading proficiency at grade level, in alignment with the Minnesota Read Act.</p>	<p>High-Quality Instruction and Achievement</p>	<p>September 12, 2025 October 24, 2025 November 7, 2025 November 14, 2025 December 5, 2025 December 19, 2025 January 16, 2026 January 30, 2026 March 6, 2026 May 22, 2026</p>
<p>Annual Required Trainings: Title IX Mandatory Reporting Blood-Borne Pathogens Epi Pen Seizure Training</p>	<p>Enhance the mental health and well-being of the school district community.</p>	<p>Professional Growth & Development</p>	<p>August 20, 2025 - October 30, 2025</p>



P A C T
Charter School

FAMILY-SCHOOL COMPACT FOR LEARNING

This compact outlines the shared responsibility of parents/guardians, school staff, and students in supporting academic achievement and emphasizes the importance of strong school-family partnerships. In alignment with its mission to prepare students for lifelong success through academic excellence and character development, PACT Charter School values collaboration between families and educators.

By working together, exchanging information, and sharing decision-making, parents, students, and staff contribute to a supportive learning environment. PACT Charter School affirms the importance of family involvement and supports family-school compacts as a key part of student success.

PACT Charter School commits to partnering with parents and families by:

- Providing the resources for families to help students succeed in school and for school staff to work with families.
- Encouraging family involvement by reviewing progress regularly and strengthening cooperative efforts.
- Sharing responsibility at school and at home to give students the best education and a positive start in life.

OUR SCHOOL will be welcoming to parents/guardians, offer challenging courses, create safe learning environments, include parents/guardians in school site decisions, and organize opportunities for parents/guardians to help improve student learning.

OUR PARENTS/GUARDIANS will monitor student attendance, homework completion and the use of free time, become acquainted with school staff, and become involved at school.

OUR STUDENTS will actively commit to respect themselves, staff, others and their environment and fulfill their responsibilities in homework completion, class involvement and time management while working to develop the character qualities that our school promotes.

PACT Charter School is committed to supporting partnerships through:

- A. Providing high-quality curriculum and instruction in a supportive and safe learning environment that enables our students to meet the required student academic achievement standards. PACT Charter School will communicate about curriculum, instruction, assessment, school programs, and student progress in a timely and effective manner. PACT Charter School will routinely review student academic achievement and make data-driven decisions about the curriculum and instruction.

- B. Holding parent/guardian-teacher conferences.
 - a. Fall: Student-led, goal-setting conference
 - b. Spring: Student-led review of progress and goals set at Fall conferences.

At each of these conferences, parents/guardians, students and teachers review the student's academic achievements and opportunities and partner to set realistic goals for the student. Student-led conferences provide an avenue for students to take responsibility for their work and efforts throughout the year. Students, parents/guardians and teachers work closely together to ensure that students are progressing sufficiently. The goal is to have 100% parent/guardian and student participation in conferences.

- C. Providing parents/guardians with frequent reports on their student's progress. Parents/guardians have many tools to access their student's progress. These may include:
 - a. Access to online progress reports
 - b. Communication through email
 - c. Progress Reports and Report Cards
 - d. Other communication to parents from teachers
- D. Providing parents/guardians reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:
 - a. Parents/Guardians are encouraged to speak directly with staff.
 - b. Parents/Guardians can schedule times to meet with the staff.
 - c. Parents/Guardians can email staff directly.
 - d. Parents/Guardians can leave a voicemail for school staff on their personal extension.
 - e. Parents/guardians are encouraged to attend conferences.
- E. Providing parents/guardians with opportunities to volunteer for their student's class. PACT Charter School recognizes and appreciates the value of parents wanting to be actively involved in the education of their student(s). We provide nursery care for volunteers while they are serving the elementary school during school days. Volunteering opportunities include, but are not limited to:
 - a. Serving on decision-making committees
 - b. Serving as a Teacher's Assistant (TA) in the classroom
 - c. Helping in the school office,
 - d. Coordinating/helping with extracurricular events
 - e. Fundraising projects
 - f. Grant writing
 - g. Serving lunch
 - h. Chaperoning field trips
 - i. By providing nursery care throughout the school day, we are also making this involvement convenient for parents.

Volunteering opportunities are communicated to the staff, parents and community using a variety of tools, including ParentSquare notifications, phone calls, and by other forms of personal communication.

Title I Parent and Family Engagement Plan 2025-2026



P A C T
Charter School

PACT Charter School is dedicated to providing a high-quality education by partnering with parents and the school community. Recognizing parents as their child's first teacher and a vital component of academic success, PACT Charter School is committed to actively involving families to foster a positive relationship between home and school.

SCHOOL PARENT INVOLVEMENT PLAN REQUIRED COMPONENTS

1. PACT Charter School will jointly develop/revise with parents the Title I Parent and Family Engagement Plan and distribute it to parents of participating children and make the plan available to the local community.
 - Activity/Activities – Title I Parent Advisory Panel / District Advisory Committee (DAC)/PACT School Board
 - Date/Dates – September 3, 2025, September 11, 2025, October 2, 2025
 - Contact Persons – Johanna Santiago (Interventionist), Michelle Jones (Interventionist), Catherine Landis (Interventionist), Teresa Widen (DAC Administrative Lead), Jacq Washburn (Parent Liaison)
 - Phone Number – 763-712-4200

2. PACT Charter School will convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation in this part and to explain the requirements of this part, and the right of the parents to be involved.
 - Activity/Activities – Reading Intervention Informational Parent Meeting
 - Date/Dates – October 14, 2025
 - Contact Person(s) – Teresa Widen (Executive Director of Teaching and Learning), Johanna Santiago, Michelle Jones, Catherine Landis
 - Phone Number – 763-712-4200

3. PACT Charter School will offer a number of flexible meeting options, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement.
 - Activity/Activities/Dates – Elementary Open House/August 21, 2025; DAC Meetings/August 2025 - May 2026; Volunteer training/August-September, 2025-2026, as needed
 - Contact Person(s) – Teresa Widen, Adam Schaak (Community Education Coordinator)
 - Phone Number– 763-712-4200

4. PACT Charter School will involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the school plan under Title I Schoolwide Program, section 1112, schoolwide under section 1114, and the process of the school review and improvement under section 1116.
 - Activity/Activities – Title I Parent Advisory Panel (September 3, 2025 and as needed), DAC meetings, PACT School Board meetings
 - Date/Dates – Monthly meetings August 2025 – October 2025, and as needed

- Contact Person(s) – Teresa Widen, Jenelle Moehn (Assistant Director of Teaching and Learning), Johanna Santiago, Michelle Jones, Catherine Landis
 - Phone Number– 763-712-4200
5. PACT Charter School will provide parents of participating children:
- a. Timely information about programs under this part;
 - b. A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and
 - c. If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practically possible.
 - Activity/Activities – Teachers and Interventionists are available at Open House, conferences, and upon request; Reading Intervention Informational Parent Meeting.
 - Date/Dates – August 21, 2025, September 23 & 25, 2025, and February 10 & 12, 2026, October 14, 2025
 - Contact Person(s) – Teresa Widen, Johanna Santiago, Michelle Jones, Catherine Landis, classroom teachers (Main office will direct)
 - Phone Number 763-712-4200
6. If the schoolwide program plan is not satisfactory to the parents of participating children, parents can submit comments on the plan when the school makes the plan available each fall.

REQUIRED SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT

As a component of the school-level parent involvement plan, each school shall jointly develop with parents for all children served under this part a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.

1. Conduct a parent/teacher conference in elementary schools, annually (at a minimum), during which the compact shall be discussed as the compact relates to the individual child’s achievement;
2. Provide frequent reports to parents on their children’s progress; and
3. Provide parents with reasonable access to staff, opportunities to volunteer and participate in their child’s class, and observation of classroom activities.
 - Activity/Activities – Goal setting conferences/ student-led conferences, quarterly report cards, teachers available upon request
 - Date/Dates – September 23 & 25, 2025, and February 10 & 12, 2026

- Contact Person(s) – Classroom teachers, Johanna Santiago, Michelle Jones, Catherine Landis, Lara Bronson (Elementary Principal)
- Phone Number - 763-712-4200

BUILDING CAPACITY REQUIREMENTS FOR INVOLVEMENT

To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, each school under this part:

1. Shall assist the parents of children served by the school, in understanding such topics as the state's academic content standards and state student academic achievement standards, state and local academic assessments, the requirements of this part, and how to monitor a child's progress and work with educators to improve the achievement of their children.
 - Activity/Activities - Goal setting conferences / student-led conferences, quarterly report cards, teachers available upon request
 - Date/Dates – September 23 & 25, 2025, and February 10 & 12, 2026
 - Contact Person(s) – Classroom teachers, Lara Bronson
 - Phone Number - 763-712-4200
2. Shall provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement.
 - Activity/Activities – Conferences; Teacher Resources
 - Date/Dates - September 23 & 25, 2025, and February 10 & 12, 2026; Ongoing
 - Contact Person(s) – Classroom teachers, Johanna Santiago, Michelle Jones, Catherine Landis
 - Phone Number - 763-712-4200
3. Shall educate teachers, pupil services personnel, directors, and other staff, with the assistance of parents, on the value and utility of contributions of parents, and on how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.
 - Activity/Activities – Staff development
 - Date/Dates – August 2025 - June 2026, Designated Staff Development Days
 - Contact Person(s) – Lara Bronson, Teresa Widen, Jenelle Moehn
 - Phone Number - 763-712-4200
4. Shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities
 - Activity/Activities – DAC meetings, Back-to-School Bash, Elementary Math/Literacy Night
 - Date/Dates - Throughout the 2025-2026 school year, September 12, 2025, January 29, 2026.
 - Contact Person(s) – Teresa Widen, Lara Bronson, Julie Grawey (President of Parent Teacher Organization)
 - Phone Number- 763-712-4200

5. Shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language parents can understand.
 - Activity/Activities – ParentSquare communications; Monthly newsletters; parent/teacher conferences – interpreters available upon request, PACT website – pactcharter.org, Multilingual Information Night - Winter 2026
 - Date/Dates - September 23 & 25, 2025, and February 10 & 12, 2026
 - Contact Person(s) – Johanna Santiago, Michelle Jones, Catherine Landis, Kayla Marks (English Language Teacher), Marie Dillon (English Language Teacher), Jenelle Moehn
 - Phone Number - 763-712-4200

6. Shall provide such other reasonable support for parental involvement activities under this as parents may request.
 - Activity/Activities – DAC meetings, Parent Volunteer Training/Teacher Assistant training, ParentSquare Volunteer Group
 - Date/Dates – DAC/Aug. 2025- May 2026; Volunteer training/as needed
 - Contact Person(s) – Adam Schaak, Teresa Widen, Jacq Washburn
 - Phone Number - 763-712-4200

ACCESSIBILITY REQUIREMENTS

In carrying out the parental involvement requirements of this part, PACT Charter School, to the extent practicable, shall provide full opportunities for the participation of parents of children with limited English proficiency, parents of children with disabilities, and parents of migratory children, including providing information and school reports in a format and, to the extent practicable, in a language such parents can understand.

- Activity/Activities – Interpreters available upon request, ParentSquare Communication
- Date/Dates - Upon Request
- Contact Person(s) – Jenelle Moehn
- Phone Number – 763-712-4200

ADOPTION

This PACT Charter School Parental Involvement Plan has been developed jointly with and agreed on with parents of children participating in Title I programs, as evidenced by meeting minutes.

The Parental Involvement Plan was developed and approved by PACT Charter School on October 2, 2025 and will be in effect for the period of the 2025-2026 school year. The school will distribute this Parent Involvement Plan to all parents of participating Title I children and make it available to the community on or before October 14, 2025.



Signature of Title I Authorized Representative

Date

These parents and staff were involved with the development of this document:

Johanna Santiago - Staff/Parent

Michelle Jones - Staff

Teresa Widen - Staff

Jenelle Moehn - Staff

Jamie Wilson - Parent



2025-2026 Staff Contract Calendar

Important Dates:

AUGUST

- 14-15 New Teacher Training
- 19 Secondary Back-to-School Open House
- 21 Elementary Back-to-School Open House
- 25 First Day of School

SEPTEMBER (Character Trait: Respect)

- 23 Evening Conferences (all)
- 25 Evening Conferences (all)

OCTOBER (Character Trait: Citizenship)

- 16-17 MEA Break
- 23 End of Quarter 1

NOVEMBER (Character Trait: Gratitude)

- 24-28 Thanksgiving Break

DECEMBER (Character Trait: Compassion)

- 22-31 Winter Break

JANUARY (Character Trait: Integrity)

- 1-2 Winter Break
- 15 End Semester 1
- 19 Martin Luther King, Jr. Day

FEBRUARY (Character Trait: Cooperation)

- 10 Evening Conferences (all)
- 12 Evening Conferences (all)
- 16 Presidents Day

MARCH (Character Trait: Self-Control)

- 19 End of Quarter 3
- 30-31 Spring Break

APRIL (Character Trait: Responsibility)

- 1-3 Spring Break

MAY (Character Trait: Perseverance)

- 21 Last Day of School (K-12)
- 21 End Semester 2
- 21 Class of 2026 Commencement

July 2025				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

August 2025				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

September 2025				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

October 2025				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

November 2025				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

December 2025				
M	T	W	T	F
1	2	3	4	5
	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

January 2026				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

February 2026				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

March 2026				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

April 2026				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

May 2026				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

June 2026				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

Color Key:

■ Non-Contract Day	■ Full Day
■ Important date	■ 1/2 Day

Student Contact Days per Quarter:
 Q1: 38 | Q2: 40 | Q3: 39 | Q4: 37

The first 5 school days canceled for weather are e-Learning days for grades 6-12. Grades K-5 do not make up those dates. Make-up days after that are April 24 and May 8.

Required Evening Events:
 Back-to-School Open House
 Fall Conferences
 Spring Conferences
 Grade Level/Campus Concerts/Events
 Literacy Night (Elementary)
 Graduation (Secondary)
 Other Events as Assigned



PACT
Charter School

PACT Charter School Monthly Financials

JUNE 2025

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FINANCE AND ACCOUNTING SERVICES FOR CHARTER
SCHOOL AND EDUCATION SUPPORT ORGANIZATIONS

PACT Charter School Financial Highlights

JUNE 2025

Balance Sheet:

The School's balance sheet reflects the school's liquid assets and liabilities. The primary focus of the balance sheet is the cash balance and any material liabilities. Additionally, attention should be paid to the amount of the YTD state hold back. The highlights from the balance sheet are:

- \$3,795,155 Cash balance at end of the month
- \$2,120,740 State Receivables which represents an initial estimate for the beginning of the accrual for the current year hold back
- (\$119,259) State Receivables which represents the remaining amount due to PACT from the state 10% holdback of the prior school year
- \$1,152,838 Salary and Benefits Payables estimated. This is for summer salaries as of month-end.
- \$44,122 Accounts Payable balances as of the end of the month

Income Statement

The focus of the school's income statement is to monitor the ongoing revenues and expenses of the various programs. A monthly review of the actual spent vs. budget as well as taking into consideration the percentage of the fiscal year completed is imperative. Yet, also understanding how each individual line-item functions will help the overall analysis. The highlights from the income statement are:

- Adopted Budget: 1251 ADM
- Revised Budget: 1385 ADM
- Actual ADM 1373
- 100% Percent of the fiscal year completed
- 100% YTD revenue as a percent of budget based on the revised projection.
- 95% YTD expenses as a percent of budget based on the revised projection.
- \$3,630,127 Projected year end fund balance
- 20% Projected ending fund balance as a % of expense budget

Cash Flow:

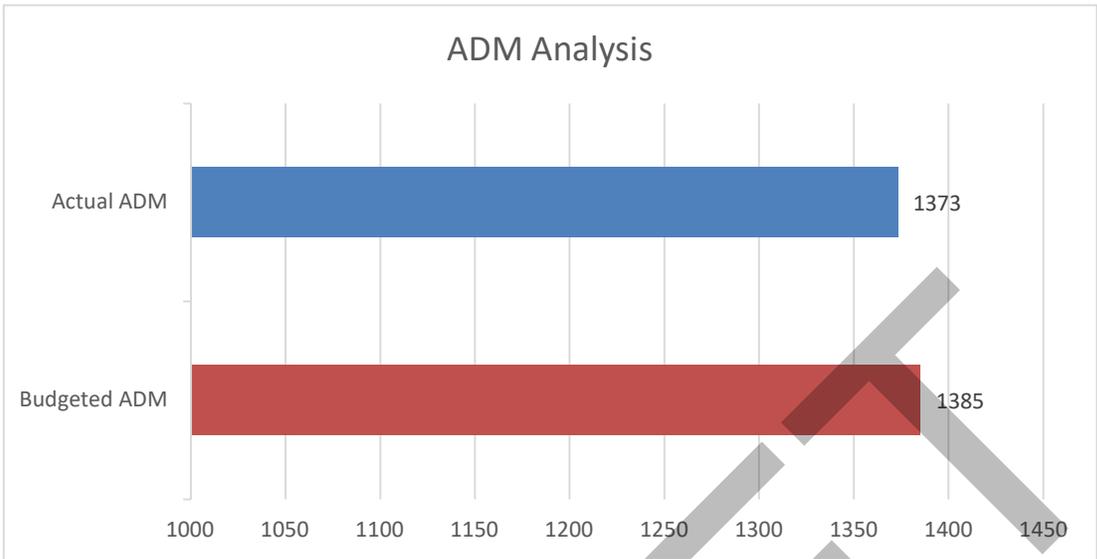
- Estimated cash balance as of June 30, 2025
\$ 3,795,155
- Days cash on hand projected as of June 30, 2025
83

Debt Covenant Ratios:

- **Required debt service coverage ratio at June 30, 2025: = / >**
1.10
- Projected debt service coverage ratio at June 30, 2025:
1.58

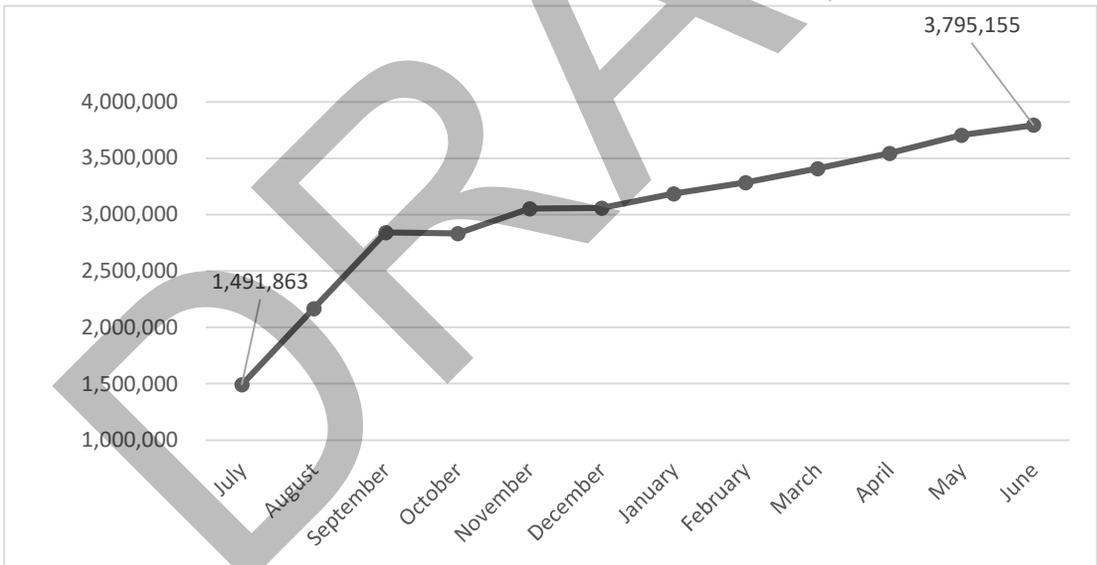
- **Required days cash on hand (cash only) at June 30, 2025: = / >**
45
- Projected days cash on hand without receivables at June 30, 2025:
83
- Projected days cash on hand with receivables at June 30, 2025:
129

Enrollment/ADM's



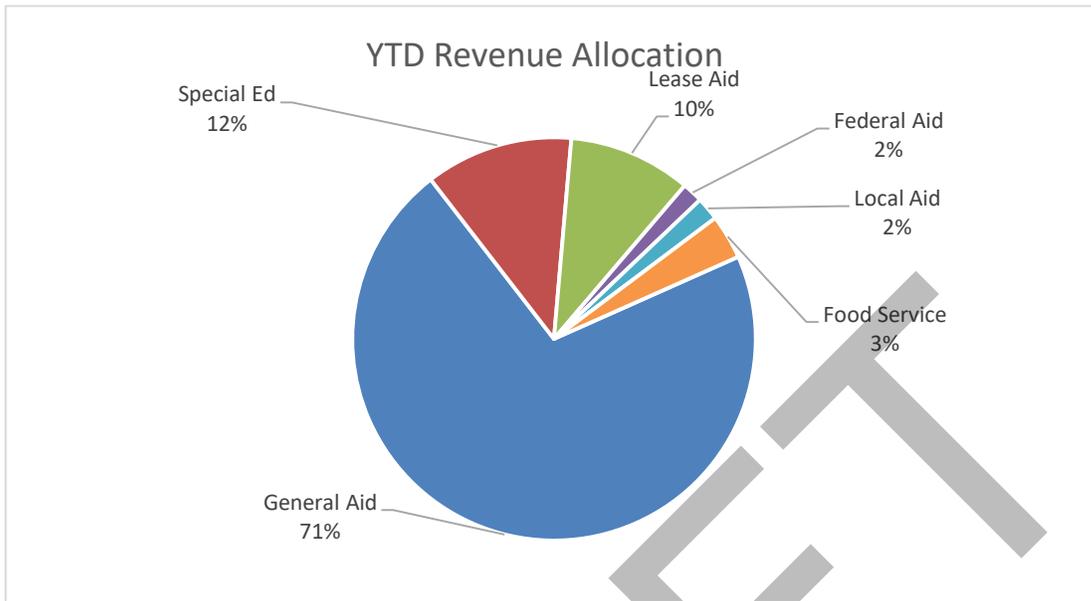
Monitoring the school's budgeted ADM vs. the actual ADM is one of the most important analytical revenue reviews. Variance from the budgeted ADM must be reviewed and understood.

Cash Flow Projection



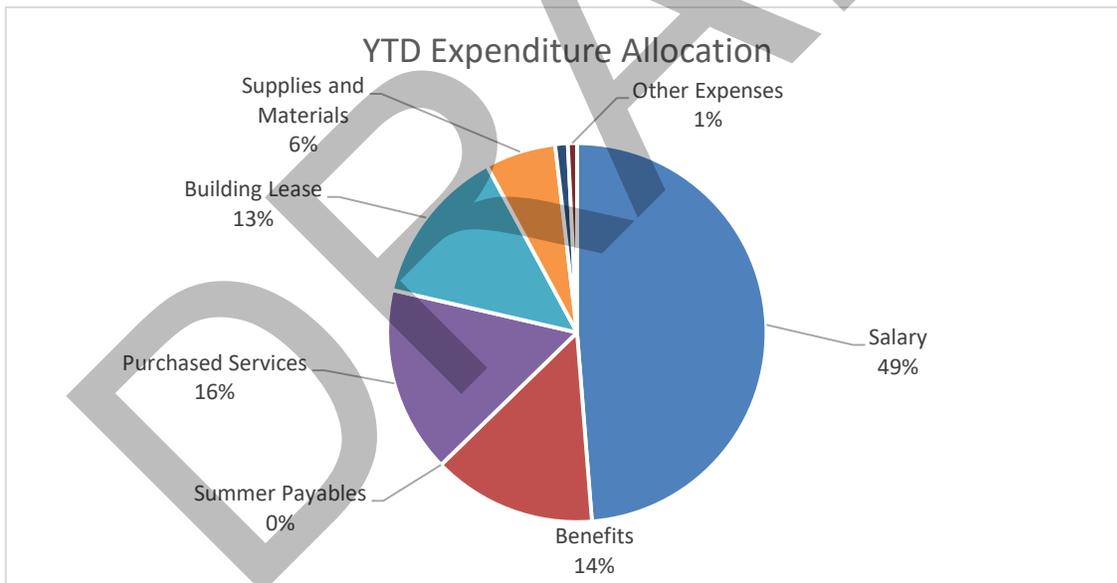
PACT Charter School's cash balance is expected to remain stable during fiscal 2025.

Revenue



The graph above reflects the revenue allocation the school has received from all revenue sources to date.

Expenditures



The graph above reflects the current year to date expenditure allocation across the school's major budget categories. This depiction helps identify how the school has spent their funds thus far.

PACT Charter School
Balance Sheet
As of June 30, 2025

Assets	As of Month-End
Cash	3,795,155
MDE Receivable - Current year estimate	2,120,740
MDE Receivable - Prior year	(119,259)
Prepays	6,430
Total Assets	\$ 5,803,066
Liabilities	
Salary and Benefits Payable	\$ 1,152,838
Accounts Payable	44,122
Deferred Revenue	6,253
	\$ 1,203,213
Fund Balance	
Beginning - Audited	\$ 2,531,647
Change in Fund Balance	2,068,206
Ending- Projected	\$ 4,599,853
Total Liabilities and Fund Balance	\$ 5,803,066

Current year based on estimated, primarily for ADM numbers.

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**PACT Charter School
Income Statement Summary
As of June 30, 2025**

Revenue	Adopted Budget - 1251 ADM	Revised Budget - 1385 ADM	Monthly Activity	Year to Date	% of Budget
State Aids	\$ 16,102,315	\$ 17,862,010	\$ 1,309,969	\$ 17,893,112	100.2%
Federal Aids	566,861	652,926	59,035	565,458	86.6%
Local	374,941	309,300	5,554	344,845	111.5%
Total	\$ 17,177,517	\$ 18,824,236	\$ 1,374,558	\$ 18,834,216	100.1%
Expense					
Salary	\$ 7,562,761	\$ 8,167,451	\$ 1,493,021	\$ 8,168,664	100.0%
Benefits	2,337,500	2,623,136	426,725	2,347,354	89.5%
Summer Payables	-	-	-	-	NA
Purchased Services	2,801,772	2,844,598	239,985	2,667,541	93.8%
Supplies and Materials	1,347,433	1,440,153	54,374	1,008,800	70.0%
Building Lease	2,264,488	2,264,488	203,638	2,264,488	100.0%
Capital Expenditures	392,000	220,000	2,849	182,667	83.0%
Other Expenses	227,063	165,930	1,115	126,495	76.2%
Total	\$ 16,933,017	\$ 17,725,756	\$ 2,421,706	\$ 16,766,009	94.6%
Change in Fund Balance	\$ 244,500	\$ 1,098,480	\$ (1,047,148)	\$ 2,068,206	
Beginning Fund Balance	\$ 2,531,647	\$ 2,531,647	\$ 2,531,647	\$ 2,531,647	
Ending- Projected	\$ 2,776,147	\$ 3,630,127	\$ 1,484,499	\$ 4,599,853	
FB as a % of Exp	16%	20%			
Debt Service Coverage Ratio	1.28	1.58			

**PACT Charter School
Detail Revenue
As of June 30, 2025**

100% Year Complete

	Adopted Budget - 1251 ADM	Revised Budget - 1385 ADM	Monthly Activity	Year to Date	% of Budget
General Fund					
State Aid					
General Aid	\$ 11,148,949	\$ 12,154,985	\$ -	\$ 10,945,689	90%
Endowment	31,511	77,041	-	71,783	93%
Special Education	2,630,472	2,746,814	-	2,174,394	79%
ADSIS	-	118,989	-	-	0%
Lease Aid	1,821,204	1,999,908	1,047,051	1,810,714	91%
Literacy Incentive	41,403	51,791	-	46,612	90%
Library Aid	-	22,038	21,807	21,807	99%
READ Act Literacy Aid	-	43,175	-	43,175	100%
READ Act Training Aid	-	38,981	-	38,981	100%
Student Support Aid	-	23,365	23,119	23,119	99%
Long Term Facility Maintenance	180,576	198,528	177,790	177,790	90%
Unemployment Aid	-	56,963	-	57,773	101%
State Aid Receivables*	-	-	-	2,120,740	N/A
Total State Aid	\$ 15,854,115	\$ 17,532,578	\$ 1,269,767	\$ 17,532,578	100%
Federal Aid					
Title I	\$ 152,400	\$ 145,244	\$ 14,654	\$ 131,393	90%
Title II	13,100	21,684	-	-	0%
Special Education	162,900	166,421	22,726	136,323	82%
Special Education - Preschool Age	-	6,800	(1,632)	3,227	47%
Special Education - CEIS	-	30,568	3,164	29,018	95%
Federal CARES/ESSER	661	-	-	-	0%
	\$ 329,061	\$ 370,717	\$ 38,913	\$ 299,962	81%
Local Aid and Donation					
Interest	\$ 80,000	\$ 40,000	\$ 7,213	\$ 45,236	113.1%
Donations and Other	35,641	10,000	(1,550)	23,962	239.6%
Student Activity Fees	20,000	-	-	-	0.0%
Athletic and Activity Fees	232,200	252,200	1,454	236,391	93.7%
Fees for Services	-	-	(3,403)	25,235	N/A
MA Billing	-	-	1,959	11,588	N/A
	\$ 367,841	\$ 302,200	\$ 5,673	\$ 342,412	113%
Total General Fund Revenue	\$ 16,551,017	\$ 18,205,495	\$ 1,314,352	\$ 18,174,952	100%
Food Service Fund					
State Revenue	\$ 248,200	\$ 329,432	\$ 40,202	\$ 360,534	109%
Federal Revenue	237,800	282,209	20,123	265,497	94%
Food Sales	7,100	7,100	(119)	2,433	34%
Transfer from General	133,400	-	-	30,800	N/A
Total Food Service Revenue	\$ 626,500	\$ 618,741	\$ 60,206	\$ 659,264	107%
Total Revenue- All Funds	\$ 17,177,517	\$ 18,824,236	\$ 1,374,558	\$ 18,834,216	100%

PACT Charter School
 Detail Expense
 As of June 30, 2025

FYTD: 100%

	Adopted Budget - 1251 ADM	Revised Budget - 1385 ADM	Monthly Activity	Year to Date	% of Budget
Admin and Operations					
100 Salaries	\$ 5,195,768	\$ 2,135,518	\$ 198,076	\$ 1,564,207	73%
200 Benefits	1,648,836	683,366	43,525	459,078	67%
305 Contracted Services	522,212	402,033	18,351	352,494	88%
320 Communication	26,000	33,126	3,072	30,863	93%
329 Postage	2,500	5,000	-	2,975	60%
330 Utility	230,000	268,000	17,219	256,733	96%
335 Leases (Copier, etc.)	500	-	-	-	0%
340 Insurance	114,000	114,000	-	65,358	57%
350 Repairs & Maintenance	190,000	170,681	7,198	102,786	60%
360 Transportation	862,100	898,990	8,792	897,226	100%
366 Professional Development	52,950	5,399	6,551	11,486	213%
369 Field Trip	8,700	-	-	-	0%
401 General Supplies	265,152	282,122	2,434	99,748	35%
500 Furniture & Equipment	65,000	65,000	(5,646)	57,494	88%
555 Technology Equipment	211,000	100,000	-	67,210	67%
560 Technology Lease	28,000	-	-	-	0%
570 Building Lease	2,264,488	2,264,488	203,638	2,264,488	100%
600 Misc Expenses	-	-	-	681	0%
820 Dues & Memberships	68,700	125,967	1,115	76,103	60%
899 Misc Expenses	2,000	-	-	-	0%
910 Transfers to Other Funds	133,400	-	-	30,800	0%
Total Admin and Operations	\$ 11,891,306	\$ 7,553,690	\$ 504,323	\$ 6,339,730	84%
Instructional Support and Services					
100 Salaries	\$ -	\$ 3,334,316	901,388	4,122,585	124%
200 Benefits	-	1,123,944	263,005	1,212,989	108%
1XX/2XX Summer Payable	-	-	-	-	NA
305 Contracted Services	-	10,000	820	10,529	105%
340 Insurance - Van	-	-	-	-	0%
350 Repairs & Maintenance	-	-	-	-	0%
360 Transportation - Field Trips	-	33,774	7,918	20,305	60%
366 Professional Development	-	17,995	450	3,563	20%
369 Field Trips and Registration	-	26,815	4,074	14,249	53%
394 PSEO-CIS Tuition Payments	-	151,173	100,865	191,761	127%
401 General Supplies	-	51,356	827	36,205	70%
430 Instructional Supplies	340,600	200,000	3,132	188,556	94%
460 Textbooks & Workbooks	-	86,142	-	87,764	102%
461 Standardized Tests	234,428	193,972	(160)	13,406	7%
500 Furniture & Equipment	-	45,000	2,495	40,785	91%
555 Technology Equipment	-	-	-	1,178	0%
820 Dues & Memberships	-	-	-	1,906	0%
Total Instructional Support and Services	\$ 575,028	\$ 5,274,487	\$ 1,284,814	\$ 5,945,782	113%
ESSER/COVID					
100 Salaries	\$ 661	\$ -	\$ -	\$ -	0%
Total ESSER/COVID	661	-	-	-	0%

PACT Charter School
Detail Expense
As of June 30, 2025

FYTD: 100%

	Adopted Budget - 1251 ADM	Revised Budget - 1385 ADM	Monthly Activity	Year to Date	% of Budget
Activities					
100 Salaries	\$ 205,232	\$ 319,902	\$ 7,963	\$ 178,396	56%
200 Benefits	25,464	63,980	876	21,319	33%
305 Contracted Services	93,054	68,586	4,157	72,194	105%
335 Operating Leases	1,500	-	-	-	0%
360 Transportation	101,100	73,166	5,138	79,403	109%
369 Registrations	25,400	29,365	4,785	24,790	84%
401 General Supplies	63,603	103,603	6,651	76,249	74%
500 Furniture & Equipment	84,000	-	-	-	0%
580 Lease	-	10,000	6,000	16,000	160%
820 Dues and Memberships	22,963	39,963	-	17,005	43%
Total Activities	622,316	708,565	35,570	485,355	68%
ADSIS Program					
100 Salaries	\$ 113,756	\$ 157,182	\$ 38,473	\$ 174,503	111%
200 Benefits	31,296	50,298	12,522	55,881	111%
305 Contracted Services	-	5,000	-	-	0%
Total ADSIS Program	145,052	212,480	50,995	230,384	108%
Special Education					
100 Salaries	\$ 1,757,544	\$ 2,042,389	\$ 316,122	\$ 1,938,743	95%
200 Benefits	548,804	653,564	94,505	542,405	83%
1XX/2XX Summer Payable	-	-	-	-	NA
305 Contracted Services	50,012	19,712	3,380	19,483	99%
360 Transportation - SPED & HHM	312,206	284,099	35,833	357,769	126%
366 Travel & Conferences	3,000	-	12	3,145	0%
394 Payments to Other Agencies	191,538	212,684	11,371	146,872	69%
401 General Supplies	8,450	-	-	-	0%
405 Purchased Software	5,100	4,000	-	3,995	100%
430 Instructional Supplies	26,000	62,000	51	37,241	60%
500 Furniture & Equipment	4,000	-	-	-	0%
Total Special Education	2,906,654	3,278,448	461,274	3,049,652	93%
Title Programs					
100 Salaries	\$ 130,200	\$ 102,958	\$ 28,376	\$ 113,442	110%
200 Benefits	35,300	32,947	11,893	43,246	131%
Total Title Programs	165,500	135,905	40,269	156,688	115%
Total General Fund Expenditures	\$ 16,306,517	\$ 17,163,575	\$ 2,377,246	\$ 16,207,591	94%
Food Service Fund					
100 Salaries	\$ 159,600	\$ 75,186	\$ 2,624	\$ 76,788	102%
200 Benefits	47,800	15,037	398	12,436	83%
305 Contracted Expense	-	-	-	437	0%
401 General Supplies	12,000	14,768	163	9,796	66%
490 Food	359,100	404,190	39,342	424,438	105%
495 Milk	31,000	36,000	1,853	30,264	84%
500 Furniture & Equipment	15,000	15,000	-	3,122	21%
820 Dues & Memberships	2,000	2,000	80	1,138	57%
Total Food	\$ 626,500	\$ 562,181	\$ 44,460	\$ 558,419	99%
Total Expense- All Funds	\$ 16,933,017	\$ 17,725,756	\$ 2,421,706	\$ 16,766,009	95%

NOTES TO THE FINANCIAL STATEMENTS

JUNE 2025

-
- The financials statements are drafted on an accrual basis of accounting.
 - The financial statements are drafted based on information received from the school's leadership.
 - The numbers are subject to change based on timing of information received from the school.
 - The school's budget is based on full accrual projections as of the end of the fiscal year.
 - This report is unaudited and is prepared for internal use only.
-

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www.edfinmn.org | info@edfinmn.org

PACT Charter School
Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 06/01/2025-6/30/2025 Period: 202501-202512 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
VIL		PERA		PERA		Wire			
			B 01	215 005	PERA WITHHELD		\$10,598.90		
			B 02	215 005	PERA WITHHELD		\$308.42		
PO#:	Voucher #:	37829	Invoice	Invoice No:	S2025230	6/11/2025	Paid Amt:	\$10,907.32	
							Check Amount:	\$10,907.32	
VIL	1004	IRS				Wire			
			B 01	215 001	FEDERAL TAX WITHHELD		\$26,293.37		
			B 02	215 001	FEDERAL TAX WITHHELD		\$39.88		
			B 01	215 003	FICA		\$55,507.68		
			B 02	215 003	FICA		\$337.08		
PO#:	Voucher #:	37832	Invoice	Invoice No:	S2025230	6/10/2025	Paid Amt:	\$82,178.01	
							Check Amount:	\$82,178.01	
VIL	1003	MN DEPT. OF REVENUE				Wire			
			B 01	215 002	MN TAX WITHHELD		\$13,497.37		
			B 02	215 002	MN TAX WITHHELD		\$42.11		
PO#:	Voucher #:	37830	Invoice	Invoice No:	S2025230	6/11/2025	Paid Amt:	\$13,539.48	
							Check Amount:	\$13,539.48	
VIL	CAPITA	CAPITAL BANK & TRUST				Wire			
			B 01	215 006	TSA		\$5,138.78		
PO#:	Voucher #:	37826	Invoice	Invoice No:	S2025230	6/11/2025	Paid Amt:	\$5,138.78	
							Check Amount:	\$5,138.78	
VIL	ABANK	ASSOCIATED BANK				Wire			
			B 01	215 000	GENERAL		\$9,556.15		
PO#:	Voucher #:	37825	Invoice	Invoice No:	S2025230	6/11/2025	Paid Amt:	\$9,556.15	
							Check Amount:	\$9,556.15	
VIL	MSRS	MN STATE RETIREMENT SYSTEM				Wire			
			B 01	215 000	GENERAL		\$750.00		
			B 01	215 005	PERA WITHHELD		\$1,892.00		
PO#:	Voucher #:	37828	Invoice	Invoice No:	S2025230	6/11/2025	Paid Amt:	\$2,642.00	
							Check Amount:	\$2,642.00	
VIL	CONNE	CONNEXUS ENERGY				Wire			
			E 01	005 810 000 000 330	ACCT # 679773-277848 / ELECTRIC UTILITY		\$152.34		
			E 01	005 810 000 000 330	ACCT # 679773-277848 / ELECTRIC UTILITY		\$6,365.83		
			E 01	005 810 000 000 330	ACCT # 679773-277848 / ELECTRIC UTILITY		\$6,688.66		
PO#:	Voucher #:	37891	Invoice	Invoice No:	DT061025	6/30/2025	Paid Amt:	\$13,206.83	
							Check Amount:	\$13,206.83	

PACT Charter School
Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 06/01/2025-6/30/2025 Period: 202501-202512 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
VIL		CENTEI		CENTERPOINT ENERGY		Wire
		E	01	005 810 000 000 330	ACCT #5959697-3 / GAS UTILITY - June	\$762.29
		E	01	005 810 000 000 330	ACCT #5959697-3 / GAS UTILITY - June	\$37.60
		E	01	005 810 000 000 330	ACCT #5959697-3 / GAS UTILITY - June	\$659.19
		E	01	005 810 000 000 330	ACCT #5959697-3 / GAS UTILITY - June	\$27.42
PO#:	Voucher #:	37892	Invoice	Invoice No: DT063025	6/30/2025	Paid Amt: \$1,486.50
						Check Amount: \$1,486.50
VIL		ACEINC		ACE SOLID WASTE, INC.		Wire
		E	01	005 810 000 000 330	ACCT #3067-245540 - TRASH / RECYCLE:	\$1,058.01
		E	01	005 810 000 000 330	ACCT #3067-245540 - TRASH / RECYCLE:	\$1,467.90
PO#:	Voucher #:	37893	Invoice	Invoice No: DT061825	6/18/2025	Paid Amt: \$2,525.91
						Check Amount: \$2,525.91
VIL		DELTAD		DELTA DENTAL		Wire
		B	01	215 007	EMPLOYEE DENTAL INS.	\$8,648.30
PO#:	Voucher #:	37894	Invoice	Invoice No: DT060625	6/6/2025	Paid Amt: \$8,648.30
						Check Amount: \$8,648.30
VIL		HEALYC		HEALTHIEST YOU		Wire
		B	01	215 012	TELA-MEDICINE	\$660.00
PO#:	Voucher #:	37895	Invoice	Invoice No: DT060325	6/3/2025	Paid Amt: \$660.00
						Check Amount: \$660.00
VIL	1011			Medica		Wire
		B	01	215 016	Health Insurance Premiums	\$83,830.72
PO#:	Voucher #:	37897	Invoice	Invoice No: DT060225	6/30/2025	Paid Amt: \$83,830.72
						Check Amount: \$83,830.72
VIL		COMPA		COMPANION		Wire
		B	01	215 012	LIFE & SHORT--TERM DISABILITY	\$1,515.65
PO#:	Voucher #:	37896	Invoice	Invoice No: DT060325	6/30/2025	Paid Amt: \$1,515.65
						Check Amount: \$1,515.65
VIL		HARTFC		THE HARTFORD		Wire
		B	01	215 009	POLICY #0GL 896002 EMP LIFE/AD&D/LTD I	\$1,328.18
PO#:	Voucher #:	37898	Invoice	Invoice No: DT061225	6/30/2025	Paid Amt: \$1,328.18
						Check Amount: \$1,328.18
VIL		MNASS		MN ASSOC. OF CHARTER SCHOOLS		Wire
		E	01	005 010 000 000 820	MACS Membership Fees	\$603.75
PO#:	Voucher #:	37899	Invoice	Invoice No: DT060625	6/30/2025	Paid Amt: \$603.75
						Check Amount: \$603.75

PACT Charter School
Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 06/01/2025-6/30/2025 Period: 202501-202512 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
VIL		VILLAG		VILLAGE BANK		Wire
			E 01 005 110 000 000 305	CHECKING ACCT-MAIN		\$56.20
PO#:	Voucher #:	37900	Invoice	Invoice No: DT063025	6/30/2025	Paid Amt: \$56.20
						Check Amount: \$56.20
VIL	1012			Merch Bankcard		Wire
			E 01 005 110 000 000 305	Monthly Bank Card Fees		\$165.25
			E 01 005 110 000 000 305	Monthly Bank Card Fees		\$120.00
PO#:	Voucher #:	37901	Invoice	Invoice No: DT062325	6/30/2025	Paid Amt: \$285.25
						Check Amount: \$285.25
VIL		TRA		TRA		Wire
			B 01 215 004	TRA WITHHELD		\$38,375.59
PO#:	Voucher #:	37831	Invoice	Invoice No: S2025230	6/11/2025	Paid Amt: \$38,375.59
			R 01 005 000 000 000 099	TRA Credit		\$1,996.41
PO#:	Voucher #:	37902	Credit	Invoice No: DT061025	6/11/2025	Paid Amt: (\$1,996.41)
						Check Amount: \$36,379.18
VIL	1003			MN DEPT. OF REVENUE		Wire
			B 01 215 002	MN TAX WITHHELD		\$9,430.95
PO#:	Voucher #:	37862	Invoice	Invoice No: S2025240	6/30/2025	Paid Amt: \$9,430.95
						Check Amount: \$9,430.95
VIL	1004			IRS		Wire
			B 01 215 001	FEDERAL TAX WITHHELD		\$18,209.02
			B 01 215 003	FICA		\$39,334.14
PO#:	Voucher #:	37864	Invoice	Invoice No: S2025240	6/30/2025	Paid Amt: \$57,543.16
						Check Amount: \$57,543.16
VIL		ABANK		ASSOCIATED BANK		Wire
			B 01 215 000	GENERAL		\$8,409.53
PO#:	Voucher #:	37857	Invoice	Invoice No: S2025240	6/30/2025	Paid Amt: \$8,409.53
						Check Amount: \$8,409.53
VIL		CAPITA		CAPITAL BANK & TRUST		Wire
			B 01 215 006	TSA		\$3,846.74
PO#:	Voucher #:	37858	Invoice	Invoice No: S2025240	6/30/2025	Paid Amt: \$3,846.74
						Check Amount: \$3,846.74
VIL		MSRS		MN STATE RETIREMENT SYSTEM		Wire
			B 01 215 000	GENERAL		\$750.00

PACT Charter School
Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 06/01/2025-6/30/2025 Period: 202501-202512 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
VIL		MSRS		MN STATE RETIREMENT SYSTEM		Wire			
			B 01 215 005	PERA WITHHELD			\$1,892.00		
PO#:	Voucher #:	37860	Invoice	Invoice No: S2025240	6/30/2025	Paid Amt:	\$2,642.00	Check Amount:	\$2,642.00
VIL		PERA		PERA		Wire			
			B 01 215 005	PERA WITHHELD			\$5,407.88		
PO#:	Voucher #:	37861	Invoice	Invoice No: S2025240	6/30/2025	Paid Amt:	\$5,407.88	Check Amount:	\$5,407.88
VIL		TRA		TRA		Wire			
			B 01 215 004	TRA WITHHELD			\$36,306.06		
PO#:	Voucher #:	37863	Invoice	Invoice No: S2025240	6/30/2025	Paid Amt:	\$36,306.06	Check Amount:	\$36,306.06
VIL		USBANI		US BANK		Wire			
			E 01 005 850 000 348 570	ESCROW ACCT #142347000 - Rent June 202			\$203,637.50		
PO#:	Voucher #:	37903	Invoice	Invoice No: DT060425	6/4/2025	Paid Amt:	\$203,637.50	Check Amount:	\$203,637.50
VIL	46395	ACHAN		A CHANCE TO GROW		Check			
			E 01 005 400 000 372 305	ADMN SERVICE FOR IEP 3RD PARTY BILLII			\$496.54		
PO#:	Voucher #:	37745	Invoice	Invoice No: 109557	6/9/2025	Paid Amt:	\$496.54	Check Amount:	\$496.54
VIL	46396	ACT		ACT EDUCATION CORP		Check			
			R 01 300 211 369 000 050	FY25 ACT + WRITING DIST TESTING			\$2,516.00		
PO#:	Voucher #:	37746	Invoice	Invoice No: 34063	6/9/2025	Paid Amt:	\$2,516.00	Check Amount:	\$2,516.00
VIL	46397	ALAWIY		ALAYNA WIYNINGER		Check			
			R 02 005 770 000 701 601	GRADUATES & STUDENTS MEAL ACCT RE			\$68.00		
PO#:	Voucher #:	37769	Invoice	Invoice No: FD02 REFUND	6/9/2025	Paid Amt:	\$68.00	Check Amount:	\$68.00
VIL	46398	AMERTI		AMERICAN STUDENT TRANSPORTATION		Check			
			E 01 300 292 065 733 360	FY25 S-BALL TO PARKER'S LK PK (SECTIO			\$617.00		
PO#:	Voucher #:	37760	Invoice	Invoice No: AST619195	6/9/2025	Paid Amt:	\$617.00		
			E 01 300 211 900 733 360	GRADUATES TO VENUE FOR REHEARSA (\$350.00		
PO#:	Voucher #:	37758	Invoice	Invoice No: AST619151	6/9/2025	Paid Amt:	\$350.00		
			E 01 300 292 065 733 360	FY25 SOFTBALL TO BRAHAM HS (5/12/25)			\$1,173.00		
PO#:	Voucher #:	37759	Invoice	Invoice No: AST619182	6/9/2025	Paid Amt:	\$1,173.00		

PACT Charter School
Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 06/01/2025-6/30/2025 Period: 202501-202512 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
VIL	46398	AMERTI		AMERICAN STUDENT TRANSPORTATION		Check
			E 01	100 201 900 733 360	GR K FT TO INNERACTIVE PLAYGROUND (5/	\$1,417.50
PO#:	Voucher #:	37753	Invoice	Invoice No: AST619094	6/9/2025	Paid Amt: \$1,417.50
			E 01	300 292 065 733 360	FY25 S-BALL TO FOREST LAKE FENWAY FI	\$860.00
PO#:	Voucher #:	37754	Invoice	Invoice No: AST619108	6/9/2025	Paid Amt: \$860.00
			E 01	300 292 035 733 360	FY25 BASEBALL TO FLYING CLOUD FIELD	\$621.50
PO#:	Voucher #:	37756	Invoice	Invoice No: AST619119	6/9/2025	Paid Amt: \$621.50
			E 01	100 203 900 733 360	GR 2 FT TO COMO ZOO (5/16/25)	\$2,325.00
PO#:	Voucher #:	37751	Invoice	Invoice No: AST619088	6/9/2025	Paid Amt: \$2,325.00
			E 01	100 203 900 733 360	GR 5 FT TO ADRENALINE SPORTS CTR (5/	\$775.00
PO#:	Voucher #:	37752	Invoice	Invoice No: AST619089	6/9/2025	Paid Amt: \$775.00
			E 01	300 211 900 733 360	GR 12 TO ELEM FOR CAP-GOWN PARADE	\$350.00
PO#:	Voucher #:	37755	Invoice	Invoice No: AST619113	6/9/2025	Paid Amt: \$350.00
			E 01	300 292 065 733 360	SOFTBALL TO SPECTRUM ATHLETIC COMI	\$350.00
PO#:	Voucher #:	37747	Invoice	Invoice No: AST618849	6/9/2025	Paid Amt: \$350.00
			E 01	300 292 035 733 360	FY25 BASEBALL TO W-LUTHERAN (5/14/25)	\$650.50
PO#:	Voucher #:	37749	Invoice	Invoice No: AST619058	6/9/2025	Paid Amt: \$650.50
			E 01	100 203 023 733 360	FY25 SAFETY PATROLS TO MOA (5/14/25)	\$1,300.50
PO#:	Voucher #:	37750	Invoice	Invoice No: AST619063	6/9/2025	Paid Amt: \$1,300.50
			E 01	100 203 900 733 360	GR 1 FT TO COMO ZOO (5/20/25)	\$1,400.00
PO#:	Voucher #:	37757	Invoice	Invoice No: AST619128	6/9/2025	Paid Amt: \$1,400.00
			E 01	300 292 065 733 360	FY25 SOFTBALL TO CITY HALL PARK (5/13/	\$865.50
PO#:	Voucher #:	37748	Invoice	Invoice No: AST619039	6/9/2025	Paid Amt: \$865.50
						Check Amount: \$13,055.50
VIL	46399	AMERTI		AMERICAN STUDENT TRANSPORTATION		Check
			E 01	005 760 000 723 360	5/2025 SPSED VANS TO/FROM	\$35,551.95
PO#:	Voucher #:	37761	Invoice	Invoice No: 6272	6/9/2025	Paid Amt: \$35,551.95
						Check Amount: \$35,551.95
VIL	46400	AMYFE		AMY FETTERHOFF		Check
			E 01	005 760 000 723 360	5/2025 SPED STUDENT TRANSPORT REIMI	\$281.40
PO#:	Voucher #:	37762	Invoice	Invoice No: MAY2025	6/9/2025	Paid Amt: \$281.40
						Check Amount: \$281.40
VIL	46401	ANDRA		ANDERSON AUDIOLOGY CONSULTING		Check
			E 01	100 405 000 740 394	ELEM - DHH CONSULTING SERVICE - 5/20-	\$343.75
			E 01	300 405 000 740 394	SEC - DHH CONSULTING SERVICE - 5/20-31	\$156.25
PO#:	Voucher #:	37763	Invoice	Invoice No: PCS060225	6/9/2025	Paid Amt: \$500.00
						Check Amount: \$500.00

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Check Number: 0-2147483647 Payment Date: 06/01/2025-6/30/2025 Period: 202501-202512 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
VIL	46402	ARVIG		ARVIG		Check
			E 01	005 105 281 000 320	6/2025 INTERNET SERVICE	\$1,202.95
			E 01	005 105 281 000 320	6/2025 E-RATE CREDITS APPLIED	(\$601.42)
PO#:	Voucher #:	37764	Invoice	Invoice No: JUNE2025	6/9/2025	Paid Amt: \$601.53
						Check Amount: \$601.53
VIL	46403	AVAASS		AVANT ASSESSMENT, LLC.		Check
			R 01	300 211 369 000 050	FY25 MN WORLD LANGUAGE EXAMS X7	\$279.30
PO#:	Voucher #:	37765	Invoice	Invoice No: 39621	6/9/2025	Paid Amt: \$279.30
						Check Amount: \$279.30
VIL	46404	BUCKE		BUCKEYE CLEANING CENTERS		Check
			E 01	005 810 000 000 401	CUSTODIAL SPLYS - ELEM CAMPUS	\$396.39
PO#:	Voucher #:	37766	Invoice	Invoice No: 90676402	6/9/2025	Paid Amt: \$396.39
						Check Amount: \$396.39
VIL	46405	WALMA		CAPITAL ONE		Check
			E 01	005 420 000 740 433	SPED - LIFE SKILLS MATERIALS	\$51.45
PO#:	Voucher #:	37767	Invoice	Invoice No: 1662751935	6/9/2025	Paid Amt: \$51.45
						Check Amount: \$51.45
VIL	46406	CHRKEI		CHRISTINA KENT		Check
			R 02	005 770 000 701 601	REFUND GRAD STUDENT MEAL ACCT BAL	\$54.55
PO#:	Voucher #:	37768	Invoice	Invoice No: FD02 REFUND	6/9/2025	Paid Amt: \$54.55
						Check Amount: \$54.55
VIL	46407	COLBO		COLLEGE BOARD		Check
			R 01	300 211 369 000 050	FY25 AP EXAMS USED	\$720.00
			E 01	300 211 369 000 461	FY25 AP EXAMS UNUSED OR CANCELLED	\$120.00
			E 01	300 211 369 000 461	FY25 MN SUBSIDY FOR STANDARD-FEE S	(\$280.00)
PO#:	Voucher #:	37770	Invoice	Invoice No: A261159241	6/9/2025	Paid Amt: \$560.00
						Check Amount: \$560.00
VIL	46408	CORME		CORPORATE MECHANICAL, INC.		Check
			E 01	005 810 540 000 350	SPRING 2025 PM ON HVAC - ELEM	\$2,886.00
PO#:	Voucher #:	37771	Invoice	Invoice No: W84459	6/9/2025	Paid Amt: \$2,886.00
						Check Amount: \$2,886.00
VIL	46409	COUHO		COUNTRYSIDE HOME DELIVERY		Check
			E 02	005 770 000 710 495	5/2025 MILK DELIVERY (SCA FUNDS) - ELEI	\$1,071.00
PO#:	Voucher #:	37772	Invoice	Invoice No: 0046-ELEM	6/9/2025	Paid Amt: \$1,071.00

PACT Charter School
Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 06/01/2025-6/30/2025 Period: 202501-202512 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
VIL	46409	COUHO		COUNTRYSIDE HOME DELIVERY		Check			
			E 02	005 770 000 710 495	5/2025 MILK DELIVERY (SCA FUNDS) - SEC		\$782.00		
PO#:	Voucher #:	37773	Invoice	Invoice No: 0046-SEC	6/9/2025	Paid Amt:	\$782.00		
						Check Amount:	\$1,853.00		
VIL	46410	DANME		DAN OR BENEDICTA MENSAH		Check			
			R 02	005 770 000 701 601	REFUND OF STUDENTS MEAL ACCT BALAI		\$103.00		
PO#:	Voucher #:	37774	Invoice	Invoice No: FD02 REFUND	6/9/2025	Paid Amt:	\$103.00		
						Check Amount:	\$103.00		
VIL	46411	DESIGN		DESIGNS FOR LEARNING		Check			
			E 01	005 105 281 000 305	6/2025 CONTRACTED TECH SERVICE		\$4,666.67		
			E 01	005 105 281 000 305	6/2025 BACKUP SERVICES		\$200.00		
PO#:	Voucher #:	37775	Invoice	Invoice No: 25-0820	6/9/2025	Paid Amt:	\$4,866.67		
						Check Amount:	\$4,866.67		
VIL	46412	DONCO		DONALDSON FILTRATION SERVICES		Check			
			E 01	300 255 309 000 430	CONTROL PANEL RETROFIT - REPAIR KIT		\$901.82		
PO#:	Voucher #:	37776	Invoice	Invoice No: 8423105	6/9/2025	Paid Amt:	\$901.82		
						Check Amount:	\$901.82		
VIL	46413	EDFINM		EdFinMN LLC		Check			
			E 01	005 110 000 000 305	6/2025 PACT ACCTG SRVC		\$9,500.00		
PO#:	Voucher #:	37777	Invoice	Invoice No: 2454	6/9/2025	Paid Amt:	\$9,500.00		
						Check Amount:	\$9,500.00		
VIL	46414	HOMED		HOME DEPOT CREDIT SERVICES		Check			
			E 01	005 810 000 000 401	5/2025 IN-STORE FAC PURCHASES		\$315.70		
PO#:	Voucher #:	37778	Invoice	Invoice No: 52825	6/9/2025	Paid Amt:	\$315.70		
						Check Amount:	\$315.70		
VIL	46415	KOTTKI		KOTTOKES' BUS SERVICE, INC.		Check			
			E 01	005 760 000 720 360	5/2025 PINK BUS ROUTE TO-FROM		\$8,587.50		
PO#:	Voucher #:	37779	Invoice	Invoice No: 23230	6/9/2025	Paid Amt:	\$8,587.50		
						Check Amount:	\$8,587.50		
VIL	46416	LAUCLF		LAUREN CLEMENTS		Check			
			E 01	100 420 640 740 366	FY25 SPRING MILEAGE REIMBURSEMENT		\$12.18		
PO#:	Voucher #:	37780	Invoice	Invoice No: FY25-SPRING	6/9/2025	Paid Amt:	\$12.18		
						Check Amount:	\$12.18		

PACT Charter School

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 06/01/2025-6/30/2025 Period: 202501-202512 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
VIL	46417	LAWRU		LAWRENCE FUTHEY		Check		
			R 02 005 770 000 701 601	GRADUATE STUDENT MEAL ACCOUNT REI		\$17.85		
PO#:	Voucher #:	37781	Invoice	Invoice No: FD02 REFUND	6/9/2025	Paid Amt:	\$17.85	
						Check Amount:	\$17.85	
VIL	46418	LISDIXC		LISA DIXON		Check		
			R 02 005 770 000 701 601	GRADUATE STUDENT MEAL ACOUNT REFI		\$5.00		
PO#:	Voucher #:	37782	Invoice	Invoice No: FD02 REFUND	6/9/2025	Paid Amt:	\$5.00	
						Check Amount:	\$5.00	
VIL	46419	MENAR		MENARDS - COON RAPIDS		Check		
			E 01 005 810 000 000 401	REVERSE OF ERROR PMT OF RETURN		\$144.99		
PO#:	Voucher #:	37783	Credit	Invoice No: 39988-CR	6/9/2025	Paid Amt:	(\$144.99)	
			E 01 005 810 000 000 401	IND ED MAT'LS IN-STORE PURCHASE		\$64.15		
PO#:	Voucher #:	37784	Invoice	Invoice No: 40527	6/9/2025	Paid Amt:	\$64.15	
			E 01 005 810 000 000 401	IND ED MAT'LS IN-STORE PURCHASE		\$14.97		
PO#:	Voucher #:	37785	Invoice	Invoice No: 40980	6/9/2025	Paid Amt:	\$14.97	
			E 01 005 810 000 000 401	IND ED MAT'LS IN-STORE PURCHASE		\$53.15		
PO#:	Voucher #:	37786	Invoice	Invoice No: 41783	6/9/2025	Paid Amt:	\$53.15	
			E 01 005 810 000 000 401	IND ED MAT'LS IN-STORE PURCHASE		\$14.25		
PO#:	Voucher #:	37787	Invoice	Invoice No: 41813	6/9/2025	Paid Amt:	\$14.25	
						Check Amount:	\$1.53	
VIL	46420	ANIKUC		MIKE OR ANITA KUCALA		Check		
			R 02 005 770 000 701 601	GRADUATE STUDENT MEAL ACCT REFUND		\$10.35		
PO#:	Voucher #:	37788	Invoice	Invoice No: FD02 REFUND	6/9/2025	Paid Amt:	\$10.35	
						Check Amount:	\$10.35	
VIL	46421	MNSTU		MINNESOTA STATE UNIVERSITY, MANKATO		Check		
			E 01 300 790 000 000 394	CUST ID #90837648 / CONCURRENT ENRL		\$3,300.00		
PO#:	Voucher #:	37789	Invoice	Invoice No: 01359258	6/9/2025	Paid Amt:	\$3,300.00	
						Check Amount:	\$3,300.00	
VIL	46422	MNDEP		MN DEPARTMENT OF HEALTH		Check		
			E 02 005 770 000 701 820	STATEWIDE HOSPITALITY FEE - LICENSE #		\$40.00		
PO#:	Voucher #:	37790	Invoice	Invoice No: 1091154	6/9/2025	Paid Amt:	\$40.00	
			E 02 005 770 000 701 820	ST-WIDE HOSP FEE - LICENSE #FB004954		\$40.00		
PO#:	Voucher #:	37791	Invoice	Invoice No: 1091155	6/9/2025	Paid Amt:	\$40.00	
						Check Amount:	\$80.00	

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Check Number: 0-2147483647 Payment Date: 06/01/2025-6/30/2025 Period: 202501-202512 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
VIL	46423	TRUEMI		MRI SOFTWARE LLC		Check			
			B 01	215 000	5/2025 NEW STAFF BCA REPORTS		\$46.74		
PO#:	Voucher #:	37792	Invoice	Invoice No: MRIUS2418897	6/9/2025		Paid Amt:	\$46.74	
			E 01	005 105 800 000 305	5/2025 VOLUNTEER BCA REPORTS		\$70.11		
			E 01	005 105 800 000 305	5/2025 1 ADD'L REPORT CHOSEN		\$2.00		
PO#:	Voucher #:	37793	Invoice	Invoice No: MRIUS2418899	6/9/2025		Paid Amt:	\$72.11	
							Check Amount:	\$118.85	
VIL	46424	NEOELI		NEO ELECTRICAL SOLUTIONS, LLC		Check			
			E 01	005 810 510 000 350	ELECTRICAL WORK @ ELEM BLDG		\$516.70		
PO#:	Voucher #:	37794	Invoice	Invoice No: 9511	6/9/2025		Paid Amt:	\$516.70	
							Check Amount:	\$516.70	
VIL	46425	BACKO		PAMELA BACKOWSKI		Check			
			E 01	300 292 037 000 401	REIMB FY25 GOLF EXPENSES (5/22/25)		\$41.20		
PO#:	Voucher #:	37795	Invoice	Invoice No: 52225-037	6/9/2025		Paid Amt:	\$41.20	
							Check Amount:	\$41.20	
VIL	46426	BOOSTI		PANTHERS BOOSTER CLUB		Check			
			R 01	300 298 053 000 619	RE-DIRECT PTO ORIG PMT FOR HS MUSIC		\$1,268.02		
PO#:	Voucher #:	37796	Invoice	Invoice No: 92147657	6/9/2025		Paid Amt:	\$1,268.02	
							Check Amount:	\$1,268.02	
VIL	46427	PAUMIL		PAUL MILLER		Check			
			E 01	300 292 065 000 305	X-CUR OFFICIAL VAR VS BUFFALO LK-HEC		\$100.00		
PO#:	Voucher #:	37797	Invoice	Invoice No: 52525-065	6/9/2025		Paid Amt:	\$100.00	
							Check Amount:	\$100.00	
VIL	46428	PREMIE		PREMIER KITCHEN INC.		Check			
			E 02	005 770 000 701 490	5/1-15/2005 - ELEM MEALS		\$12,804.30		
			E 02	005 770 000 701 490	5/1-15/2005 - SEC MEALS		\$11,291.38		
			E 02	005 770 000 701 490	5/1-15/2005 - CREDIT FOR LUNCH ITEM		(\$13.96)		
			R 02	005 000 000 701 474	5/1-15/2005 - COMMODITY CREDIT		(\$600.00)		
			E 02	005 770 000 705 490	5/1-15/2005 - BREAKFAST ITEMS		\$3,318.20		
PO#:	Voucher #:	37798	Invoice	Invoice No: 39799	6/9/2025		Paid Amt:	\$26,799.92	
			E 02	005 770 000 701 490	5/16-31/2025 - ELEM MEALS		\$5,801.84		
			E 02	005 770 000 701 490	5/16-31/2025 - SEC MEALS		\$5,815.72		
			R 02	005 000 000 701 474	5/16-31/2025 - COMMODITY CREDIT		(\$440.42)		
			E 02	005 770 000 705 490	5/16-31/2025 - BREAKFAST ITEMS		\$324.75		
PO#:	Voucher #:	37799	Invoice	Invoice No: 39876	6/9/2025		Paid Amt:	\$11,501.89	
							Check Amount:	\$38,301.81	

PACT Charter School
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Check Number: 0-2147483647 Payment Date: 06/01/2025-6/30/2025 Period: 202501-202512 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
VIL	46429	ROBHIL		ROBERT B HILL CO.		Check			
			E 01	005 810 000 000 401	WATER SOFTENER SALT - SEC BLDG		\$239.85		
PO#:	Voucher #:	37800	Invoice	Invoice No: 434258	6/9/2025	Paid Amt:	\$239.85		
						Check Amount:	\$239.85		
VIL	46430	RUMRIV		RUM RIVER HILLS GOLF COURSE		Check			
			E 01	300 292 037 000 369	FY25 GOLF TEAM SEASON PASSES (2/1 - 5		\$2,600.00		
PO#:	Voucher #:	37801	Invoice	Invoice No: 127	6/9/2025	Paid Amt:	\$2,600.00		
			E 01	300 292 037 000 369	FY25 GOLF / 18-HOLE TOURNAMENT ROU		\$782.00		
PO#:	Voucher #:	37802	Invoice	Invoice No: 128	6/9/2025	Paid Amt:	\$782.00		
						Check Amount:	\$3,382.00		
VIL	46431	SCHUT		SCHUTT SPORTS, LLC		Check			
			E 01	300 294 069 000 401	YOUTH FOOTBALL HELMET INSPECTION 8		\$2,270.45		
PO#:	Voucher #:	37803	Invoice	Invoice No: 2910769	6/9/2025	Paid Amt:	\$2,270.45		
						Check Amount:	\$2,270.45		
VIL	46432	SONVIC		SONJA VICIOSO		Check			
			E 01	300 211 372 000 305	ASL/ENGLISH INTERPRETING SRVC @ FY:		\$120.00		
PO#:	Voucher #:	37804	Invoice	Invoice No: 52225	6/9/2025	Paid Amt:	\$120.00		
						Check Amount:	\$120.00		
VIL	46433	SPECTH		SPECTRUM HIGH SCHOOL		Check			
			E 01	300 292 037 000 369	FY25 JV GOLF MEETS REG (4/21 & 5/19/202		\$255.00		
PO#:	Voucher #:	37805	Invoice	Invoice No: 1002	6/9/2025	Paid Amt:	\$255.00		
						Check Amount:	\$255.00		
VIL	46434	STAPLE		STAPLES		Check			
			E 01	005 810 000 000 401	CUSTODIAL SPLYS - ELEM CAMPUS		\$96.06		
PO#:	Voucher #:	37808	Invoice	Invoice No: 6033178664	6/9/2025	Paid Amt:	\$96.06		
			E 02	005 770 000 701 401	CREDIT ON PREV INV #6031208104		\$16.65		
PO#:	Voucher #:	37806	Credit	Invoice No: 6031208110	6/9/2025	Paid Amt:	(\$16.65)		
			E 02	005 770 000 701 401	LUNCH TRAYS - SEC		\$180.00		
PO#:	Voucher #:	37807	Invoice	Invoice No: 6032121892	6/9/2025	Paid Amt:	\$180.00		
						Check Amount:	\$259.41		
VIL	46435	TWCED		TCEC METRO, LLC		Check			
			E 01	100 420 000 740 394	ECSE-DD CONSULT SERVICE (5/13-14/2025		\$201.25		
PO#:	Voucher #:	37809	Invoice	Invoice No: 13960	6/9/2025	Paid Amt:	\$201.25		
			E 01	005 420 000 740 394	SCHOOL PSYCHOLOGIST SERVICE (5/10-2		\$1,785.00		
			E 01	100 420 000 740 394	SCHOOL PSYCHOLOGIST SERVICE (5/10-2		\$2,450.00		

PACT Charter School

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 06/01/2025-6/30/2025 Period: 202501-202512 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
VIL	46435	TWCED		TCEC METRO, LLC		Check		
			E 01	300 420 000 740 394	SCHOOL PSYCHOLOGIST SERVICE (5/10-2	\$1,715.00		
PO#:	Voucher #:	37810	Invoice	Invoice No: 13961	6/9/2025	Paid Amt:	\$5,950.00	
						Check Amount:	\$6,151.25	
VIL	46436	TEDLAF		TED LARSON		Check		
			E 01	300 292 065 000 305	X-CUR OFFICIAL VAR VS BUFFALO LK-HEC	\$100.00		
PO#:	Voucher #:	37811	Invoice	Invoice No: 52325-065	6/9/2025	Paid Amt:	\$100.00	
						Check Amount:	\$100.00	
VIL	46437	TRAPE1		TRACY PETERS		Check		
			E 01	005 050 000 000 366	5/2025 MILEAGE REIMB - ROUTE MILES	\$95.41		
			E 01	005 050 000 000 366	5/2025 MILEAGE REIMB - OTHER TRAVEL (I	\$71.40		
PO#:	Voucher #:	37812	Invoice	Invoice No: MAY2025-MILEAGE	6/9/2025	Paid Amt:	\$166.81	
						Check Amount:	\$166.81	
VIL	46438	TRAHOI		TRANSPERFECT REMOTE INTERPRETING, INC.		Check		
			E 01	005 105 000 000 305	5/2025 CONTRACT PMT	\$50.00		
PO#:	Voucher #:	37813	Invoice	Invoice No: 124719	6/9/2025	Paid Amt:	\$50.00	
						Check Amount:	\$50.00	
VIL	46439	OFFEQI		U.S. BANK EQUIPMENT FINANCE		Check		
			E 01	100 203 000 000 560	6/2025 COPIERS LEAST PMT - ELEM SPLIT	\$1,247.47		
			E 01	300 211 000 000 560	6/2025 COPIERS LEAST PMT - SEC SPLIT	\$1,247.48		
			E 01	005 110 000 000 560	6/2025 P-105 MICR PRINTER	\$29.00		
PO#:	Voucher #:	37814	Invoice	Invoice No: 556860559	6/9/2025	Paid Amt:	\$2,523.95	
						Check Amount:	\$2,523.95	
VIL	46440	USBANI		US BANK		Check		
			E 01	005 105 000 000 320	FLOWROUTE X 3 (4/21;4/26; & 5/26/25)	\$89.52		
			E 01	005 105 281 000 401	AMAZON / DW TECH MAINTENANCE	\$82.70		
			E 01	005 105 281 000 401	CHROMEBOOK PARTS / DW TECH MAINTENANCE	\$31.58		
			E 01	005 105 281 000 401	NETWORK SOLUTIONS / WEBSITE RENEW	\$118.32		
			E 01	005 810 000 000 401	JOTFORM / MONTHLY - SILVER	\$24.50		
PO#:	Voucher #:	37815	Invoice	Invoice No: 52025-7156	6/9/2025	Paid Amt:	\$346.62	
			E 01	005 810 000 000 401	AMAZON / FAC LAVATORY SINK REPAIR PA	\$126.20		
			E 01	005 810 000 000 401	AMAZON / FOOD SERVICE APPLIANE KEY	\$6.79		
PO#:	Voucher #:	37816	Invoice	Invoice No: 52025-2023	6/9/2025	Paid Amt:	\$132.99	
			E 01	005 010 200 000 305	MN ATTORNEY GENERAL / BUSINESS REG	\$25.54		
			E 01	005 050 000 000 366	SAFE & SOUND SCHOOLS / NF-TP-SL-CE F	\$1,316.00		
			E 01	005 050 000 000 366	CHARTER LEADER INSITTUTE / NF REG	\$269.00		

PACT Charter School
Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 06/01/2025-6/30/2025 Period: 202501-202512 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
VIL	46440	USBAN		US BANK		Check		
			E 01	005 010 000 000 820	MN BRD OF SCH ADM / BOSA LICENSE REI	\$510.75		
PO#:	Voucher #:	37817	Invoice	Invoice No: 52023-6221	6/9/2025	Paid Amt:	\$2,121.29	
			E 01	005 216 637 401 401	AMAZON / FY25 HOMELESS FUNDING ITEN	\$985.51		
PO#:	Voucher #:	37818	Invoice	Invoice No: 52025-5106	6/9/2025	Paid Amt:	\$985.51	
			E 01	100 050 070 000 401	AMAZON / SPRING EVENT ITEMS W/STAFF	\$500.00		
			E 01	100 203 023 000 401	MOA / SCHOOL PATROL RIDE TICKETS (5//	\$541.50		
			E 01	100 298 027 000 401	AMAZON / ELEM ART AFTER-SCH PGM SPL	\$374.83		
			E 01	100 050 000 000 366	CTR FOR MODEL SCHOOLS / CONF REG (L	\$1,195.00		
PO#:	Voucher #:	37819	Invoice	Invoice No: 52025-1573	6/9/2025	Paid Amt:	\$2,611.33	
			E 01	005 050 000 000 366	SHRM / 2-YR PROF MBRSHIP (T.P)	\$538.00		
			E 01	005 810 000 000 401	KULLY SUPPLY / FACILITIES SPLYS	\$250.12		
			E 01	005 810 000 000 401	AMAZON / FAC LAVATORY SINK REPAIR PA	\$5.89		
			E 01	005 810 000 000 401	AMAZON / FAC MAINT SPLYS	\$169.68		
			E 01	005 810 000 000 401	KULLY SUPPLY / FACILITIES SPLYS	\$169.58		
			E 01	300 292 033 000 401	AMAZON / X-CUR BRAKE BLOCK MOUNTIN	\$16.21		
PO#:	Voucher #:	37820	Invoice	Invoice No: 52023-7134	6/9/2025	Paid Amt:	\$1,149.48	
			E 01	300 250 307 000 430	WALMART.COM / MULTIPLE FOODS PICK-L	\$819.98		
			E 01	300 298 050 000 401	AMAZON-MULTIPLE / PROM ITEMS	\$535.97		
			E 01	300 298 050 000 401	YAYA-EFAVORMART.COM / PROM RUNNER	\$41.78		
			E 01	300 211 000 000 401	AMAZON / SEC PGM SPLYS	\$65.43		
			E 01	300 211 372 000 401	AMAZON / GRADUATION SPLYS	\$12.69		
PO#:	Voucher #:	37821	Invoice	Invoice No: 52025-4264	6/9/2025	Paid Amt:	\$1,475.85	
						Check Amount:	\$8,823.07	
VIL	46441	VICSHE		VICTORIA SHEVCHENKO		Check		
			R 02	005 770 000 701 601	GRADUATE STUDENT MEAL ACCOUNT REI	\$7.60		
PO#:	Voucher #:	37822	Invoice	Invoice No: FD02-REFUND	6/9/2025	Paid Amt:	\$7.60	
						Check Amount:	\$7.60	
VIL	46442	VLACHI		VLADIMIR OR ZHANNA CHERENKEVICH		Check		
			R 02	005 770 000 701 601	GRADUATE STUDENT MEAL ACCOUNT REI	\$35.70		
PO#:	Voucher #:	37823	Invoice	Invoice No: FD02-REFUND	6/9/2025	Paid Amt:	\$35.70	
						Check Amount:	\$35.70	
VIL	46443	HOLIDA		WEX BANK		Check		
			E 01	005 760 000 733 440	ACTIVITY BUS/VAN FUEL	\$117.17		
PO#:	Voucher #:	37824	Invoice	Invoice No: 104891600	6/9/2025	Paid Amt:	\$117.17	
						Check Amount:	\$117.17	

PACT Charter School
Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 06/01/2025-6/30/2025 Period: 202501-202512 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
VIL	46444	1034		GURSTEL LAW FIRM, P.C.		Check		
			B 01 215 014	GARNISHMENTS			\$707.22	
PO#:	Voucher #:	37827	Invoice	Invoice No: S2025230	6/16/2025	Paid Amt:	\$707.22	\$707.22
			B 01 215 014	GARNISHMENTS			\$707.22	
PO#:	Voucher #:	37634	Invoice	Invoice No: S2025210	6/16/2025	Paid Amt:	\$707.22	\$707.22
			B 01 215 014	GARNISHMENTS			\$707.22	
PO#:	Voucher #:	37726	Invoice	Invoice No: S2025220	6/16/2025	Paid Amt:	\$707.22	\$707.22
						Check Amount:		\$2,121.66
VIL	46445	ARCC		ANOKA-RAMSEY COMMUNITY COLLEGE		Check		
			R 01 005 000 073 000 096	FY25 DOUGLAS LAWRENCE MEMORIAL - J			\$500.00	
PO#:	Voucher #:	37833	Invoice	Invoice No: FY25-DLMSA	6/18/2025	Paid Amt:	\$500.00	\$500.00
						Check Amount:		\$500.00
VIL	46446	ARCC		ANOKA-RAMSEY COMMUNITY COLLEGE		Check		
			R 01 005 000 073 000 096	FY25 PTO SCHOLARSHIP AWARD - MICAH			\$1,000.00	
PO#:	Voucher #:	37834	Invoice	Invoice No: FY25-PTO SCHOLARSHIP	6/18/2025	Paid Amt:	\$1,000.00	\$1,000.00
						Check Amount:		\$1,000.00
VIL	46447	BETHEI		BETHEL UNIVERSITY		Check		
			R 01 005 000 073 000 096	FY25 AVID READER SCHOLARSHIP - AUTUI			\$1,000.00	
PO#:	Voucher #:	37835	Invoice	Invoice No: FY25-SCHOLARSHIP	6/18/2025	Paid Amt:	\$1,000.00	\$1,000.00
						Check Amount:		\$1,000.00
VIL	46448	BETHEI		BETHEL UNIVERSITY		Check		
			R 01 005 000 073 000 096	FY25 VILLAGE BANK SCHOLARSHIP - JOEL			\$1,000.00	
PO#:	Voucher #:	37836	Invoice	Invoice No: FY25 VILLAGE	6/18/2025	Paid Amt:	\$1,000.00	\$1,000.00
						Check Amount:		\$1,000.00
VIL	46449	SOUUN		SOUTHEASTERN UNIVERSITY		Check		
			R 01 005 000 073 000 096	FY25 CONNEXUS SCHOLARSHIP - BENJAM			\$1,000.00	
PO#:	Voucher #:	37837	Invoice	Invoice No: FY25 CONNEXUS	6/18/2025	Paid Amt:	\$1,000.00	\$1,000.00
						Check Amount:		\$1,000.00
VIL	46450	ACHAN		A CHANCE TO GROW		Check		
			E 01 005 400 000 372 305	ADMN SERVICE FOR IEP 3RD PARTY BILLII			\$306.36	
PO#:	Voucher #:	37838	Invoice	Invoice No: 109577	6/18/2025	Paid Amt:	\$306.36	\$306.36
						Check Amount:		\$306.36
VIL	46451	ARCC		ANOKA-RAMSEY COMMUNITY COLLEGE		Check		
			E 01 300 790 000 000 394	SPRING 2025 SEMESTER PSEO CONTRAC			\$86,954.49	
PO#:	Voucher #:	37841	Invoice	Invoice No: 00477439	6/18/2025	Paid Amt:	\$86,954.49	\$86,954.49
						Check Amount:		\$86,954.49

PACT Charter School
Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 06/01/2025-6/30/2025 Period: 202501-202512 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
VIL	46452	BUCKE		BUCKEYE CLEANING CENTERS		Check			
			E 01	005 810 000 000 401	CUSTODIAL SPLYS - SEC		\$38.28		
PO#:	Voucher #:	37839	Invoice	Invoice No: 90679003	6/18/2025	Paid Amt:	\$38.28		
						Check Amount:	\$38.28		
VIL	46453	COMCA		COMCAST BUSINESS		Check			
			E 01	005 105 281 000 320	6/2025 POINT-TO-POINT INTERNET CONNE		\$1,299.19		
PO#:	Voucher #:	37840	Invoice	Invoice No: 243029813	6/18/2025	Paid Amt:	\$1,299.19		
						Check Amount:	\$1,299.19		
VIL	46454	KACDA		KACEY DAWSON		Check			
			E 01	300 211 372 000 305	CLASS OF 2025 GRAD CEREMONY PHOTO		\$700.00		
PO#:	Voucher #:	37849	Invoice	Invoice No: 2025-05-22	6/18/2025	Paid Amt:	\$700.00		
						Check Amount:	\$700.00		
VIL	46455	MNDEP		MN DEPARTMENT OF EDUCATION		Check			
			R 01	005 000 000 420 400	FY25 RECOVER MEGS FT420 OVERDRAW		\$1,632.07		
PO#:	Voucher #:	37842	Invoice	Invoice No: 872081	6/18/2025	Paid Amt:	\$1,632.07		
						Check Amount:	\$1,632.07		
VIL	46456	OFFICE		OFFICE OF MN IT SERVICES		Check			
			E 01	005 105 000 000 320	5/2025 SCHOOL PHONES		\$59.38		
PO#:	Voucher #:	37843	Invoice	Invoice No: W25050736	6/18/2025	Paid Amt:	\$59.38		
						Check Amount:	\$59.38		
VIL	46457	SQUWA		SQUIRES, WALDSPURGER, & MACE P.A.		Check			
			E 01	005 010 200 000 305	LEGAL SERVICE BILLED THROUGH 4/30/20		\$1,121.00		
PO#:	Voucher #:	37848	Invoice	Invoice No: 24946	6/18/2025	Paid Amt:	\$1,121.00		
						Check Amount:	\$1,121.00		
VIL	46458	TWCED		TCEC METRO, LLC		Check			
			E 01	100 420 000 740 394	ECSE-DD CONSULT SERVICE THRU 5/31/20		\$86.25		
PO#:	Voucher #:	37844	Invoice	Invoice No: 14044	6/18/2025	Paid Amt:	\$86.25		
						Check Amount:	\$86.25		
VIL	46459	TRIEDU		TRIUMPH EDUCATIONAL CONSULTING		Check			
			E 01	005 405 000 740 394	AUDIOLOGY CONSULTANT TRAVEL (5/8/25)		\$130.00		
PO#:	Voucher #:	37845	Invoice	Invoice No: 5771-LH	6/18/2025	Paid Amt:	\$130.00		
			E 01	100 405 000 740 394	AUDIOLOGY CONSULTANT (5/8-9/2025)		\$260.00		
PO#:	Voucher #:	37846	Invoice	Invoice No: 5772-LH	6/18/2025	Paid Amt:	\$260.00		
			E 01	300 405 000 740 394	AUDIOLOGY CONSULTANT (5/8-16/2025)		\$292.50		
PO#:	Voucher #:	37847	Invoice	Invoice No: 5773-LH	6/18/2025	Paid Amt:	\$292.50		
						Check Amount:	\$682.50		

PACT Charter School
Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 06/01/2025-6/30/2025 Period: 202501-202512 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
VIL	46460	CAPERI		CAPERNAUM PED THERAPY INC.		Check	
			E 01	005 420 000 740 394	5/2025 OT DIST-WIDE SERVICE	\$1,630.64	
			E 01	100 420 000 740 394	5/2025 OT ELEM PGM SERVICE	\$1,614.24	
			E 01	300 420 000 740 394	5/2025 OT SEC PGM SERVICE	\$259.16	
			E 01	005 420 000 740 394	5/2025 PT DIST-WIDE SERVICE	\$252.35	
			E 01	100 420 000 740 394	5/2025 PT ELEM PGM SERVICE	\$108.15	
			E 01	300 420 000 740 394	5/2025 PT SEC PGM SERVICE	\$86.52	
PO#:	Voucher #:	37853	Invoice	Invoice No: MAY2025	6/26/2025	Paid Amt:	\$3,951.06
						Check Amount:	\$3,951.06
VIL	46461	CLICHA		CLIFF CHARPENTIER		Check	
			E 01	300 292 065 000 305	X-CUR OFFICIAL VAR S-BALL VS OGILVIE (\$140.00	
PO#:	Voucher #:	37854	Invoice	Invoice No: 52225-065	6/26/2025	Paid Amt:	\$140.00
						Check Amount:	\$140.00
VIL	46462	NJFLAN		NATHAN FLANSBURG		Check	
			E 01	005 050 000 000 366	1/7/25 - PARKING @ UOFM POLICY BREAKI	\$5.00	
			E 01	005 050 000 000 366	1/16 & 1/17/2026 PARKING @ MSBA CONFE	\$26.00	
PO#:	Voucher #:	37852	Invoice	Invoice No: FY25 REIMB	6/26/2025	Paid Amt:	\$31.00
						Check Amount:	\$31.00
VIL	46463	RUSEIG		RUSSELL EIGENHEER		Check	
			E 01	300 292 065 000 305	X-CUR OFFICIAL VAR S-BALL VS OGILVIE (\$140.00	
PO#:	Voucher #:	37855	Invoice	Invoice No: 52225-065	6/26/2025	Paid Amt:	\$140.00
						Check Amount:	\$140.00
VIL	46464	STERLI		STERLING TROPHY, INC.		Check	
			E 01	300 292 065 000 401	FY25 - SOFTBALL AWARDS	\$110.00	
PO#:	Voucher #:	37851	Invoice	Invoice No: 35405	6/26/2025	Paid Amt:	\$110.00
			E 01	300 292 037 000 401	FY25 - GOLF TEAM AWARDS	\$199.00	
PO#:	Voucher #:	37850	Invoice	Invoice No: 35390	6/26/2025	Paid Amt:	\$199.00
						Check Amount:	\$309.00
VIL	46465	TIMATK		TIM ATKINSON		Check	
			E 01	300 298 034 000 369	REIMB / FY25 ROBOTICS TOURNAMENT RE	\$1,148.45	
			E 01	300 298 034 000 401	REIMB / FY25 ROBOTICS PARTS	\$245.84	
PO#:	Voucher #:	37856	Invoice	Invoice No: FY25-034	6/26/2025	Paid Amt:	\$1,394.29
						Check Amount:	\$1,394.29
						Report Total:	\$858,880.61

PACT Charter School Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
3257	4008	VIL	D0625													
6.27 Swift Deposit																
				3889	Credit	A	06/27/25	Check	1	SERVS Payments						
							4008	R	01 005 000 000 419 400	Special Education Part B-611				22,726.25		0.00
							4008	R	01 005 000 000 425 400	Federal Aids & Grant				3,164.22		0.00
Receipt Total:														\$25,890.47	\$0.00	
Deposit Total:														\$25,890.47	\$0.00	
3258	4008	VIL	D0625													
6.26 Swift Deposit																
				3890	Credit	A	06/26/25	Check	1	Misc						
							4008	R	01 005 000 000 401 400	ESEA Title I Part A				12,808.60		0.00
							4008	R	01 005 000 000 414 400	Title II, Part A Trg/Rtrg Tch				1,845.61		0.00
Receipt Total:														\$14,654.21	\$0.00	
Deposit Total:														\$14,654.21	\$0.00	
3259	4008	VIL	D0625													
6.11 Swift Deposit																
				3891	Credit	A	06/11/25	Check	1	Misc						
							4008	R	02 005 000 000 701 471	School Lunch-Fed				928.89		0.00
							4008	R	02 005 000 000 701 471	School Lunch-Fed				4,334.82		0.00
							4008	R	02 005 000 000 701 472	Free/Reduced Lunch-Fed				13,818.56		0.00
							4008	R	02 005 000 000 705 300	State School Breakfast				4,967.11		0.00
							4008	R	02 005 000 000 705 300	State School Breakfast				6,375.85		0.00
							4008	R	02 005 000 000 701 300	State School Lunch				28,858.76		0.00
Receipt Total:														\$59,283.99	\$0.00	
Deposit Total:														\$59,283.99	\$0.00	
3260	4008	VIL	D0625													
6.16 Ideas																
				3892	Credit	A	06/16/25	Check	1	IDEAS Payment						
							4008	R	01 005 000 000 348 300	Lease Aid				634,121.29		0.00
Receipt Total:														\$634,121.29	\$0.00	
Deposit Total:														\$634,121.29	\$0.00	
3261	4008	VIL	D0625													
6.30 Ideas																
				3893	Credit	A	06/30/25	Check	1	IDEAS Payment						
							4008	R	01 005 000 000 348 300	Lease Aid				412,929.24		0.00
							4008	R	01 005 000 000 000 317	LTFM State Aid				177,790.40		0.00
							4008	R	01 005 000 000 343 300	Library Aid				21,806.50		0.00

PACT Charter School Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
3261	4008	VIL	D0625													
6.30 Ideas				3893	Credit	A 06/30/25		Check	1	IDEAS Payment						
						4008 R 01 005 000 000 373 300				Student Support Aid					23,119.49	0.00
														Receipt Total:	\$635,645.63	\$0.00
														Deposit Total:	\$635,645.63	\$0.00
3262	4008	VIL	D0625													
June Payments				3894	Credit	A 06/30/25		Check	1	Misc						
						4008 R 02 005 770 000 701 606				Food Sales To Adults					13.50	0.00
						4008 R 02 005 770 000 701 601				Food Sales To Pupils					83.00	0.00
						4008 R 01 300 211 369 000 050				Participation Fee-PSAT/ACT					68.00	0.00
						4008 E 01 005 110 000 000 305				Financial Svc - Consult Fees					20.39	0.00
						4008 R 01 100 203 900 000 050				Gr 1-6 FT Student Pmts					25.00	0.00
														Receipt Total:	\$209.89	\$0.00
														Deposit Total:	\$209.89	\$0.00
3263	4008	VIL	D0625													
June Interest				3895	Credit	A 06/30/25		Check	1	Interest Earned						
						4008 R 01 005 000 000 000 092				Interest Earnings					7,184.70	0.00
						4008 R 01 005 000 000 000 092				Interest Earnings					27.82	0.00
														Receipt Total:	\$7,212.52	\$0.00
														Deposit Total:	\$7,212.52	\$0.00
3264	4008	VIL	D0625													
June Cobra				3896	Credit	A 06/10/25		Check	1	Misc						
						4008 B 01 215 010				HSA ER and EE contribution:					739.21	0.00
														Receipt Total:	\$739.21	\$0.00
														Deposit Total:	\$739.21	\$0.00
3265	4008	VIL	D0625													
June Rschool				3897	Credit	A 06/30/25		Check	1	Misc						
						4008 R 01 300 292 064 000 050				Summer Camps/Clubs					1,403.65	0.00
						4008 B 01 230 000				DEFERRED REVENUE					4,583.85	0.00
														Receipt Total:	\$5,987.50	\$0.00
														Deposit Total:	\$5,987.50	\$0.00

PACT Charter School

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
3266	4008	VIL	D0625													
June Deposits				3898	Credit	A	06/30/25	Check	1	Misc						
							4008 B 01 215 000			GENERAL				48.00	0.00	
							4008 B 01 118 000			Due From Other Funds				1,000.00	0.00	
							4008 R 01 005 000 000 372 071			Med Assist Fr Dept of HS				1,959.02	0.00	
							4008 R 01 005 000 071 000 096			Gifts And Bequests				40.00	0.00	
							4008 R 01 300 292 033 000 050			COOP PARTICIPATION FEE				50.01	0.00	
							4008 E 01 005 810 000 000 401			Facility Supplies				556.00	0.00	
							4008 E 01 005 810 000 000 401			Facility Supplies				47.00	0.00	
							4008 R 01 300 298 079 000 619			COM Rev Producing Act (Co				1,122.01	0.00	
							4008 R 01 300 298 079 000 619			COM Rev Producing Act (Co				400.00	0.00	
							4008 R 01 300 291 075 000 619			COM Rev Producing Act (Co				60.00	0.00	
							4008 R 01 100 203 023 000 050			PARTICIPATION FEES				19.50	0.00	
							4008 R 01 300 292 035 000 619			COM Rev Producing Act (Co				600.00	0.00	
														Receipt Total:	\$5,901.54	\$0.00
														Deposit Total:	\$5,901.54	\$0.00
														Report Total:	\$1,389,646.25	\$0.00



SNOW REMOVAL CONTRACT

THIS SNOW REMOVAL CONTRACT ("Agreement"), is entered into this 22 day of July, 2025, by and between (Owner) (Property Name) and (Manager) ("Contractor").

PROPERTY NAME & ADDRESS: Pact Charter Schools
CONTRACTOR'S CONTACT NAME: Wes Hamacher
CONTRACTOR'S ADDRESS: 15454 Central Ave NE, Ham Lake MN 55304
CONTRACTOR'S PHONE #: (612) 306-6866 FAX #: () - AFTER HOURS #: (763) 220-4354
CONTRACTOR'S E-MAIL: Wes@MNRetainingwalls.com
CONTRACTOR'S TAXPAYER ID #:
COMMENCEMENT DATE: Nov 1 2025, 20
TERMINATION DATE: April 30, 2026 (subject to earlier termination as provided below).

- 1. Scope of Services. Contractor shall perform these services for Owner, automatically and without need for any request (the "Services"): Salt all drive lanes, fire lanes, parking areas and sidewalks on the Property shown on Exhibit C attached hereto upon start of snow or ice accumulation. Rock salt shall be used in drive lanes, fire lanes and parking lots; calcium chloride shall be used on concrete sidewalks. Sidewalks are to be shoveled from edge to edge (full width). Shoveling backdoors, fire exits, ramps and garage doors shall be a minimum of (2) shovel widths away. Plow drive lanes, fire lanes and parking lots and plow or shovel sidewalks and paved courtyards once (1"Plow)(0.5" Shovel) inches of snow or ice accumulates. Snow removal shall be pursuant to the Snow Removal Guidelines attached as Exhibit A. Contractor's unit prices for materials and hourly rates for equipment are attached as Exhibit D.
2. Term. The term of this Agreement starts on the Commencement Date set forth above and, unless sooner terminated, ends on the Termination Date set forth above. Owner shall have the right, in its sole discretion, to terminate this Agreement on (30) days' prior written notice to Contractor, and Contractor shall be paid for its Services to the effective date of termination. If the Property is sold or conveyed to a new owner, Owner may either assign this Agreement or terminate it without any penalty, fee, cost or payment.
3. Payment. Contractor shall submit a (T&M, Per Time or Monthly) invoice to Owner at the address set forth above for the amounts properly due under this Agreement. Subject to the conditions for payment and limitations on liability set forth herein, "Owner" shall pay Contractor within thirty (30) days after receipt of an invoice. Invoices shall include a detailed, itemized statement of all charges for which payment is sought, specifying for each date Services were rendered.. If Owner contests any invoice or portion thereof, the contested part of the invoice shall not be due until the dispute has been resolved.
4. Performance. Contractor shall perform all Services diligently and in a good, professional and first class manner, using good quality materials, equipment and workmanship and sufficient trained personnel (including supervisors when appropriate) to complete the Services in a safe and timely manner which does not unduly interfere with the operation of the Property, the businesses therein and their suppliers. Contractor shall obtain and maintain, at its expense and at all times during the term of this Agreement, all necessary licenses, permits, training or other authorizations which may be necessary to perform the Services.
5. Independent Contractor. Contractor shall be an independent contractor, and all persons working under the direction of Contractor shall be employees of Contractor. Contractor, and not Owner, shall be liable for the payment of their wages, benefits and all taxes with respect thereto, and Contractor shall comply with all applicable federal, state and local laws, regulations, codes, rules and ordinances with respect to (a) the hiring, employment, compensation, health and safety of employees.
6. Insurance. Throughout the term of this Agreement, Contractor shall maintain insurance in accordance with the requirements set forth separately on Exhibit B attached hereto (for convenient delivery to Contractor's insurance agent). Contractor shall deliver to Owner a certificate of insurance evidencing that all such coverages are in full force and effect before starting to perform Services, and if Contractor's insurance shall expire or terminate before the Termination Date, Contractor shall deliver a new certificate of insurance evidencing the new policies of insurance not less than ten (10) days before the new policies go into effect.



- 7. Indemnification. Contractor assumes the entire responsibility and liability for, and agrees to pay, indemnify, defend and hold harmless Owner, Agent, and their respective principals, agents, affiliates, stockholders, directors, partners, members, officers, managers, employees, trustees and beneficiaries (collectively, the "Indemnified Parties") from and against any loss, expense, liability, damage or cost (including, without limitation, judgments, attorneys' fees and costs, court costs and the cost of appellate proceedings) which any of the Indemnified Parties incur because of injury to or death of any person or on account of damage to property (including, but not limited to, damage to buildings, curbs, parking blocks, islands, sidewalks, light poles, signs, landscaping, paving or striping of the Property or equipment used in connection therewith), including the loss of use thereof, or any other claim arising out of, in connection with or as a consequence of the performance of, or the failure to perform, the Services by Contractor, its agents, employees, subcontractors or any one for whose acts Contractor may be liable with respect to the Services. Contractor, for itself and its agents, employees and subcontractors, and any party claiming through any of them, also waives all right of recovery, claim, action or cause of action against the Indemnified Parties for any matters described in the preceding sentence. This indemnity shall not be limited by any limitation on amount or type of damages, compensation or benefits payable by contract or by any federal or state law.

- 8. Default and Remedies. If Contractor fails to perform the Services as required by this Agreement or otherwise defaults under this Agreement, Owner, may, in its sole discretion and in addition to any other rights at law or in equity, (1) send notice of the default to Contractor and demand strict performance of the terms of this Agreement; (2) cancel this Agreement by notice to Contractor; or (3) cure the default, without notice to Contractor, and deduct the cost to cure and any direct and consequential damages from any payment due to Contractor at the time of default or coming due thereafter; provided, if no further payments are due to Contractor, then Contractor shall, immediately on presentation of Owner invoice, reimburse Owner for the cost of curing Contractor's default and such direct or consequential damages.

- 9. Notices. Any notice by Contractor to Owner shall be sent or delivered in writing set forth above, and any notice by Owner to Contractor shall be sent or delivered in writing to Contractor by fax to the "Fax #" set forth above or by overnight courier service or certified mail, return receipt requested, to the "Contractor's Address" set forth above.

- 10. Time is of the Essence. All time limits in this Agreement and any exhibits hereto are of the essence of this Agreement.

CONTRACTOR: H+H Contractors

OWNER: _____

By: [Signature]
 Name: Wes Hauscher
 Title: Operations Manager

By: _____
 Name: _____
 Title: _____

EXHIBITS ATTACHED:

- Exhibit A: Snow Removal Guidelines
- Exhibit B: Insurance Requirements
- Exhibit C: Plan of the Property
- Exhibit D: Contractor's Unit Prices and Hourly Rates



SNOW REMOVAL GUIDELINES

1. Contractor shall provide its own employees, equipment, and supplies necessary to complete the Services described hereunder which include clearing all drive lanes, fire lanes, parking areas, sidewalks adjacent to buildings and public sidewalks.
2. Contractor will comply with all federal, state and local governmental laws, regulations, codes and ordinances.
3. Contractor will begin plowing at the Property as soon as the snow or ice reaches a depth of 1" inches, regardless of the time of day or night or the day of the week.
4. All work shall be completed in a workmanlike manner consistent with customary industry practices, for the amounts specified on Exhibit D.
5. Contractor shall supply and mechanically spread deicing rock salt at Contractor's own discretion. Contractor shall spread calcium chloride on concrete walkways. Calcium chloride will not harm concrete and landscaping.
6. For snowfalls of 1"-6" depth, all snow shall be plowed away from the buildings and pushed to dedicated piling locations. No snow shall be piled up and stacked around light posts, or onto islands or landscaping unless requested. Piles are to be kept tidy and neat.
8. For snowfalls of more than 6" depth, all snow shall be plowed away from the buildings. Contractor may store snow where needed to keep surfaces safe and usable. Upon request, Contractor will relocate snow that has accumulated during the Term, if such accumulation begins to impair access to the Property entrance, fire lanes, interior roadways or designated parking stalls at additional costs.
9. Contractor shall return during the day to plow vacant parking stalls, if a majority of the parking stalls are still occupied. Contractor shall return the next day before 6 a.m. to plow as many stalls as possible.
10. All fire hydrants must be kept free from snow and easily accessible in case of emergencies.
11. When snow begins to fall with heavy and rapid accumulation shortly before or during business hours, Contractor will begin plowing the snow from the parking lot using the fastest method possible. In some cases, this means windowing snow at islands or even light posts and it is understood that the snow will be removed from such places.
12. Contractor shall not create drifts in front of dumpster enclosures, fire lanes, or entrances, on sidewalks or blocking walkways and agrees to remove Contractor-created drifts at no additional cost. If Contractor does not remove the drifts in front of the fire lanes and dumpster enclosures, Contractor agrees to pay any expenses incurred by Owner for removal of said drifts.
13. Contractor shall be responsible for damage to the Property caused by snow removal operations including, but not limited to, buildings, curbs, parking blocks, islands, sidewalks, light poles, signs, landscaping, paving or striping of the Property or equipment used in connection therewith.
14. Contractor agrees to contact the Agent's property manager if for some reason the entire Property cannot be completely plowed within four (4) hours after snow or ice has stopped falling.
15. Contractor agrees to provide the Owners property manager with all current after hours telephone numbers. (763-220-4354) This line is monitored 24 hrs a day and 7 days a week by H&H Contractors.



INSURANCE REQUIREMENTS

During the term of this Snow Removal Contract, Contractor shall comply with the insurance provisions set forth below. The insurance specified below shall be maintained by Contractor, at its expense, and certificates thereof shall be presented to Owner in form and content satisfactory to Owner prior to commencement of the Services. The insurance is as follows:

- a. Workers' Compensation in accordance with the laws of the state in which the Property is located;
- b. Employer's liability in an amount not less than \$1,000,000.00;
- c. Comprehensive general liability on an occurrence form for (i) bodily injury and (ii) property damage with limits of at least \$1,000,000.00 combined single limit each occurrence, including but not limited to comprehensive form, premises – operation, explosion, collapse, underground hazard, products/completed operations hazard (3 year extension beyond completion of the Services), blanket contractual coverage (including coverage for the indemnity provided under this Agreement), broad form property damage, independent vendors, personal injury (employee exclusion deleted).
- d. Comprehensive Automobile Liability, comprehensive form covering owned, hired and non-owned vehicles with limits of at least \$1,000,000.00 combined single limit each occurrence.
- e. Excess liability (umbrella) insurance with limits of at least \$2,000,000.00.

The insurance specified in c through e shall include the following:

- i. Endorsements adding the following parties as additional insureds: the Owner, and their respective partners, members, managers, directors, officers, employees, agents and representatives.
- ii. Thirty (30) days' prior written notice of cancellation to the Owner.

Owner shall have no liability or other obligation for any of the insurance, endorsements or other protection required hereunder, including premiums and other charges. The insurance provisions specified herein shall be applicable to any contractors retained by Contractor, and Contractor shall require that such insurance be maintained by all its contractors. All insurance maintained by Contractor shall provide for a waiver of any right of subrogation of the insurers against Owner.



- Sidewalk / Crosswalks / Pathways - Shovel
- Short Term Staging
- Long Term Staging
- No Snow Allowed
- Bus Drop Off Location

 Fire Hydrant

 Drain

 CAUTION: Electric

Special Instructions

1. Stake sidewalk and verify full width. Also, handicap curb cuts need to be cleared.
2. Crosswalks cleared and open full width.
3. Short term staging areas will be cleared of snow within 48 hours after the snow event has ended.
4. No snow storage (area marked in red). Fee will be incurred if sod is damaged.
5. Clear one plow width tight to curb for bus drop off (area marked in pink).



Sidewalk / Crosswalks / Pathways - Shovel

Short Term Staging

Long Term Staging

No Snow Allowed

Bus Drop Off Location

Basketball / Recess Court

Fire Hydrant

Drain

CAUTION: Electric

Special Instructions

1. Stake sidewalk and verify full width. Also, handicap curb cuts need to be cleared.
2. Crosswalks cleared and open full width.
3. Short term staging areas will be cleared of snow within 48 hours after the snow event has ended.
4. No snow storage (area marked in red). Fee will be incurred if sod is damaged.
5. Clear one plow width tight to curb for bus drop off (area marked in pink).
6. Outdoor basketball court should be cleared of snow

[REPLACE THIS PAGE WITH CONTRACTOR'S UNIT PRICES AND HOURLY RATES, MARKED AS EXHIBIT D]

2025/2026		Plow 1" Shovel 0.5"	Contract Nov 1 - April 30		
Property Name	Property Address		Seasonal Price		Per Month
PACT Charter School Ele. Campus	7250 E Ramsey Pkwy, Ramsey		\$ 21,000.00		\$ 3,500.00

Property Name	Property Address		Seasonal Price		Per Month
PACT Charter School Secondary	7729 161st Ave NW, Ramsey		\$ 19,500.00		\$ 3,250.00

		Per Hour			
Relocation Rates		Loader with bucket	\$ 175.00		
		Loader with blower	\$ 285.00		
		Skid with bucket	\$ 110.00		
		Skid with blower	\$ 175.00		
		Dump truck-Tri Axle	\$ 130.00		
		(If hauled off site) Dump fee (Per load)	\$ 20.00		

SNOW REMOVAL QUOTE



PACT Charter Schools

08/06/2025

7250 E Ramsey Pkwy NW, Ramsey, MN 55303
7729 161st Ave NW, Ramsey, MN 55303

Dear PACT Charter Schools,

Thank you for the opportunity to submit the following quote.

-
- Parking lot areas will be cleared of snow when accumulation reaches 1.0 inch or more.
 - All entrances will be cleared of snow from the curb to the doors when snowfalls reach 0.5 inches or greater.
 - All sidewalks will be cleared when snowfalls reach 0.5 inches or greater.
 - The Ice Melt mixture will be applied to all parking lot areas and crosswalks where slippery conditions are present at any time, regardless of the amount of snowfall.
 - All snow will be placed in the designated areas at each campus. In the event that plowed snow cannot be accommodated at the designated long-term location, the snow will be removed from PACT property.

DESCRIPTION	UNIT	QTY	PRICE
PACT Elementary Campus 6 Equal Monthly Installments	\$8,500	06	\$51,000
PACT Secondary Campus 6 Equal Monthly Installments	\$8,500	06	\$51,000
Total:			\$102,000

If you have any questions regarding this quote you can reach us at the following,

Phone: 763-587-3440

Email: jordan@jllandworx.com

Proposal For: Joal Hedberg		Phone: (763) 712-4200	Job Site: Pact Charter School	Job Phone: (763) 712-4200
Primary Contact: Joel Hedberg	Contact Phone: (763) 712-4200	Contact Email: j.hedberg@PactCharter.org	Job Street: 7729 161 st Avenue NW	
Billing Address: 7729 161 st AvenueNW, Ramsey Parkway, Ramsey, MN 55303			Job City, State, Zip: Ramsey, MN 55303	
BorderLines Authorized Signature: Mike W. Ryan			Date: July 31, 2025	

Snow Removal: CONTRACT EXTENSION

In Accordance with terms and conditions of snow plowing requirements and scope of work received from client.

- November-April.** Snow plowing of the school site as show on maps after an event that has left a min of 1" of snow on the ground, and shoveling of walkways will commence when snowfall hits the 1/2" trigger described in the customer's scope of work. Also, salting and shoveling of parking areas, walkways and entryways up to the school, down to concrete is included. Price includes maintain the sidewalks during non-business hours to provide a safe walkway throughout the snow event, and a full clean up after the event has ended. Customer to provide service to walks duiring school hours. The objective is to maintain a hazard free environment as it relates to snow and ice, understanding that the proximity of parked cars and children playing limit our ability to perform said task and that staff will, if needed, perform some hand shoveling work up next to the doors or in areas we are unable to reach with machines being used. Also included is keeping the City sidewalks on the south side of the property "Passable" via plowing with the skid or plow truck. These walkways do NOT need to be cleaned to bare concrete, just hit one time per snow event. Snow will be stacked or staged on parking lot to be hauled to designated dump site within 48 hours of every snow event. (All removal, hauling or stacking will be an additional charge, billed hourly, depending on equipment used.) Contract covers all snow/ice events up to 55" total accumulation. Dump fees may apply, depending on dump site location and their regulations.

	\$3,605.00	per month
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- For the months of November thru April (6 months per year) First payment is due November 1st, 2025 with final payment due on April 1st, 2026.

Hauling: (Partial list of available equipment, one hour minimum on hourly rates listed).

• Front end loader with 3 - 4 yard bucket:	\$170.00	Per hour
• Skid loader with 8' snow bucket:	\$155.00	Per hour
• Single axel dump truck:	\$100.00	Per hour
• Tandem dump truck:	\$115.00	Per hour
• Side dumps:	\$90.00	Per hour
• Dump Fee:	\$30.00	Per load may apply

PLEASE SELECT DESIRED TERM OF CONTRACT:

- Two year contract. **2025 - 2026 and 2026 - 2027** seasons. Prices will remain the same for both seasons.

- One year contract. **2025 – 2026** Snow season

Acceptance of proposal: The above prices, specifications and conditions are satisfactory and hereby accepted. The Contract can be cancelled by either party with a 30-day written notice. You are authorized to do the work as specified for the seasons above. Payment will be made as outlined below. IF APPLICABLE: As an organization with a current tax-exempt status with the MN Department of Revenue, and agreeing to the above listed proposal, we designate BorderLines Pavement Maintenance to be an authorized purchasing agent,(as defined and in accordance with MN Department of Revenue sales tax code, section 128, pg. 2-3) for the extent of the duration of this project.

Signature: _____ **Date:** _____

Any alterations or deviation from this proposal involving extra costs will be executed only upon written orders and will become an extra charge over and above the signed proposal. Payment is due 15 days from invoice date. In addition to the maximum finance charge allowed by law, a \$20.00 processing fee or service fee of 1.5% of balance (whichever is greater) will be added to all late payments per month. A 3% fee will be charged when paying by credit card. We accept VISA and MasterCard. List of LOCAL references available upon request. We reserve the right to add a fuel surcharge. BorderLines Pavement Maintenance is fully insured, and our employees are covered by Workmen's Compensation Insurance.

Proposal For: Joel Hedberg		Phone: (763) 712-4200	Job Site: Pact Charter School	Job Phone: (763) 712-4200
Primary Contact: Joel Hedberg	Contact Phone: (763) 712-4200	Contact Email: j.hedberg@PactCharter.org	Job Street: 7250 East Ramsey Parkway	
Billing Address: 7250 East Ramsey Parkway, Ramsey, MN 55303			Job City, State, Zip: Ramsey, MN 55303	
BorderLines Authorized Signature: <i>Mike W. Ryan</i>			Date: July 31, 2025	

Snow Removal: CONTRACT EXTENSION

In Accordance with terms and conditions of snow plowing requirements and scope of work received from client.

- November-April.** Snow plowing of the school site as show on maps after an event that has left a min of 1" of snow on the ground, and shoveling of walkways will commence when snowfall hits the 1/2" trigger described in the customer's scope of work. Also, salting and shoveling of parking areas, walkways and entryways up to the school, down to concrete is included. Price includes maintain the sidewalks during non-business hours to provide a safe walkway throughout the snow event, and a full clean up after the event has ended. Customer to provide service to walks duiring school hours. The objective is to maintain a hazard free environment as it relates to snow and ice, understanding that the proximity of parked cars and children playing limit our ability to perform said task and that staff will, if needed, perform some hand shoveling work up next to the doors or in areas we are unable to reach with machines being used. It is also understood that the playground requires a path from the building doorway thru the gate opening near the parking lot during normal business hours, and the main playground shall be cleared during the afterhours full plow. Also included is keeping the City sidewalks on the north and west side of the property "Passable" via plowing with the skid or plow truck. These walkways do NOT need to be cleaned to bare concrete, just hit one time per snow event. No snow can be piled inside playground for more than 48 hours after snow event has ended. Snow will be stacked or staged on parking lot to be hauled to designated dump site within 48 hours of every snow event. (All removal, hauling or stacking will be an additional charge, billed monthly, depending on equipment used.) Contract covers all snow/ice events up to 55" total accumulation. Dump fees may apply, depending on dump site location and their regulations.

	\$3,140.00	per month
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- For the months of November thru April (6 months per year) First payment is due November 1st, 2025 with final payment due on April 1st, 2026.

Hauling: (Partial list of available equipment, one hour minimum on hourly rates listed).

• Front end loader with 3 - 4 yard bucket:	\$170.00	Per hour
• Skid loader with 8' snow bucket:	\$155.00	Per hour
• Single axel dump truck:	\$100.00	Per hour
• Tandem dump truck:	\$115.00	Per hour
• Side dumps:	\$90.00	Per hour
• Dump Fee:	\$30.00	Per load may apply

PLEASE SELECT DESIRED TERM OF CONTRACT:

Two year contract. **2025 - 2026 and 2026 - 2027** seasons. Prices will remain the same for both seasons.

One year contract. **2025 – 2026** Snow season

Acceptance of proposal: The above prices, specifications and conditions are satisfactory and hereby accepted. Contract can be cancelled by either party with a 30-day written notice. You are authorized to do the work as specified for the seasons above. Payment will be made as outlined below. IF APPLICABLE: As an organization with a current tax-exempt status with the MN Department of Revenue, and agreeing to the above listed proposal, we designate BorderLines Pavement Maintenance to be an authorized purchasing agent, (as defined and in accordance with MN Department of Revenue sales tax code, section 128, pg. 2-3) for the extent of the duration of this project.

Signature: _____ Date: _____

Any alterations or deviation from this proposal involving extra costs will be executed only upon written orders and will become an extra charge over and above the signed proposal. Payment is due 15 days from invoice date. In addition to the maximum finance charge allowed by law, a \$20.00 processing fee or service fee of 1.5% of balance (whichever is greater) will be added to all late payments per month. A 3% fee will be charged when paying by credit card. We accept VISA and MasterCard. List of LOCAL references available upon request. We reserve the right to add a fuel surcharge. BorderLines Pavement Maintenance is fully insured, and our employees are covered by Workmen's Compensation Insurance.