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**419 TOBACCO-FREE ENVIRONMENT; POSSESSION AND USE OF TOBACCO, TOBACCO-RELATED DEVICES, AND ELECTRONIC DELIVERY DEVICES; VAPING AWARENESS AND PREVENTION INSTRUCTION**

**[NOTE: Minnesota Statutes, section 144.416 requires that entities that control public places must make reasonable efforts to prevent smoking in public places, including the posting of signs or any other means which may be appropriate. Additionally, Minnesota Statutes, section 120B.238 requires that vaping prevention instruction be provided as set forth in this policy.]**

**I. PURPOSE**

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

**II. GENERAL STATEMENT OF POLICY**

- A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or carries or uses an activated electronic delivery device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.
- D. The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, tobacco-related devices, or electronic delivery devices. The school district will not promote or allow promotion of tobacco products or electronic delivery devices on school property or at school-sponsored events.

**III. DEFINITIONS**

- A. "Electronic delivery device" means any product containing or delivering nicotine, lobelia, or any other substance, whether natural or synthetic, intended for human consumption that can be used by a person to simulate smoking in the delivery of nicotine or any other substance through inhalation of aerosol or vapor from the product. Electronic delivery devices includes but is not limited to devices manufactured, marketed, or sold as electronic cigarettes, electronic cigars, electronic pipe, vape pens, modes, tank systems, or under any other product name or descriptor. Electronic delivery device includes any component part of a product, whether or not marketed or sold separately. Electronic delivery device excludes drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.

- B. "Heated tobacco product" means a tobacco product that produces aerosols containing nicotine and other chemicals which are inhaled by users through the mouth.
- C. "Tobacco" means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including, but not limited to, cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco excludes any drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.
- D. "Tobacco-related devices" means cigarette papers or pipes for smoking or other devices intentionally designed or intended to be used in a manner which enables the chewing, sniffing, smoking, or inhalation of vapors aerosol or vapor of tobacco or tobacco products. Tobacco-related devices include components of tobacco-related devices which may be marketed or sold separately.
- E. "Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. Smoking includes carrying or using an activated electronic delivery device.
- F. "Vaping" means using an activated electronic delivery device or heated tobacco product.

#### **IV. EXCEPTIONS**

- A. Pursuant to state statute 144.4165, nothing in this section shall prohibit the lighting of tobacco by an adult as a part of a traditional Indian spiritual or cultural ceremony. An American Indian student may carry a medicine pouch containing loose tobacco intended as observance of traditional spiritual or cultural practices. For purposes of this section, an Indian is a person who is a member of an Indian Tribe as defined in section 260.755, subdivision 12.
- B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. Nothing in this exception authorizes smoking or use of tobacco, tobacco-related devices, or electronic delivery devices on school property or at off-campus events sponsored by the school district.
- C. An American Indian student or staff member may use tobacco, sage, sweetgrass, and cedar to conduct individual or group smudging in a public school. The process for conducting smudging is determined by the building or site administrator. Smudging must be conducted under the direct supervision of an appropriate staff member, as determined by the building or site administrator.

#### **V. VAPING PREVENTION INSTRUCTION**

- A. The school district must provide vaping prevention instruction at least once to students in grades 6 through 8.
- B. The school district may use instructional materials based upon the Minnesota

Department of Health's school e-cigarette toolkit or may use other smoking prevention instructional materials with a focus on vaping and the use of electronic delivery devices and heated tobacco products. The instruction may be provided as part of the school district's locally developed health standards.

## **VI. ENFORCEMENT**

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.
- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

## **VII. DISSEMINATION OF POLICY**

- A. This policy shall appear in the student handbook.
- B. The school district will develop a method of discussing this policy with students and employees.

**Legal References:** Minn. Stat. § 120B.238 (Vaping Awareness and Prevention)  
Minn. Stat. § 121A.08 (Smudging Permitted)  
Minn. Stat. §§ 144.411-144.417 (Minnesota Clean Indoor Air Act)  
Minn. Stat. § 609.685 (Sale of Tobacco to Persons Under Age 21)  
2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 506 (Student Discipline)

## **PACT Charter School**

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**420 STUDENTS AND EMPLOYEES WITH SEXUALLY TRANSMITTED INFECTIONS AND DISEASES AND CERTAIN OTHER COMMUNICABLE DISEASES AND INFECTIOUS CONDITIONS**

***[Note: Minnesota Statutes section 121A.23 provides that school districts must have a program that incorporates the provisions contained in this policy.]***

**I. PURPOSE**

Public concern that students and staff of the school district be able to attend the schools of the district without becoming infected with serious communicable or infectious diseases, including, but not limited to, Human Immunodeficiency Virus (HIV), Acquired Immunodeficiency Syndrome (AIDS), Hepatitis B, and Tuberculosis, requires that the school board adopt measures effectively responding to health concerns while respecting the rights of all students, employees, and contractors, including those who are so infected. The purpose of this policy is to adopt such measures.

**II. GENERAL STATEMENT OF POLICY**

A. Students

The policy of the school board is that students with communicable diseases not be excluded from attending school in their usual daily attendance setting so long as their health permits and their attendance does not create a significant risk of the transmission of illness to students or employees of the school district. A procedure for minimizing interruptions to learning resulting from communicable diseases will be established by the school district in its IEP and Section 504 team process, if applicable, and in consultation with community health and private health care providers. Procedures for the inclusion of students with communicable diseases will include any applicable educational team planning processes, including the review of the educational implications for the student and others with whom the student comes into contact.

B. Employees

The policy of the school board is that employees with communicable diseases not be excluded from attending to their customary employment so long as they are physically, mentally, and emotionally able to safely perform tasks assigned to them and so long as their employment does not create a significant risk of the transmission of illness to students, employees, or others in the school district. If a reasonable accommodation will eliminate the significant risk of transmission, such accommodation will be undertaken unless it poses an undue hardship to the school district.

C. Circumstances and Conditions

1. Determinations of whether a contagious individual's school attendance or job performance creates a significant risk of the transmission of the illness to students or employees of the school district will be made on a case by case basis. Such decisions will be based upon the nature of the risk (how it is transmitted), the duration of the risk (how long the carrier is infectious), the severity of the risk (what is the potential harm to third parties), and the probabilities the disease will be transmitted and will cause varying degrees of harm. When a student is disabled, such a determination will be made in consultation with the educational planning team.
2. The school board recognizes that some students and some employees, because of special circumstances and conditions, may pose greater risks for the transmission of infectious conditions than other persons infected with the same illness. Examples include students who display biting behavior, students or employees who are unable to control their bodily fluids, who have oozing

skin lesions, or who have severe disorders which result in spontaneous external bleeding. These conditions need to be taken into account and considered in assessing the risk of transmission of the disease and the resulting effect upon the educational program of the student or employment of the employee by consulting with the Commissioner of Health, the physician of the student or employee, and the parent(s)/guardian(s) of the student.

D. Students with Special Circumstances and Conditions

The school nurse and administration, along with the infected individual's physician, the infected individual or parent(s)/guardian(s), and others, if appropriate, will weigh risks and benefits to the student and to others, consider the least restrictive appropriate educational placement, and arrange for periodic reevaluation as deemed necessary by the state epidemiologist. The risks to the student shall be determined by the student's physician.

E. Extracurricular Student Participation

Student participation in nonacademic, extracurricular, and non-educational programs of the school district are subject to a requirement of equal access and comparable services.

F. Precautions

The school district will develop routine procedures for infection control at school and for educating employees about these procedures. The procedures shall be developed through cooperation with health professionals taking into consideration any guidelines of the Minnesota Department of Education and the Minnesota Department of Health. (These precautionary procedures shall be consistent with the school district's procedures regarding blood-borne pathogens developed pursuant to the school district's employee right to know policy.)

G. Information Sharing

1. Employee and student health information shall be shared within the school district only with those whose jobs require such information and with those who have a legitimate educational interest (including health and safety) in such information and shall be shared only to the extent required to accomplish legitimate educational goals and to comply with employees' right to know requirements.
2. Employee and student health data shall be shared outside the school district only in accordance with state and federal law and with the school district's policies on employee and student records and data.

H. Reporting

If a medical condition of student or staff threatens public health, it must be reported to the Minnesota Commissioner of Health.

I. Prevention

The school district shall, with the assistance of the Commissioners of Health and Education, implement a program to prevent and reduce the risk of sexually transmitted diseases in accordance with Minnesota Statutes section 121A.23 that includes:

1. planning materials, guidelines, and other technically accurate and updated information;

2. a comprehensive, developmentally appropriate, technically accurate, and updated curriculum that includes helping students to abstain from sexual activity until marriage;
3. cooperation and coordination among school districts and Service Cooperatives;
4. a targeting of adolescents, especially those who may be at high risk of contracting sexually transmitted diseases and infections, for prevention efforts;
5. involvement of parents and other community members;
6. in-service training for district staff and school board members;
7. collaboration with state agencies and organizations having a sexually transmitted infection and disease prevention or sexually transmitted infection and disease risk reduction program;
8. collaboration with local community health services, agencies and organizations having a sexually transmitted infection and disease risk reduction program; and
9. participation by state and local student organizations.
10. The program must be consistent with the health and wellness curriculum.
11. The school district may accept funds for sexually transmitted infection and disease prevention programs developed and implemented under this section from public and private sources, including public health funds and foundations, department professional development funds, federal block grants, or other federal or state grants.

J. Vaccination and Screening

The school district will develop procedures regarding the administration of Hepatitis B vaccinations and Tuberculosis screenings in keeping with current state and federal law. The procedures shall provide that the Hepatitis B vaccination series be offered to all who have occupational exposure at no cost to the employee.

**Legal References:** Minn. Stat. § 121A.23 (Programs to Prevent and Reduce the Risks of Sexually Transmitted Infections and Diseases)  
Minn. Stat. § 144.441 (Tuberculosis Screening in Schools)  
Minn. Stat. § 142 (Testing in School Clinics)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Act)  
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)  
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)  
29 C.F.R. 1910.1030 (Bloodborne Pathogens)  
*Kohl by Kohl v. Woodhaven Learning Center*, 865 F.2d 930 (8<sup>th</sup> Cir.), *cert. denied*, 493 U.S. 892 (1989)  
*School Board of Nassau County, Fla. v. Arline*, 480 U.S. 273 (1987)  
16 EHLR 712, OCR Staff Memo, April 5, 1990

**Cross References:** MSBA/MASA Model Policy 402 (Disability Nondiscrimination)  
MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

**PACT Charter School**

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## **421 GIFTS TO EMPLOYEES AND SCHOOL BOARD MEMBERS**

### **I. PURPOSE**

The purpose of this policy is to avoid the appearance of impropriety or the appearance of a conflict of interest with respect to gifts given to school district employees and school board members.

### **II. GENERAL STATEMENT OF POLICY**

- A. The school district recognizes that students, parents, and others may wish to show appreciation to school district employees. The policy of the school district, however, is to discourage gift-giving to employees and to encourage donors instead to write letters and notes of appreciation or to give small tokens of gratitude as memorabilia.
- B. A violation of this policy occurs when any employee solicits, accepts, or receives, either by direct or indirect means, a gift from a student, parent, or other individual or organization of greater than nominal value.
- C. A violation of this policy occurs when any employee solicits, accepts, or receives a gift from a person or entity doing business with or seeking to do business with the school district. Employees may accept items of insignificant value of a promotional or public relations nature or a plaque with a resale value of \$5 or less with an inscription recognizing an individual for an accomplishment. The superintendent has discretion to determine what value is "insignificant."
- D. Teachers may accept from publishers free samples of textbooks and related teaching materials.
- E. This policy applies only to gifts given to employees where the donor's relationship with the employee arises out of the employee's employment with the school district. It does not apply  
  
to gifts given to employees by personal friends, family members, other employees, or others unconnected to the employee's employment with the school district.
- F. An elected or appointed member of a school board, a school superintendent, a school principal, or a district school officer, including the school business official, may not accept a gift from an interested person.

### **III. DEFINITIONS**

- A. "Gift" means money, real or personal property, a service, a loan, a forbearance or forgiveness of indebtedness, or a promise of future employment that is given without something of equal or greater value being received in return.
- B. "Interested person" means a person or a representative of a person or association that has a direct financial interest in a decision that a school board member, a superintendent, a school principal, or a district school officer is authorized to make.
- C. "Financial interest" means any ownership or control in an asset which has the potential to produce a monetary return.

### **IV. PROCEDURES**

Any employee considering the acceptance of a gift shall confer with the administration for guidance related to the interpretation and application of this policy.

## **V. VIOLATIONS**

Employees who violate the provisions of this policy may be subject to discipline, which may include reprimand, suspension, and/or termination or discharge.

**Legal References:** Minn. Stat. § 10A.07 (Conflicts of Interest)  
Minn. Stat. § 10A.071 (Prohibition of Gifts)  
Minn. Stat. § 15.43 (Acceptance of Advantage by State Employee; Penalty)  
Minn. Stat. § 471.895 (Certain Gifts by Interested Persons Prohibited)

**Cross References:** MSBA/MASA Model Policy 209 (Code of Ethics)  
MSBA/MASA Model Policy 210 (Conflict of Interest – School Board Members)  
MSBA/MASA Model Policy 306 (Administrator Code of Ethics)

### **PACT Charter School**

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## **421 - Payroll Guidelines Policy**

### **POLICY STATEMENT**

One of the goals of the Human Resource Department of PACT Charter School is to pay every employee accurately and on time.

### **POLICY**

The representatives in the Human Resource Office have the responsibility for preparing the payroll for all employees. A Human Resource representative distributes all payroll-related information. All compensation is processed on a semi-monthly basis.

The Human Resource representatives are responsible for the maintenance and verification of gross earnings. The Office is responsible for maintaining W-4 and Earned Income Credit records for withholding purposes. The Office maintains records of other payroll deductions including retirement contributions, insurance, and any other deductions. The Human Resource Office assists in the preparation and issuance of all federal and state income tax withholding statements (W-2 forms).

Functions of the Human Resource Office include preparation and distribution of payroll, setting up direct deposit services, administration of the time and attendance management system, paid time off, holiday and leave balances, processing the paperwork for external vendor payments and processing mandated and voluntary deductions, pre-tax deductions, and employer contribution deductions.

The Human Resource Office will process all payroll tax information and file the returns in a timely manner. They will also prepare federal, state and other wage reports in a timely manner. (Quarterly)

The Human Resource Office will prepare, mail and investigate returned W-2 information.

### **PRACTICE**

The Human Resource Office provides information relating to payrolls or individual employees' earnings only to authorized individuals. The Human Resource Office furnishes state and federal agencies with statistical information upon request. Other information includes earnings statements for individuals seeking wage verification and sick leave and paid time off records. All Human Resource documents and reports are confidential in nature and must be contained in a secured area.

### **PAY PERIOD – PAYDAY**

Payday is scheduled semi-monthly per the pay schedule for a total of 24 pay periods in the fiscal year. If the pay date falls on a weekend or banking holiday, payday will be the prior business day.

Payroll checks and direct deposits of pay will not be released until the scheduled payday for each pay period. Employees are encouraged to use the online Employee Self Serve (ESS) option.

All electronic timesheets not properly completed and approved by the due date may not be processed until the next payroll.

## **LICENSED STAFF PAYROLL OPTIONS**

Licensed staff members being paid on the 24 pay period schedule are eligible to elect a lump sum payment of the final five (5) payroll periods of the fiscal year. Licensed staff members must opt-in to receive this payment **no later** than the All-Staff Orientation in August so the payroll system can be set up properly.

## **TIMESHEETS - TIME REPORTING (HOURLY EMPLOYEE)**

Overtime will be paid to any hourly employee working greater than 40 hours in one week. The normal work week will be from Monday to Sunday for the purposes of calculating overtime. The calculation for overtime is based on working time; therefore a holiday is not included in the total. Holidays paid time off and any other authorized leave may be paid on the basis of the employee's normal workday, the proportion of full-time equivalency and approved scheduled work hours.

## **EMPLOYEES RESPONSIBILITY (HOURLY EMPLOYEE)**

1. Employees are required to clock in/out on a daily basis.
2. At the end of the pay period, the electronic timesheet should be submitted and verified by their supervisor for approval.

## **SUPERVISOR'S RESPONSIBILITY (HOURLY EMPLOYEE)**

1. The supervisor will review the electronic timesheet for accuracy, approve the timesheet and submit it to Human Resources for processing.
2. The normal work week will be from Monday to Sunday for the purposes of calculating overtime. Overtime is based on working time, therefore holidays or other non-work time such as PTO is not included in the total.
3. The supervisor, under the guidance of the Administration, must authorize all overtime work for nonexempt employees in advance.
4. Significant changes between scheduled hours and hours worked as indicated on the electronic timesheet, should be approved by the supervisor. Timesheets through Time and Attendance will be available on the PACT Charter School website: <https://pact.charter.k12.mn.us/>.
5. The supervisor determines the scheduled workdays.

## **UNEMPLOYMENT COMPENSATION PROCEDURES**

PACT Charter School has ten days to reply to the Unemployment Compensation Office. It is PACT Charter School's policy to challenge all unwarranted benefit claims. Upon receipt of a Claims Application Form, The Human Resource Office will complete the information requested.

## **OVERTIME**

Eligible non-exempt employees are paid overtime at the rate of time and one-half, whenever they work in excess of 40 hours in a pay period week (Monday through Sunday).

### **COMPENSATING TIME OFF**

PACT Charter School requires that all leave time (PTO, FMLA or any other leave authorized) be taken in one half or full-day increments. All leave time requires an Absence Management (formerly known as AESOP) absence request. The employee will complete the Absence Management (formerly known as AESOP) absence request for all prearranged absences and a Human Resource representative will complete the Absence Management (formerly known as AESOP) request for short notice absences (i.e. same day or emergency.)

Jury Duty: When serving on a jury, please note the dates you served on the front of the electronic timesheet. The employee must also provide Human Resources with a signed letter or statement indicating the dates they are called for Jury duty.

### **AUTHORIZATION**

No person's names may be placed on payroll without proper documentation on file with Human Resources, refer to the New Hire Checklist.

### **ELECTRONIC DIRECT DEPOSIT OF PAY**

Electronic direct deposit is available for all employees. To begin the process, an employee must complete a Direct Deposit Authorization Form, with a voided check or voided savings deposit form attached. The information provided to Human Resources should have the routing and account number listed. An employee Direct Deposit Authorization Form is available from a Human Resources representative. Initial direct deposits and changes to direct deposits may take up to two pay periods to pre-note, per validation of account number with the bank.

### **DEDUCTIONS**

#### ***Insurance, Medical, and Dependent Care Deductions***

Currently, deductions are authorized for group medical and dental insurance, employer-sponsored dependent care and medical care. Group dental, medical and life insurance may be partially or fully sponsored by PACT Charter School. Direct deposit notices and paycheck summaries will reflect the employee and employer-sponsored premiums. All deductions are taken out pretax.

#### ***Tax-Deferred Retirement, PERA and TRA***

All employees are eligible for participation in the 403(B) Retirement/Investment Plan. Brochures describing the 403B Plan are available in the Human Resource Office. The 403B plan deductions are withdrawn pretax on a per pay period basis. To initiate 403B deductions, an employee must complete a 403B Model Salary Deferral Agreement. The employee must elect to participate in the 403B retirement plan and on the Model Salary Deferral Agreement must elect a defined percentage of their gross income or flat dollar amount to be deducted. The employee must also complete a 403B Retirement Plan Application. Payments to the 403B Retirement Plan will be processed each payroll by the Human Resources Office.

Salary retirement deductions are calculated on the gross dollars less the retirement amount. Also, the gross dollars earned on the employee's W-2 form are the gross dollars earned less the retirement amount or the taxable gross.

The retirement contribution is not taxable income for the purpose of calculating withholding taxes or W-2 wages.

Public Employees Retirement Association, (PERA) or Teacher's Retirement Association, (TRA) contributions are reflected on the employee's paycheck. The employee will contribute a defined percentage of their gross wages to PERA or TRA through payroll deductions. PACT Charter School will contribute the employer portion of the contributions. The legislation will determine the percentages that the employee and employer must contribute. The Human Resource Office will generate the Salary Deduction Report for PERA and TRA, reporting the employee and employer contributions. The Salary Reduction Report will be filed electronically with PERA and TRA.

Public Employees Retirement Association, (PERA) and Teacher Retirement Association (TRA) payments will be processed using electronic filing and electronic funds transfer. PERA and TRA reporting and payments are processed for each payroll. PERA and TRA reporting must be completed in the required timeline or the employer may be subject to penalties and late fees.

### ***Tax-Deferred Retirement, 403B Contributions***

All employees are eligible for participation in the 403(B) Retirement/Investment Plan. Brochures describing the 403B Plan are available in the Human Resource Office. The 403B plan deductions are withdrawn pretax. To initiate 403B deductions, an employee must complete a 403B Model Salary Deferral Agreement. The employee must elect to participate in the 403B retirement plan and on the Model Salary Deferral Agreement must elect a defined percentage of their gross income or flat dollar amount to be withdrawn. The employee must also complete a 403B Retirement Plan Application. Payments will be made using the account payable process (check request) or using our current accounting software voucher system. Payments to the 403B Retirement Plan will be processed each payroll.

### ***Social Security (Medicare)***

The federal government establishes guidelines for certain deductions. PACT Charter School must withhold Social Security and Medicare taxes. These are known as FICA (Federal Insurance Contributions Act) taxes. The FICA tax actually consists of two taxes: Social Security, also known as Old Age Survivor's Disability Insurance (OASDI) tax and Medicare tax. The federal government will determine the percentage that the employee and employer need to contribute. The tax is calculated by multiplying an employee's gross wages for a pay period by the tax rates. PACT Charter School is required to pay a matching amount of FICA (Medicare and OASDI/Social Security) taxes on each employee.

The employer deducts Social Security taxes/OASDI (Old Age Survivors Disability Insurance), from the employee's paycheck, matches that contribution, and sends wage reports and taxes to the Internal Revenue Service (IRS) and Social Security. All reports are filed electronically each payroll and the payments are processed through electronic funds transfer. Reporting must be completed within 3 business days after the payroll pay date or the employer may be subject to penalties and late fees.

### ***Federal Withholding Taxes***

Federal income tax will be withheld on a graduated basis to a greater or lesser degree, dependent on the marital status and number of exemptions claimed by the individual on their W-4 form filed in the Human Resource Office. Special withholding based on a percentage of taxable wages or an additional set dollar amount, rather than by exemptions, is available. Special withholding can only be used if the

resultant tax exceeds the normal tax, which would be withheld for the employee. Employees claiming 10 or greater exemptions will be reported to the Internal Revenue Service.

The employer deducts federal taxes from the employee's paycheck and sends the wage reports and taxes to the Internal Revenue Service (IRS). All reports are filed electronically each payroll and the payments are processed through electronic funds transfer.

Tax tables will be updated periodically based on the Internal Revenue Service requirements. Reporting must be completed within 3 business days after the payroll pay date or the employer may be subject to penalties and late fees.

### **DECEASED EMPLOYEE EARNINGS**

Any earnings due to an employee at the time of death will be paid to the employee's estate. A certified death certificate and or letter of administration or testamentary, (decedent's personal representative/s), must be presented at the Human Resource Office to secure this payment.

### **EARNINGS RECORD**

Human Resource Office maintains a record of contributions, deductions, and earnings for all employees. This information is available to any employee desiring their earnings record. Employees may secure this data by using the Employee Self Serve option available on the PACT Charter School website under the staff resources, via mail or in person, but not by telephone. Employees have the option of using Employee Self Serve to see their past earnings statements.

### **DIRECT DEPOSIT REJECTIONS**

If the Direct Deposit has been rejected or has failed to be deposited, the Human Resource Office will be notified of the rejection by the financial institution. The employee should complete a blank Direct Deposit Replacement Form. Direct deposit rejections are usually a result of an employee not reporting bank changes to the Human Resource department. It may take ten business days or greater to replace a lost, stolen, destroyed check or failed direct deposit.

### **EMPLOYEE STATUS**

All former employees who were processed through payroll in the past, and return to PACT Charter School for any form of paid duty, will be processed through payroll. This may include occasional duties such as scorebook keeper, officiating, etc. It is the employee's responsibility to inform Human Resources if they have any changes in deductions, direct deposit, etc. If Human Resources is not notified of any changes, the payment information will be processed through payroll with all deductions, direct deposit, etc., remains the same as it was prior to the employee's term of their past position.

### **ADVANCES**

PACT Charter School will not grant payroll advances for persons currently on payroll.

### **PAYROLL CHANGES**

Payroll changes will be completed and updated per PACT Charter School guidelines.

### **PAYROLL APPROVAL**

The Superintendent of Schools will approve all payroll deductions by reviewing the Payroll Register for each payroll. The Payroll Register will be signed and dated by the Superintendent of Schools verifying that he/she has reviewed the information and provides approval.

## **W-2 INFORMATION**

### ***Description***

A W-2 Wage and Tax statement is provided by PACT Charter School to each employee who received a salary, wages, and other payments through the payroll system during the prior calendar year. This includes paychecks dated January 1 - December 31st.

- Regular employees will receive their W-2's electronically through the Employee Self Serve (ESS) option unless otherwise specified. Employees will be notified when W-2s are available and are able to print them at any point after that time.
- Temporary, on-call/as needed and seasonal employees who are active in the payroll system at the end of the year will have their W-2's mailed to them prior to January 31st.
- For those who are inactive, terminated or separated from PACT Charter School during the past year, the W-2 will be mailed prior to January 31st.
- For those who are inactive, termed or separated from PACT Charter School, that had previously elected the electronic W-2, the option will be deactivated and their W-2 will be mailed prior to January 31st.

PACT Charter School will send out reminders to all active employees to confirm that all the information listed on their paycheck is accurate and up to date. It is the employee's responsibility to check their paycheck to confirm whether the address is correct. If not correct, the employee should visit the Human Resource Office to complete an updated address/emergency contact form.

### ***Updating Contact Information***

Employees can verify their personal contact information by logging in to the PACT Charter School website and visiting Employee Self Service.

- Address changes must be made by the last payroll in December in order for the change to be reflected on the W-2.
- The Human Resource representative will update the HRSmart system with any changes provided by the employee, making every effort to ensure employee information is up to date, on the Employee Paycheck Data screen on the HRSmart System.
- Human Resources will confirm the local address with all separating employees through the exit interview process.
- Human Resources will make every effort to be familiar with the W-2, so they can help employees who have questions.
- Regulations
- By law, employers are required to distribute W-2's by January 31st.

### ***Contact Person***

If you are an employee, contact a Human Resource representative.

### ***Lost or Missing W-2***

1. All requests for Replacement W-2s must be submitted in writing using the W-2 Replacement Form.
2. Every effort will be made to handle W-2 Replacement requests in a timely fashion.
3. Mail, fax or deliver the W-2 Replacement Request Form to the Human Resource Office. The forms will be available in the Human Resource Office at PACT Charter School, 7250 East Ramsey Parkway, Ramsey, MN 55303.

4. A replacement W-2 form will be printed or copied and mailed first class to the address of your choice or held at the PACT Charter School Human Resource Office, 7250 East Ramsey Parkway, Ramsey, MN to be picked up.
5. W-2's can **only** be picked up by the individual named on the W-2, with picture ID.

**Please Note:** Due to confidentiality issues, Human Resources cannot accept phone requests for or fax W-2's to employees.

#### **PACT Charter School**

**Original Creation Date:** March 24, 2009

**Last Approved By:** PACT Charter School Board of Directors

**Last Approved Date:** May 7, 2020

**Year Reviewed:** 2019-2020

## 422 POLICIES INCORPORATED BY REFERENCE

### PURPOSE

Certain policies as contained in this policy reference manual are applicable to employees as well as to students. To avoid undue duplication, the school district provides notice by this section of the application and incorporation by reference of the following policies that also apply to employees:

Model Policy 505	Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees
Model Policy 507	Corporal Punishment
Model Policy 510	Student Activities
Model Policy 511	Student Fundraising
Model Policy 517	Student Recruiting
Model Policy 518	DNR-DNI Orders
Model Policy 519	Interviews of Students by Outside Agencies
Model Policy 522	Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process
Model Policy 524	Internet Acceptable Use and Safety Policy
Model Policy 525	Violence Prevention
Model Policy 535	Service Animals in Schools

Employees are charged with notice that the above cited policies are also applicable to employees; however, employees are also on notice that the provisions of the various policies speak for themselves and may be applicable although not specifically listed above.

**Legal References:** None

**Cross References:** None

### PACT Charter School

**Creation Date:** August 7, 2025

**Last Approved By:** PACT Charter School Board of Directors

**Last Approved Date:**

**Year Reviewed:** 2025-2026

## 423 EMPLOYEE-STUDENT RELATIONSHIPS

### I. PURPOSE

The school district is committed to an educational environment in which all students are treated with respect and dignity. Every school district employee is to provide students with appropriate guidance, understanding, and direction while maintaining a standard of professionalism and acting within accepted standards of conduct.

### II. GENERAL STATEMENT OF POLICY

- A. This policy applies to all school district employees at all times, whether on or off duty and on or off of school district locations.
- B. At all times, students will be treated by teachers and other school district employees with respect, courtesy, and consideration and in a professional manner. Each school district employee is expected to exercise good judgment and professionalism in all interpersonal relationships with students. Such relationships must be and remain on a teacher-student basis or an employee-student basis.
- C. Teachers must be mindful of their inherent positions of authority and influence over students. Similarly, other school district employees also may hold positions of authority over students of the school district and must be mindful of their authority and influence over students.
- D. Sexual relationships between school district employees and students, without regard to the age of the student, are strictly forbidden and may subject the employee to criminal liability.
- E. Other actions that violate this policy include, but are not limited to, the following:
  - 1. Dating students.
  - 2. Having any interaction/activity of a sexual nature with a student.
  - 3. Committing or attempting to induce students or others to commit an illegal act or act of immoral conduct which may be harmful to others or bring discredit to the school district.
  - 4. Supplying alcohol or any illegal substance to a student, allowing a student access to such substances, or failing to take reasonable steps to prevent such access from occurring.
- F. School district employees shall, whenever possible, employ safeguards against improper relationships with students and/or claims of such improper relationships.  
  
***[Note: Such safeguards may include the following: avoiding altogether or minimizing physical contact, keeping doors open when talking or meeting with students one-on-one, and/or making sure that such meetings with a student take place in rooms with windows and/or others nearby.]***
- G. Excessive informal and social involvement with individual students is unprofessional, is not compatible with employee-student relationships, and is inappropriate.
- H. School district employees will adhere to applicable standards of ethics and professional conduct in Minnesota law.

### III. REPORTING AND INVESTIGATION

- A. Complaints and/or concerns regarding alleged violations of this policy shall be handled in accordance with Policy 103 (Complaints – Students, Employees, Parents, Other Persons) unless other specific complaint procedures are provided within any other policy of the school district.
- B. All employees shall cooperate with any investigation of alleged acts, conduct, or communications in violation of this policy.

**IV. SCHOOL DISTRICT ACTION**

Upon receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. It also may include reporting to appropriate state or federal authorities, including the Minnesota Professional Educator Licensing and Standards Board or the appropriate licensing authority and appropriate agencies responsible for investigating reports of maltreatment of minors and/or vulnerable adults. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and school district policies.

**V. SCOPE OF LIABILITY**

Employees are placed on notice that if an employee acts outside the performance of the duties of the position for which the employee is employed or is guilty of malfeasance, willful neglect of duty, or bad faith, the school district is not required to defend and indemnify the employee for damages in school-related litigation.

**Legal References:** Minn. Stat. § 13.43, Subd. 16 (Personnel Data)  
 Minn. Stat. § 122A.20, Subd. 2 (Suspension or Revocation of Licenses)  
 Minn. Stat. § 122A.40, Subds. 5(b) and 13(b) (Employment; Contracts; Termination)  
 Minn. Stat. §§ 609.341-609.352 (Definitions)  
 Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)  
 Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)  
 Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)  
 Minn. Rules Part 8710.2100 (Code of Ethics for Minnesota Teachers)

**Cross References:** MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons)  
 MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)  
 MSBA/MASA Model Policy 306 (Administrator Code of Ethics)  
 MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
 MSBA/MASA Model Policy 413 (Harassment and Violence)  
 MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
 MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)  
 MSBA/MASA Model Policy 421 (Gifts to Employees and School Board Members)  
 MSBA/MASA Model Policy 507 (Corporal Punishment)

**PACT Charter School**

**Creation Date:** August 7, 2025  
**Last Approved By:** PACT Charter School Board of Directors  
**Last Approved Date:**  
**Year Reviewed:** 2025-2026

## **424 - Health Insurance Policy**

### **PURPOSE**

The purpose of this policy is to comply with terms of the Minnesota Health Insurance Transparency and Accountability Act applicable to charter schools.

### **POLICY STATEMENT**

PACT Charter School will follow the guidelines set forth in this policy when procuring group health insurance coverage for its employees.

### **REQUESTS FOR PROPOSALS**

PACT Charter School will request sealed proposals for group health insurance coverage from a minimum of three sources at least every two years. Requests for proposals shall occur at a reasonable time before the date specified by the administration for opening the sealed proposals.

### **SEALED BIDS**

- A. The administration will open all sealed proposals at the same time on the date specified by administration. This date shall be a reasonable time prior to the plan's renewal date.
- B. The administration will make a recommendation to the school board on which bid appears to be in the best of interest of the school.
- C. The administration will notify employees covered by the group health insurance before the effective date of the changes in group health contract.
- D. Upon the opening of the proposals, the content of the proposals becomes public data under Minn. Stat. Chapter 13

### ***Legal References:***

Minn. Stat. §124E.12 (Charter School Law)

### **PACT Charter School**

**Original Creation Date:** March 23, 2015

**Last Approved By:** PACT Charter School Board of Directors

**Last Approved Date:** July 11, 2024

**Year Reviewed:** 2024-2025

## **424 LICENSE STATUS**

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

### **I. PURPOSE**

The purpose of this policy is to ensure that qualified teachers are employed by the school district and to fulfill its duty to ascertain the licensure status of its teachers. A school board that employs a teacher who does not hold a valid teaching license or permit places itself at risk for a reduction in state aid. This policy does not negate a teacher's duty and responsibility to maintain a current and valid teaching license.

### **II. GENERAL STATEMENT OF POLICY**

- A. A qualified teacher is one holding a valid license to perform the particular service for which the teacher is employed by the school district.
- B. No person shall be a qualified teacher until the school district verifies, through the Minnesota education licensing system available on the Minnesota Professional Educator Licensing and Standards Board website, that the person is a qualified teacher consistent with state law.
- C. The school district has a duty to ascertain the licensure status of its teachers and ensure that the school district's teacher license files are up to date. The school district shall establish a procedure for annually reviewing its teacher license files to verify that every teacher's license is current and appropriate to the particular service for which the teacher is employed by the school district.
- D. The school district must annually report to the Professional Educator Licensing and Standards Board: (1) all new teacher hires and terminations, including layoffs, by race and ethnicity; and (2) the reasons for all teacher resignations and requested leaves of absence. The report must not include data that would personally identify individuals.

### **III. PROCEDURE**

- A. The superintendent or the superintendent's designee shall establish a schedule for the annual review of teacher licenses.
- B. Where it is discovered that a teacher's license will expire within one year from the date of the annual review, the superintendent or the superintendent's designee will advise the teacher in writing of the approaching expiration and that the teacher must complete the renewal process and file the license with the superintendent prior to the expiration of the current license. However, failure to provide this notice does not relieve a teacher from his/her duty and responsibility of ensuring that his/her teaching license is valid, current and appropriate to his/her teaching assignment.
- C. If it is discovered that a teacher's license has expired, the superintendent will immediately investigate the circumstances surrounding the lack of license and will take appropriate action. The teacher shall be advised that the teacher's failure to have the license reinstated will constitute gross insubordination, inefficiency and willful neglect of duty which are grounds for immediate discharge from employment.
- D. The duty and responsibility of maintaining a current and valid teaching license appropriate to the teaching assignment as required by this policy shall remain with the teacher, notwithstanding the superintendent's failure to discover a lapsed license or license that does not support the teaching assignment. A teacher's failure to comply with this policy may be grounds for the teacher's immediate discharge from employment.

**Legal References:** Minn. Stat. § 122A.16 (Qualified Teacher Defined)  
Minn. Stat. § 122A.22 (District Verification of Teacher Licenses)  
Minn. Stat. § 122A.40 (Employment; Contracts; Termination – Immediate Discharge)  
Minn. Stat. § 127A.42 (Reduction of Aid for Violation of Law)  
*Vettleson v. Special Sch. Dist. No. 1*, 361 N.W.2d 425 (Minn. App. 1985)  
*Lucio v. School Bd. of Independent Sch. Dist. No. 625*, 574 N.W.2d 737 (Minn. App. 1998)  
*In the Matter of the Proposed Discharge of John R. Statz* (Christine D. VerPloeg), June 8, 1992, *affirmed*, 1993 WL 129639 (Minn. App. 1993)

**Cross References:** None

### **PACT Charter School**

**Creation Date:** August 7, 2025

**Last Approved By:** PACT Charter School Board of Directors

**Last Approved Date:**

**Year Reviewed:** 2025-2026

## **425 STAFF DEVELOPMENT AND MENTORING**

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

### **I. PURPOSE**

The purpose of this policy is to establish a staff development program and structure to carry out planning and reporting on staff development that supports improved student learning.

### **II. ADVISORY STAFF PROFESSIONAL DEVELOPMENT TEAMS**

- A. The administration will establish an Advisory Staff Development Committee (Building Instructional Leadership Team - BILT) to develop a Staff Development Plan, assist Site Professional Development Teams in developing a site plan consistent with the goals of the Staff Development Plan, and evaluate staff development efforts at the site level.
  - 1. The majority of the membership of the Advisory Staff Development Committee shall consist of teachers representing various grade levels, subject areas, and special education.
  - 2. Members of the Advisory Staff Development Committee shall be appointed by the school administration. The school administration shall appoint replacement members of the Advisory Staff Development Committee as soon as possible following the resignation, death, serious illness, or removal of a member from the Committee.

### **III. DUTIES OF THE ADVISORY STAFF DEVELOPMENT COMMITTEE**

- A. The Advisory Staff Development Committee will develop a Staff Development Plan annually
- B. The Staff Development Plan must contain the following elements:
  - 1. Staff development outcomes that are consistent with the education outcomes as may be determined periodically by the school board;
  - 2. The means to achieve the Staff Development outcomes;
  - 3. The procedures for evaluating progress at each school site toward meeting educational outcomes consistent with relicensure requirements under Minnesota Statutes, section 122A.187;
  - 4. Ongoing staff development activities that contribute toward continuous improvement in achievement of the following goals:
    - a. Improve student achievement of state and local education standards in all areas of the curriculum, including areas of regular academic and applied and experiential learning, by using research-based best practices methods;
    - b. Effectively meet the needs of a diverse student population, including at-risk children, children with disabilities, English learners, and gifted children, within the regular classroom, applied and experiential learning settings, and other settings;
    - c. Improve staff collaboration and develop mentoring and peer coaching programs for teachers new to the school or district;
    - d. Effectively teach and model violence prevention policy and curriculum that address early intervention alternatives, issues of harassment, and

- teach nonviolent alternatives for conflict resolution;
  - e. Effectively deliver digital and blended learning and curriculum and engage students with technology; and
  - f. Provide teachers and other members of site-based management teams with appropriate management and financial management skills.
5. The Staff Development Plan also must:
- a. Support stable and productive professional communities achieved through ongoing and schoolwide progress and growth in teaching practice;
  - b. Emphasize coaching, professional learning communities, classroom action research, and other job-embedded models;
  - c. Maintain a strong subject matter focus premised on students' learning goals consistent with Minnesota Statutes, section 120B.125;
  - d. Ensure specialized preparation and learning about issues related to teaching English learners and students with special needs by focusing on long-term systemic efforts to improve educational services and opportunities and raise student achievement; and
  - e. Reinforce national and state standards of effective teaching practice.
6. Staff development activities must:
- a. Focus on the school classroom and research-based strategies that improve student learning;
  - b. Provide opportunities for teachers to practice and improve their instructional skills over time;
  - c. Provide opportunities for teachers to use student data as part of their daily work to increase student achievement;
  - d. Enhance teacher content knowledge and instructional skills, including to accommodate the delivery of digital and blended learning and curriculum and engage students with technology;
  - e. Align with state and local academic standards;
  - f. Provide opportunities to build professional relationships, foster collaboration among principals and staff who provide instruction, and provide opportunities for teacher-to-teacher mentoring;
  - g. Provide teachers of English learners, including English as a second language, and content teachers with differentiated instructional strategies critical for ensuring students long-term academic success, the means to effectively use assessment data on the academic literacy, oral academic language, and English language development of English learners, and skills to support native and English language development across the curriculum; and
  - h. Provide opportunities for staff to learn about current workforce trends, the connections between workforce trends and postsecondary education, and training options, including career and technical education options.

7. Staff development activities may include curriculum development and curriculum training programs and activities that provide teachers and other members of site-based teams training to enhance team performance.
  8. The school district may implement other staff development activities required by law and activities associated with professional teacher compensation models.
- C. The Advisory Staff Development Committee will assist Site Professional Development Teams in developing a site plan consistent with the goals and outcomes of the Staff Development Plan.
  - D. The Executive Director of Teaching and Learning will evaluate staff development efforts at the site level and will report to the school board on an annual basis the extent to which staff at the site have met the outcomes of the Staff Development Plan.
  - E. In addition to developing a Staff Development Plan, the Staff Development Advisory Committee also must develop teacher mentoring programs for teachers new to the profession or school district. Teacher mentoring programs must be included in or aligned with the school district's teacher evaluation under Minnesota Statutes, sections 122A.40, subdivision 8 or 122A.41, subdivision 5.
  - F. The Advisory Staff Development Committee shall assist the school district in preparing any reports required by the Minnesota Department of Education (MDE) relating to staff development or teacher mentoring including, but not limited to, the reports referenced in Section VII. below.

#### **IV. DUTIES OF THE SITE PROFESSIONAL DEVELOPMENT TEAM**

- A. Each Site Professional Development Team (BILT) shall develop a site plan, consistent with the goals of the Staff Development Plan. The school board will receive updates on professional development from the Executive Director of Teaching and Learning.

#### **V. STAFF DEVELOPMENT FUNDING**

- A. Unless the school district is in statutory operating debt or out of bond compliance or a majority of the school board and a majority of its licensed teachers annually vote to waive the requirement to reserve basic revenue for staff development, the school district will reserve an amount equal to at least two percent of its basic revenue for: (1) teacher development and evaluation under Minnesota Statutes, section 122A.40, subdivision 8 or 122A.41, subdivision 5; (2) principal development and evaluation under section 123B.147, subdivision. 3; (3) professional development under section 122A.60; (4) in-service education for programs under section 120B.22, subdivision 2; and (5) teacher mentorship under section 122A.70, subdivision 1. To the extent extra funds remain, staff development revenue may be used for development plans, including plans for challenging instructional activities and experiences under section 122A.60, and for curriculum development and programs, other in-service education, teacher's workshops, teacher conferences, the cost of substitute teachers for staff development purposes, preservice and in-service education for special education professionals and paraprofessionals, and other related costs for staff development efforts. The school district also may use the revenue reserved for staff development for grants to the school district's teachers to pay for coursework and training leading to certification as either a college in the schools teacher or a concurrent enrollment teacher. To receive a grant, the teacher must be enrolled in a program that includes coursework and training focused on teaching a core subject.
- B. The school district may, in its discretion, expend an additional amount of unreserved revenue for staff development based on its needs.

- C. Release time provided for teachers to supervise students on field trips and school activities, or independent tasks not associated with enhancing the teacher's knowledge and instructional skills, such as preparing report cards, calculating grades, or organizing classroom materials, may not be counted as staff development time that is financed with staff development reserved revenue under Minnesota Statutes, section 122A.61.

#### **VI. PROCEDURE FOR USE OF STAFF DEVELOPMENT FUNDS**

- A. On an annual basis, the Executive Director of Teaching and Learning and the Chief Finance Officer, shall prepare a projected budget setting forth proposals for allocating staff development and mentoring funds reserved for each school site. Such budgets shall include, but not be limited to, projections as to the cost of building site training programs, costs of individual staff seminars, and cost of substitutes.
- B. Upon approval of the budget by the school board, the Executive Director of Teaching and Learning shall be responsible for monitoring the use of such funds in accordance with the Staff Development Plan and budget. The requested use of staff development funds must meet or make progress toward the goals and objectives of the Staff Development Plan. All costs/expenditures will be reviewed by the school board and/or superintendent for consistency with the Staff Development Plan on a regular basis.
- C. Individual requests from staff for leave to attend staff development activities shall be submitted and reviewed for approval by administration. Staff development funds should be used in alignment of district-wide priorities. Failure to timely submit such requests may be cause for denial of the request.
- D. The school district may use staff development revenue, special grant programs established by the legislature, or another funding source to pay a stipend to a mentor who is not on an improvement plan. Other initiatives using such funds. or funds available under Minnesota Statutes, sections 124D.861 and 124D.862, may include:

#### **VII. PARAPROFESSIONALS, TITLE I AIDES, AND OTHER INSTRUCTIONAL SUPPORT STAFF**

- A. The school district must provide a minimum of eight hours of paid orientation or professional development annually to all paraprofessionals, Title I aides, and other instructional support staff. Six of the eight hours must be completed before the first instructional day of the school year or within 30 days of hire.
- B. The orientation or professional development must be relevant to the employee's occupation and may include collaboration time with classroom teachers and planning for the school year.
- C. For paraprofessionals who provide direct support to students, at least 50 percent of the professional development or orientation must be dedicated to meeting the requirements of this section. Professional development for paraprofessionals may also address the requirements of Minnesota Statutes, section 120B.363, subdivision 3.
- D. A school administrator must provide an annual certification of compliance with this requirement to the MDE Commissioner.

#### **VIII. REPORTING**

- A. The Executive Director of Teaching and Learning shall prepare a report of the previous fiscal year's staff development activities as part of the school district's comprehensive achievement and civic readiness report.
  - 1. The report must include assessment and evaluation data indicating progress toward district and site staff development goals based on teaching and learning outcomes, including the percentage of teachers and other staff

involved in instruction who participate in effective staff development activities.

2. The report will provide a breakdown of expenditures for:
  - a. Curriculum development and curriculum training programs;
  - b. Staff development training models, workshops, and conferences; and
  - c. The cost of releasing teachers or providing substitute teachers for staff development purposes.

The report also must indicate whether the expenditures were incurred at the district level or the school site level and whether the school site expenditures were made possible by the grants to school sites that demonstrate exemplary use of allocated staff development revenue. These expenditures must be reported using the uniform financial and accounting and reporting standards (UFARS).

3. The report will be signed by the Superintendent and the Executive Director of Teaching and Learning.

- B. To the extent the school district receives a grant for mentorship activities described in Section V.D., by June 30 of each year after receiving a grant, the site staff development committee must submit a report to the Professional Educator Licensing and Standards Board on program efforts that describes mentoring and induction activities and assesses the impact of these programs on teacher effectiveness and retention.

**Legal References:** Minn. Stat. § 120A.41 (Length of School Year; Days of Instruction)  
Minn. Stat. § 120A.415 (Extended School Calendar)  
Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Personal Learning Plans)  
Minn. Stat. § 120B.22, Subd. 2 (Violence Prevention Education)  
Minn. Stat. § 121A.642 (Paraprofessional Training)  
Minn. Stat. § 122A.187 (Expiration and Renewal)  
Minn. Stat. § 122A.40, Subds. 7, 7a and 8 (Employment; Contracts; Termination - Additional Staff Development and Salary)  
Minn. Stat. § 122A.41, Subds. 4, 4a and 5 (Teacher Tenure Act; Cities of the First Class; Definitions - Additional Staff Development and Salary)  
Minn. Stat. § 122A.60 (Staff Development Program)  
Minn. Stat. § 122A.70 (Teacher Mentorship and Retention of Effective Teachers)  
Minn. Stat. § 122A.61 (Reserved Revenue for Staff Development)  
Minn. Stat. § 123B.147, Subd. 3 (Principals)  
Minn. Stat. § 124D.861 (Achievement and Integration for Minnesota)  
Minn. Stat. § 124D.862 (Achievement and Integration Revenue)  
Minn. Stat. § 126C.10, Subds. 2 and 2b (General Education Revenue)  
Minn. Stat. § 126C.13, Subd. 5 (General Education Levy and Aid)

**Cross References:** None.

### **PACT Charter School**

**Creation Date:** August 7, 2025

**Last Approved By:** PACT Charter School Board of Directors

**Last Approved Date:**

**Year Reviewed:** 2025-2026

## 426 NEPOTISM POLICY

**[NOTE: Charter schools are required by Minnesota's charter school law to have a policy addressing this issue.]**

### I. PURPOSE

The purpose of this policy is to establish consistent employment guidelines and to prevent situations in which an individual may have or be perceived to have unfair influence over the career development, work assignments, work direction, performance reviews, or compensation of a family member who is also employed by the charter school.

### II. GENERAL STATEMENT OF POLICY

The charter school may employ family members of current employees. However, to be hired, transferred, or promoted, close family members may *not* be assigned to the following:

- A. Positions where one can influence the employment conditions or career of the other. This includes decisions involving hiring, termination, compensation, performance evaluation, discipline, promotional opportunities, and work assignments; or
- B. Positions where one reports to, directs the work of, or otherwise has direct or indirect supervision of another close family member.

### III. DEFINITIONS

#### A. Close Family Member

A close family member means the employee's parent, spouse, child (including adopted child), sibling, grandmother, grandfather, grandchildren, niece, nephew, aunt, uncle, first cousin, all step relatives including stepchild, stepmother, stepfather, stepsister and stepbrother, in-law relationships including father- and mother-in-law, daughter- and son-in-law, brother- and sister-in-law, ward of the employee or employee's spouse, domestic partner, or person cohabitating in the employee's household regardless of the degree of relationship.

#### B. Direct or Indirect Supervision

Direct or indirect supervision means the authority to make, participate in, or recommend employment- and/or compensation-related decisions involving a close family member, including, but not limited to, decisions concerning hiring, promotion, transfer, discipline, termination, salary, evaluation, grievance resolution, or other similar personnel actions.

### IV. APPLICATION TO BOARD MEMBERS

Board members are not considered to have direct or indirect supervision except in situations when they are called upon to act specifically on matters of employment status or compensation for an applicant or employee. In such cases, board members shall abstain from the action when a close family member is involved.

### V. NEPOTISM

The board must adopt a nepotism policy that prohibits the employment of immediate family members of a board member, a school employee, or a teacher who provides instruction under a contract between the charter school and a cooperative. The board may waive this policy if: (1) the position is publicly posted for 20 business days; and (2) a two-thirds majority of the remaining board of directors who are not immediate family members of an applicant vote to approve the hiring. A board member, school employee, or teacher under contract with a

cooperative must not be involved in an interview, selection process, hiring, supervision, or evaluation of an employee who is an immediate family member.

**[NOTE: The 2024 Minnesota legislature added this provision.]**

## **VI. EXCEPTIONS; SPECIAL CIRCUMSTANCES**

In exceptional circumstances, a direct or indirect supervision relationship may exist between employees who are close family members. Such circumstances may be necessitated by factors such as the unique qualifications or responsibilities of the individuals involved, the lack of other available appropriate supervisory personnel, or whether the position for which the close family member is being considered is temporary in nature. Any exception must be reviewed and approved in writing by the charter school's chief administrator. Any direct or indirect supervision relationship approved by the chief administrator shall be reported to the board of directors. All employment decisions affecting the subordinate employee, including, but not limited to, selection, hiring, discipline, performance review, compensation, or leave, must be assigned to other supervisory personnel or, if no other supervisory personnel exist, to the charter school's board of directors. Exceptions involving the charter school's chief administrator and a close family member of the chief administrator shall be approved in writing by the charter school's board of directors.

## **VII. ADDRESSING EXISTING CONFLICTS AND CHANGES IN RELATIONSHIP BETWEEN EMPLOYEES**

Any charter school employee involved in a direct or indirect supervision relationship with a close family member that existed *prior to* the original approval date of this policy or that arises *after* the adoption of this policy shall promptly notify the charter school's chief administrator of such relationship. The chief administrator shall make suitable arrangements for the transfer of one of the employees, assignment of a different supervisor, or a determination that an exception is necessary under Section V. of this policy. Any direct or indirect supervision relationship approved by the chief administrator under Section V. shall be reported to the board of directors. The chief administrator shall promptly notify the charter school's board of directors of any direct or indirect supervision relationship which arises concerning a close family member of the chief administrator. All such direct or indirect supervision relationships involving the chief administrator shall be resolved by the board of directors in accordance with this policy.

## **VIII. COMPLIANCE WITH EQUAL OPPORTUNITY AND DISCRIMINATION LAWS**

Nothing in this policy shall be construed as discouraging the employment of close family members for positions that do not involve direct or indirect supervision. Nothing in this policy shall be construed to otherwise limit the employment opportunities of any person employed by the charter school.

**Legal References:** Minn. Stat. § 124E.07, Subd. 6 (Board of Directors)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)

**Cross References:** MSBA/MASA Model Policy 210.1 (Conflict of Interest – Charter School Board Members)  
MSBA/MASA Model Policy 401 (Equal Employment Opportunity)

### **PACT Charter School**

**Original Creation Date:** September 24, 2013

**Last Approved By:** PACT Charter School Board of Directors

**Last Approved Date:** July 11, 2024

**Year Reviewed:** 2024-2025

## **426 – Complaints: Students, Employees, Parents, and Other Persons**

### **PURPOSE**

PACT Charter School takes all concerns or complaints seriously by students, employees, parents, or other persons. If a specific complaint procedure is provided within any other policy of the charter school, the specific procedure shall be followed for such a complaint. If a specific complaint procedure is not provided, the purpose of this policy is to provide a procedure that may be used.

### **GENERAL STATEMENT OF POLICY**

1. Students, employees, parents, or other persons, may report concerns or complaints to the charter school. While written reports are encouraged, a complaint may be made orally. When appropriate, people are encouraged to follow the charter school's organizational structure and file a complaint at the Superintendent of Schools level. A complaint regarding the Superintendent of Schools must be filed with the board chair.
2. Any employee receiving a complaint will use professional judgment to determine whether their immediate supervisor or an administrator should be informed of the complaint. Depending upon the nature and seriousness of the complaint, the supervisor or other administrator receiving the complaint shall determine the nature and scope of the investigation or follow-up procedures. If the complaint involves serious allegations, the matter shall promptly be referred to the Superintendent of Schools, who shall determine whether an internal or external investigation should be conducted. In either case, the Superintendent of Schools shall determine the nature and scope of the investigation and designate the person responsible for the investigation or follow-up relating to the complaint. The designated investigator shall ascertain details concerning the complaint and respond in a reasonably prompt manner to the appropriate administrator concerning the status or outcome of the matter.
3. The Board Officers shall review any formal written complaints involving the Superintendent of Schools, who shall determine whether an internal or external investigation should be conducted. The Board Officers shall be responsible for the investigation or follow-up relating to the complaint. The Board Officers shall determine the nature and scope of the investigation. The Board Officers shall ascertain details concerning the claim and respond in a reasonably prompt manner concerning the status or outcome of the matter.
4. The appropriate administrator, the Board Chair, or a designee (which could be the designated investigator), as necessary, shall respond to the complaining party concerning the outcome of the investigation. The response to the complaining party shall be consistent with the rights of others under the applicable provisions of Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) or other laws.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

**Cross References:** 508 - Bullying Policy and 514 - Harassment and Violence Policy.

**PACT Charter School**

**Original Creation Date:** August 1998

**Last Approved By:** PACT Charter School Board of Directors

**Last Approved Date:** July 11, 2024

**Year Reviewed:** 2024-2025

## 427 - Workload Limits for Certain Special Education Teachers

***[Note: Charter schools are required by Minnesota Rules 3525.2340, subpart 4.B., to have a policy for determining the workload limits of special education staff who provide services to students who receive direct special education services 60 percent or less of the instructional day.]***

### I. PURPOSE

The purpose of this policy is for PACT Charter School to establish general parameters for determining the workload limits of special education staff who provide services to children with disabilities receiving direct special education services 60 percent or less of the instructional day.

### II. POLICY STATEMENT

- A. The Director of Special Services, in consultation with the building administrator and Superintendent, shall determine the workload limits for PACT special education teachers.
- B. In determining workload limits for special education staff, PACT Charter School shall consider the following factors: student contact minutes, evaluation and reevaluation time, indirect services, management of IEPs, travel time, and other services required in the IEPs of eligible students.

### III. DEFINITIONS

- A. **Special Education Staff and Teachers:** "Special education staff" and "special education teacher" both mean a teacher employed by the school district who is licensed under the rules of the Minnesota Professional Educator Licensing and Standards Board to instruct children and youth with specific disabling conditions.
- B. **Direct Services:** "Direct services" means special education services provided by a special education teacher when the services are related to instruction, including cooperative teaching.
- C. **Indirect Services:** "Indirect services" means special education services provided by a special education teacher which include ongoing progress reviews; cooperative planning; consultation; demonstration teaching; modification and adaptation of the environment, curriculum, materials, or equipment; and direct contact with children and youth with disabilities to monitor and observe.
- D. **Workload:** "Workload" means a special education teacher's total number of minutes required for all due process responsibilities including direct and indirect services, evaluation and reevaluation time, management of Individual Education Program (IEP) plans, travel time, parental contact, and other services required in the IEPs.

**Legal References:** Minn. Stat. § 179A.07, Subd. 1 (Inherent Managerial Policy)  
Minn. Rule 3525.0210, Subps. 14, 27, 44, and 49 (Definitions)  
Minn. Rule 3525.2340, Subp. 4.B. (Case Loads for School-Age Educational Service Alternatives)

**PACT Charter School**

**Original Creation Date:** May 2021

**Last Approved By:** PACT Charter School Board of Directors

**Last Approved Date:** May 6, 2021

**Year Reviewed:** 2025-2026

## **429 - Whistleblower Policy**

### **I. Purpose**

PACT Charter School is committed to maintaining the highest standards of ethical conduct, transparency, and accountability. This policy is intended to support an environment where stakeholders feel safe in reporting concerns related to violations of law, unethical conduct, or other improper activities. It ensures compliance with applicable state and federal whistleblower protection laws, including but not limited to Minnesota Statutes §181.931–181.935 and relevant federal laws.

### **II. General Statement of Policy**

- A. Under Minnesota law, employees are protected from retaliation for reporting in good faith any activity, policy, or practice that they reasonably believe violates the law, poses a danger to public health or safety, or constitutes fraud or mismanagement of public funds. Similarly, federal laws provide additional protection to employees and stakeholders who report violations involving federal funds, fraud, or safety violations.
- B. It is the policy of PACT Charter School to encourage all stakeholders, including school board members, officers, employees, volunteers, and contractors, to report suspected misconduct internally so that the school may address and correct inappropriate conduct and actions. No stakeholder will suffer adverse employment action, retaliation, harassment, or discrimination as a result of making a good-faith report of misconduct.

### **III. Reporting Concerns**

- A. Any stakeholder who reasonably believes that a policy, practice, or activity of PACT Charter School is in violation of local, state, or federal law or regulation should file a written report with:
  - 1. The Superintendent of Schools, or
  - 2. The Executive Director of Human Resources and Operations, or
  - 3. A Designated School Board Representative
- B. If the concern involves the Superintendent or Board, with the Minnesota Office of the Legislative Auditor (OLA) or another appropriate state or federal agency.
- C. Reports may be submitted anonymously; however, providing identifying information may facilitate a more effective investigation.

### **IV. Scope of Protected Activities**

- A. This policy covers, but is not limited to, reports involving:

1. Fraud, waste, or abuse of funds
2. Violation of federal or state laws or regulations
3. Violations of school policy
4. Discrimination, harassment, or unethical behavior
5. Danger to public health or safety
6. Improper accounting or financial practices

**V. No Retaliation**

- A. In accordance with Minn. Stat. §181.932 and applicable federal laws, PACT Charter School prohibits retaliation against any individual who makes a good-faith disclosure of suspected unlawful or unethical conduct. Retaliation includes, but is not limited to:
  1. Discharge, demotion, suspension
  2. Harassment or intimidation
  3. Denial of benefits
  4. Any other adverse employment action
- B. Any employee who believes they have been subject to retaliation should promptly report the incident to the Superintendent, a School Board Representative, or HR. Violations of this anti-retaliation provision will result in disciplinary action, up to and including termination.

**VI. Investigation and Resolution**

- A. All reports made under this policy will be investigated promptly, thoroughly, and confidentially to the extent possible. The results of the investigation and any corrective actions taken will be communicated to the appropriate parties as needed. Records will be maintained in accordance with data privacy laws and best practices.

**VII. Compliance and Recordkeeping**

- A. The school will comply with all relevant federal and state statutes governing whistleblower protections, including:
  1. Minn. Stat. §181.931–181.935
  2. Sarbanes-Oxley Act (SOX)
  3. Dodd-Frank Wall Street Reform and Consumer Protection Act
  4. Whistleblower Protection Act (for federally funded programs)

**PACT Charter School**

**Original Creation Date:** September 24, 2009

**Last Approved By:** PACT Charter School Board of Directors

**Last Approved Date:** July 11, 2024

**Year Reviewed:** 2024-2025

## **431 - Exit Survey Policy**

### **POLICY STATEMENT**

PACT Charter School will provide all terminating/resigning employees the option of completing an exit survey before they depart from PACT Charter School.

### **PRACTICE:**

The Human Resource Specialist will contact the employee to schedule a time to complete the exit survey, discuss the individual's employment experience at PACT Charter School, or be sent the exit survey.

The purpose of this exit survey is as follows:

1. To allow the exiting employee an opportunity to provide candid, open, and honest feedback to PACT Charter School.
2. To provide PACT Charter School with additional information to continuously improve the quality of work-life at PACT Charter School.
3. To inform the School Board of Directors how successful current operation and administrative processes are at PACT Charter School.
4. To thank employees for their service and dedication to PACT Charter School.

The administration will periodically review a summary of all exit interviews conducted, with a minimum of three exit surveys included in the summary. Information from the exit interview will be analyzed, and a summary will be provided to the Board of Directors annually by the Superintendent of Schools.

### **PACT Charter School**

**Original Creation Date:** January 11, 2013

**Last Approved By:** PACT Charter School Board of Directors

**Last Approved Date:** October 7, 2021

**Year Reviewed:** 2021-2022

## **453 - Social Media Usage for Employees & Stakeholders in Leadership Roles Policy**

### **POLICY STATEMENT**

This policy ensures that PACT Charter School's image is maintained and protected. It is not intended to interfere with the private lives of our employees or stakeholders in leadership roles, or invade their right to freedom of speech.

### **PURPOSE**

PACT Charter School recognizes the importance of using social media as a communication and learning tool. The goal of these guidelines is to assist PACT Charter School employees and stakeholders in leadership roles in navigating the appropriate use of social media in their professional lives.

### **DEFINITIONS**

***Social Media:*** Includes all methods of interaction online in all forms of user-generated and distributed content, including but not limited to, blogs, social networking sites (e.g., Facebook, Twitter, Instagram, SnapChat, TikTok, etc.).

***Professional Use:*** Refers to using social media to advance a segment or function of PACT Charter School as part of your job responsibilities.

***Stakeholders in Leadership Role:*** Refers to non-employees who hold leadership roles, including but not limited to the School Board of Directors, chair/co-chairs of a committee or administrative team, or administrators on social media accounts bearing the PACT name. This document will call individuals in these roles "stakeholders" throughout this policy.

***Personal Use:*** Refers to things you may do to socialize or advance yourself personally, although this may include some professional activities like published articles or blogs.

### **PROFESSIONAL USE OF SOCIAL MEDIA**

PACT Charter School employees and stakeholders who maintain or post on professional social media pages or accounts for the school are required to comply with the following guidelines:

1. Representing PACT Charter School as a whole is reserved for Administration. No unauthorized person or group should seek to speak for the school or secure an account or name that represents the entirety of PACT Charter School.
2. The Director of Communication and Community Engagement must approve social media sites or social groups representing segments of the PACT Charter School identity. Those seeking to create an online account should first contact the Director of Communication and Community Engagement for assistance in naming the account and best practices. The Director of Communication and Community Engagement will track all social media accounts, including usernames and passwords, and be an administrator on the account. Non-official PACT

accounts or groups may not use the PACT name or identity. Social media accounts that do not comply will be asked to close the account or face legal action.

3. PACT social media accounts should be created using a generic PACT email address assigned to them by the Technology Department and should refrain from using individual email or phone numbers to assist with smooth transitions.
4. Postings may not conflict with any of PACT Charter School's existing policies and must be professional, accurate, and unbiased.
5. Employees and stakeholders may not disclose information on any social media network that is confidential or proprietary to PACT Charter School, its students, or data privacy laws.
6. Trademark, copyright, and fair use requirements must be respected. Always cite sources and references, and whenever possible, link back to them.
7. Posts involving the following will not be tolerated and will subject the individual to disciplinary action:
  1. Discriminatory statements or sexual innuendos.
  2. Defamatory statements, offensive photos, negative, biased, and inaccurate comments regarding PACT Charter School, its employees, students, and programs/decisions.
  3. Use of obscene, profane or vulgar language on any social media network or engage in communications or conduct that is harassing, threatening, bullying, libelous, or defamatory, or that discusses or encourages any illegal activity or the inappropriate use of alcohol, use of illicit drugs, sexual behavior, or sexual harassment.
  4. Information or communication that violates state or federal laws.
  5. Images of students posted without parental consent, except for images of students taken in the public arena, such as sporting events or fine arts public performances.
  6. Any non-public images of the school premises and property, including floor plans.

An employee who is responsible for a social media network posting that fails to comply with the rules and guidelines outlined in this policy may be subject to discipline, up to and including termination of position (for employee). A stakeholder in a leadership role who is responsible for a social media network posting that fails to comply with the rules and guidelines outlined in the policy may be subject to discipline by the School Board of Directors Chair and assigned administrative representative, up to and including removal from their position. Employees and stakeholders will be held responsible for the disclosure, whether purposeful or inadvertent, of confidential or private information or information that violates the privacy rights of others. Employees are legally liable for anything they write or present online.

## **SOCIAL MEDIA PERSONAL USE**

PACT Charter School strives to maintain a positive image in the community and has adopted this social media usage policy to ensure our employees and stakeholders are aware of their responsibility to maintain a positive image as a representative of our school. PACT Charter School employees that have personal social media pages (including, but not limited to, forms of online publishing and discussion, including blogs, wikis, file-sharing, user-generated video and audio, virtual worlds and social networks) are expected to comply with the following guidelines set forth within this policy:

1. Use of personal social media should not conflict with any of PACT Charter School's existing policies, including but not limited to those found in the Employee Handbook.
2. As an employee and/or stakeholder of PACT Charter School, online postings always have the potential to impact the school, even those made on a personal level. Online postings should always represent a personal point of view and not necessarily that of PACT Charter School.

When posting a point of view, it should neither claim nor imply speaking on PACT Charter School's behalf.

3. Social fraternization through social media between PACT staff and students is discouraged (e.g., the mutual linking of personal accounts).
4. Employees and/or stakeholders may not disclose information on any social media network that is confidential or proprietary to PACT Charter School, its students or employees, and/or that is protected by data privacy laws.
5. Posts involving the following will not be tolerated and will subject the individual to disciplinary action:
  1. Discriminatory statements or sexual innuendos regarding PACT employees, management, or students.
  2. Defamatory statements, offensive photos, or negative comments regarding PACT Charter School, its employees, or students.
  3. Images of PACT employees on any social media network posted without their consent.
  4. Any information or communication that violates state or federal laws.
  5. Images of students on any social media network posted without written parental consent, except for images of students taken in the public arena, such as at sporting events or fine arts public performances.
  6. Any nonpublic images of the school premises and property, including floor plans.

It is expected that all employees and stakeholders conduct themselves in an appropriate manner and continue to serve as positive representatives of PACT Charter School.

#### **PACT Charter School**

**Original Creation Date:** January 29, 2014

**Last Approved By:** PACT Charter School Board of Directors

**Last Approved Date:** June 2, 2022

**Year Reviewed:** 2021-2022

## **501 SCHOOL WEAPONS POLICY**

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

### **I. PURPOSE**

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

### **II. GENERAL STATEMENT OF POLICY**

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

### **III. DEFINITIONS**

- A. "Dangerous Weapon" means any firearm, whether loaded or unloaded, or any device designed as a weapon and capable of producing death or great bodily harm, any combustible or flammable liquid or other device or instrumentality that, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm, or any fire that is used to produce death or great bodily harm. As used in this definition, "flammable liquid" means any liquid having a flash point below 100 degrees Fahrenheit and having a vapor pressure not exceeding 40 pounds per square inch (absolute) at 100 degrees Fahrenheit but does not include intoxicating liquor. As used in this subdivision, "combustible liquid" is a liquid having a flash point at or above 100 degrees Fahrenheit.
- B. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location.
- C. "School Location" includes any school building or grounds, whether leased, rented, owned, or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the charter school.
- D. "Weapon"
1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
  2. No person shall possess, use, or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
  3. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm

and/or intimidate and such use will be treated as the possession and use of a weapon.

#### **IV. EXCEPTIONS**

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

C. Policy Application to Instructional Equipment/Tools

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

D. Firearms in School Parking Lots and Parking Facilities

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

**V. CONSEQUENCES FOR STUDENT WEAPON POSSESSION/USE/ DISTRIBUTION**

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

1. immediate out-of-school suspension;
2. confiscation of the weapon;
3. immediate notification of police;
4. parent or guardian notification; and
5. recommendation to the Superintendent of dismissal for a period of time not to exceed one year.

B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The charter school board may modify this requirement on a case-by-case basis.

C. The appropriate school official shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully.

D. Administrative Discretion

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

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

A. Employees

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

**B. Other Nonstudents**

1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another charter school, that charter school may be contacted concerning the policy violation.
2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

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

- A. The charter school must electronically report to the Commissioner of the Minnesota Department of Education incidents involving the use or possession of a dangerous weapon in school zones, as required under Minnesota Statutes, section 121A.06.
- B. The school district must electronically file an after-action review report for active shooter incidents and active shooter threats to the Minnesota Fusion Center as required under Minnesota Statutes, section 121A.06.
  1. "Active shooter incident" means an event involving an armed individual or individuals on campus or an armed assailant in the immediate vicinity of the school.
  2. "Active shooter threat" means a real or perceived threat that an active shooter incident will occur.

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

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of

Charter School Employees)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 525 (Violence Prevention)  
MSBA/MASA Model Policy 903 (Visitors to Charter School Buildings and Sites)

**PACT Charter School**

**Creation Date:** August 7, 2025

**Last Approved By:** PACT Charter School Board of Directors

**Last Approved Date:**

**Year Reviewed:** 2025-2026

**502 SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS, AND STUDENT'S PERSON**

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

**I. PURPOSE**

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the charter school's policies against contraband.

**II. GENERAL STATEMENT OF POLICY**

A. Lockers and Personal Possessions Within a Locker

Pursuant to Minnesota statutes, school lockers are the property of the charter school. At no time does the charter school relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

B. Desks

School desks are the property of the charter school. At no time does the charter school relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

C. Personal Possessions and Student's Person

The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

D. A violation of this policy occurs when students use lockers and desks for unauthorized purposes or to store contraband. A violation occurs when students carry contraband on their person or in their personal possessions.

**III. DEFINITIONS**

A. "Contraband" means any unauthorized item possession of which is prohibited by charter school policy and/or law. It includes, but is not limited to, weapons and "look-alikes," alcoholic beverages, controlled substances and "look-alikes," overdue books and other materials belonging to the charter school, and stolen property.

B. "Personal possessions" includes, but is not limited to, purses, backpacks, bookbags, packages, and clothing.

C. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of charter school policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent or staff member, a student's suspicious behavior, a

student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.

- D. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g., to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

#### **IV. PROCEDURES**

- A. School officials may inspect the interiors of lockers and desks for any reason at any time, without notice, without student consent, and without a search warrant.
- B. School officials may inspect the personal possessions of a student and/or a student's person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student's person will be reasonable in its scope and intrusiveness.
- C. As soon as practicable after a search of personal possessions within a locker pursuant to this policy, the school officials must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials.
- D. Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex. A second school official of the same sex shall be present as an observer during the search of a person whenever feasible.
- E. A strip search is a search involving the removal of coverings or clothing from private areas. Mass strip searches, or body cavity searches, are prohibited. Strip searches will be conducted only in circumstances involving imminent danger.
- F. A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.
- G. This policy must be disseminated to parents and students in the way that other policies of general application to students are disseminated. The charter school shall provide a copy of this policy to a student the first time that the student is given the use of a locker.

#### **V. DIRECTIVES AND GUIDELINES**

School administration may establish reasonable directives and guidelines which address specific needs of the charter school, such as use of tape in lockers, standards of cleanliness and care, posting of pin-ups and posters which may constitute sexual harassment, etc.

#### **VI. SEIZURE OF CONTRABAND**

If a search yields contraband, school officials will seize the item and, where appropriate, turn it over to legal officials for ultimate disposition.

#### **VII. VIOLATIONS**

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the charter school's Student Discipline Policy, which may include suspension, exclusion, or expulsion, and the student may, when

appropriate, be referred to legal officials.

**Legal References:** U. S. Const., amend. IV  
Minn. Const., art. I, § 10  
Minn. Stat. § 121A.72 (School Locker Policy)  
*New Jersey v. T.L.O.*, 469 U.S. 325 (1985)  
*G.C. v. Owensboro Public Schools*, 711 F.3d 623 (6<sup>th</sup> Cir. 2013)

**Cross References:** MSBA/MASA Model Policy 417 (Chemical Use and Abuse)  
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)  
MSBA/MASA Model Policy 501 (School Weapons)  
MSBA/MASA Model Policy 506 (Student Discipline)

### **PACT Charter School**

**Creation Date:** August 7, 2025

**Last Approved By:** PACT Charter School Board of Directors

**Last Approved Date:**

**Year Reviewed:** 2025-2026

## 503 STUDENT ATTENDANCE

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

### I. PURPOSE

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

### II. GENERAL STATEMENT OF POLICY

#### A. Responsibilities

##### 1. Student's Responsibility

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

##### 2. Parent or Guardian's Responsibility

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

##### 3. Teacher's Responsibility

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

##### 4. Administrator's Responsibility

- a. It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to ensure the student's parents or guardians are informed of attendance and to work cooperatively with them and the student to solve attendance problems.

- b. In accordance with the Minnesota Compulsory Instruction Law, Minnesota Statutes, section 120A.22, the students of the charter school are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and charter school standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

B. Attendance Procedures

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

1. Excused Absences

- a. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.

- b. Legitimate Exceptions

The following reasons shall be sufficient to constitute excused absences:

- (1) the child's physical or mental health is such as to prevent attendance at school or application to study for the period required, which includes:
  - (a) child illness, medical, dental, orthodontic, or counseling appointments, including appointments conducted through telehealth
  - (b) family emergencies;
  - (c) the death or serious illness or funeral of an immediate family member;
  - (d) active duty in any military branch of the United States;
  - (e) the child has a condition that requires ongoing treatment for a mental health diagnosis; or
  - (f) Religious instruction (not to exceed three hours a week)
  - (g) Catastrophes, such as fire
  - (h) Official school field trip or other school-sponsored event
  - (i) Religious holidays
  - (j) American Indian cultural practice, observance, or ceremony
  - (k) Court appearances

(l) Pre-approved vacations or family trips

(2) that the child has already completed state and charter school standards required for graduation from high school.

c. Consequences of Excused Absences

Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.

2. Unexcused Absences

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

(1) Truancy. An absence by a student which was not approved by the parent and/or the charter school.

(2) Any absence in which the student failed to comply with any reporting requirements of the charter school's attendance procedures.

(3) Work at home.

(4) Work at a business, except under a school-sponsored work release program.

(5) Vacations with family.

(6) Personal trips to schools or colleges.

(7) Any other absence not included under the attendance procedures set out in this policy.

b. Consequences of Unexcused Absences

(1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56.

(2) Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.

(3) In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.

C. Tardiness

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

2. Procedures for Reporting Tardiness

a. Students tardy at the start of school must report to the school office for an admission slip.

b. Tardiness between periods will be handled by the teacher.

3. Excused Tardiness

Valid excuses for tardiness are:

- a. Illness.
- b. Serious illness in the student's immediate family.
- c. A death or funeral in the student's immediate family or of a close friend or relative.
- d. Medical, dental, orthodontic, or mental health treatment.
- e. Court appearances occasioned by family or personal action.
- f. Physical emergency conditions such as fire, flood, storm, etc.
- g. Any tardiness for which the student has been excused in writing by an administrator or faculty member.

4. Unexcused Tardiness

- a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.
- b. Tardiness letters will be sent home:  
Elementary: After 6 and 10 unexcused absences, elementary parents/guardians will be notified.  
Secondary: unexcused tardies per semester of the same class period:
  - i. At 3-4: Student will receive lunch detention.
  - ii. At 5-6: Student will receive after-school detention.
  - iii. At 7+: Student will receive a non-school Friday detention; hours will adjust based on the number of tardies.

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

1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.
2. School-initiated absences will be accepted and participation permitted.
3. A student may not participate in any activity or program if he or she is absent for more than half the school day.
4. If a student is suspended from any class, he or she may not participate in any activity or program that day.

### **III. RELIGIOUS OBSERVANCE ACCOMMODATION**

Reasonable efforts will be made by the charter school to accommodate any student who wishes to be excused from a curricular activity for a religious observance. Requests for

accommodations should be directed to the building principal.

#### **IV. DISSEMINATION OF POLICY**

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

#### **V. REQUIRED REPORTING**

##### **A. Continuing Truant**

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

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

##### **B. Reporting Responsibility**

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

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

C. Habitual Truant

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

**Legal References:** Minn. Stat. § 120A.05 (Definitions)  
Minn. Stat. § 120A.22 (Compulsory Instruction)  
Minn. Stat. § 120A.24 (Reporting)  
Minn. Stat. § 120A.26 (Enforcement and Prosecution)  
Minn. Stat. § 120A.34 (Violations; Penalties)  
Minn. Stat. § 120A.35 (Absence from School for Religious Observance)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 124E.03, Subd. 2(g) and (j) (Applicable Law)  
Minn. Stat. § 260A.02 (Definitions)  
Minn. Stat. § 260A.03 (Notice to Parent or Guardian When Child is a Continuing Truant)  
Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant Defined)  
Minn. Stat. § 260C.201 (Dispositions; Children in Need of Protection or Services or Neglected and in Foster Care)  
*Goss v. Lopez*, 419 U.S. 565 (1975)  
*Slocum v. Holton Bd. of Educ.*, 429 N.W.2d 607 (Mich. App. Ct. 1988)  
*Campbell v. Bd. of Educ. of New Milford*, 475 A.2d 289 (Conn. 1984)  
*Hamer v. Bd. of Educ. of Twp. High Sch. Dist. No. 113*, 66 Ill. App.3d 7, 383 N.E.2d 231 (1978)  
*Gutierrez v. Sch. Dist. R-1*, 585 P.2d 935 (Co. Ct. App. 1978)  
*Knight v. Bd. of Educ.*, 38 Ill. App. 3d 603, 348 N.E.2d 299 (1976)  
*Dorsey v. Bale*, 521 S.W.2d 76 (Ky. 1975)

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

**PACT Charter School**

**Original Creation Date:** February 11, 2014

**Last Approved By:** PACT Charter School Board of Directors

**Last Approved Date:** September 5, 2024

**Year Reviewed:** 2025-2026

## **505 DISTRIBUTION OF NONSCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES**

### **I. PURPOSE**

The purpose of this policy is to protect the exercise of students' and employees' free speech rights, taking into consideration the educational objectives and responsibilities of the charter school.

### **II. GENERAL STATEMENT OF POLICY**

- A. PACT charter school recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, nonschool-sponsored material.
- B. To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the charter school, the school board adopts the following regulations and procedures regarding distribution of nonschool-sponsored material on school property and at school activities.

### **III. DEFINITIONS**

- A. "Distribute" or "Distribution" means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying material, or placing material in internal staff or student mailboxes.
- B. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower that individual in the esteem of the community.
- C. "Material and substantial disruption" of a normal school activity means:
  - 1. Where the normal school activity is an educational program of the charter school for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
  - 2. Where the normal school activity is voluntary in nature (including school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

For expression to be considered disruptive, specific facts must exist upon which the likelihood of disruption can be forecast including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

- D. "Minor" means any person under the age of eighteen (18).
- E. "Nonschool-sponsored material" or "unofficial material" includes all materials or objects intended for distribution, except school newspapers, employee newsletters, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples of nonschool-sponsored materials include, but are not limited to, leaflets, brochures, buttons, badges, flyers, petitions, posters, and underground newspapers whether written by students or employees or others, and tangible objects.

- F. "Obscene to minors" means:
1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
  2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and
  3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- G. "School activities" means any activity sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.

#### **IV. GUIDELINES**

- A. Students and employees of the charter school have the right to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, nonschool-sponsored material.
- B. Requests for distribution of nonschool-sponsored material will be reviewed by the administration on a case-by-case basis. However, distribution of the materials listed below is always prohibited. Material is prohibited that:
1. is obscene to minors;
  2. is libelous or slanderous;
  3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;
  4. advertises or promotes any product or service not permitted to minors by law;
  5. advocates violence or other illegal conduct;
  6. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religious, or ethnic origin);
  7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.
- C. Distribution by students and employees of nonschool-sponsored materials on charter school property are subject to reasonable time, place, and manner restrictions set forth below. In making decisions regarding the time, place, and manner of distribution, the administration will consider factors including, but not limited to, the following:

1. whether the material is educationally related;
2. the extent to which distribution is likely to cause disruption of or interference with the charter school's educational objectives, discipline, or school activities;
3. whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways;
4. the quantity or size of materials to be distributed;
5. whether distribution would require assignment of charter school staff, use of charter school equipment, or other resources;
6. whether distribution would require that nonschool persons be present on the school grounds;
7. whether the materials are a solicitation for goods or services not requested by the recipients.

**V. TIME, PLACE, AND MANNER OF DISTRIBUTION**

- A. No nonschool-sponsored material shall be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.
- B. Distribution of nonschool-sponsored material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school, and school parking lots. Distribution shall not impede entrance to or exit from school premises in any way.
- C. No one shall coerce a student or staff member to accept any publication.
- D. The time, place, and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.

**VI. PROCEDURES**

- A. Any student or employee wishing to distribute (as defined in this policy) nonschool-sponsored material must first submit for approval a copy of the material to the principal at least 24 hours in advance of desired distribution time, together with the following information:
  1. Name and phone number of the person submitting the request and, if a student, the room number of his or her first-period class.
  2. Date(s) and time(s) of day intended for distribution.
  3. Location where material will be distributed.
  4. If material is intended for students, the grade(s) of students to whom the distribution is intended.
- B. Within one school day, the principal will review the request and render a decision. In the event that permission to distribute the material is denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation.
- C. If the person submitting the request does not receive a response within one school day, the person shall contact the office to verify that the lack of response was not due to an inability to locate the person.

- D. If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the executive director. If the person does not receive a response within three (3) school days (not counting Saturdays, Sundays, and holidays) of submitting the appeal, the person shall contact the office of the executive director to verify that the lack of response is not due to an inability to locate the person.
- E. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the school board, or the individual reviewing the material submitted.

## **VII. DISCIPLINARY ACTION**

- A. Distribution by any student of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted and disciplinary action will be taken in accordance with the charter school's Student Discipline Policy.
- B. Distribution by any employee of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted and appropriate disciplinary action will be taken, in accordance with any individual contract, collective bargaining agreement, charter school policies and procedures, and/or governing statute.
- C. Any other party violating this policy will be requested to leave the school property immediately and, if necessary, the police will be called.

## **VIII. NOTICE OF POLICY TO STUDENTS AND EMPLOYEES**

A copy of this policy will be published in student handbooks and posted in school buildings.

## **IX. IMPLEMENTATION**

The charter school administration may develop any additional guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.

**Legal References:** U. S. Const., amend. I  
*Hazelwood School District v. Kuhlmeier*, 484 U.S. 260 (1988)  
*Bethel Sch. Dist. No. 403 v. Fraser*, 478 U.S. 675 (1986)  
*Tinker v. Des Moines Indep. Sch. Dist.*, 393 U.S. 503 (1969)  
*Bystrom v. Fridley High School*, 822 F.2d 747 (8<sup>th</sup> Cir. 1987)  
*Roark v. South Iron R-1 School Dist.*, 573 F.3d 556 (8<sup>th</sup> Cir. 2009)  
*Victory Through Jesus Sports Ministry Foundation v. Lee's Summit R-7 School Dist.*, 640 F.3d 329 (8<sup>th</sup> Cir. 2011), cert. denied 565 U.S. 1036 (2011)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of Charter School Employees)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 512 (School-Sponsored Student Publications)  
MSBA/MASA Model Policy 904 (Distribution of Materials on Charter School Property by Nonschool Persons)

**Creation Date:** August 7, 2025

**Last Approved By:** PACT Charter School Board of Directors

**Last Approved Date:**

**Year Reviewed:** 2025-2026

## **534 - Attendance Policy**

### **PURPOSE**

The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communication between teachers and students, and establishes regular habits of dependability critical to the student's future. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.

This policy also recognizes that class attendance is a joint responsibility shared by the student, parent or guardian, teacher, and administrators. All parties are responsible for promoting regular attendance, punctuality, and compliance with the Minnesota Department of Education Regulations and the Mandatory Attendance Laws of the State of Minnesota (Statutes 120A). This policy will assist students in attending class.

### **GENERAL STATEMENT OF POLICY**

Every child between seven (7) and seventeen (17) years of age must receive instruction during the school year unless the child has graduated.

Minnesota statute requires that any student who is at least 17 years of age who seeks to withdraw from school together with parent/guardian must:

- attend a meeting with school personnel to discuss the educational opportunities available to the student, including alternative educational opportunities and
- complete a school withdrawal form.

Once a pupil under the age of seven is enrolled in kindergarten or a higher grade in a public school, the pupil is subject to compulsory attendance. The parent, guardian, or any other individual having charge of any person that is of compulsory age must send such person to school unless he/she meets the legitimate exemptions as defined in statute.

### **Legal References:**

Minn. Stat. § 120A.05 (Definitions)

Minn. Stat. § 120A.22 (Compulsory Instruction)

Minn. Stat. § 120A.24 (Reporting)

Minn. Stat. § 120A.26 (Enforcement and Prosecution)

Minn. Stat. § 120A.28 (School Boards and Teachers, Duties)

Minn. Stat. § 120A.30 (Attendance Officers)

Minn. Stat. § 120A.34 (Violations; Penalties)

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

Minn. Stat. § 260A.02 (Definitions)

Minn. Stat. § 260A.03 (Notice to Parent or Guardian When Child is Continuing Truant)

Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant Defined)

Minn. Stat. § 260C.201 (Disposition; Children in Need of Protection or Services or Neglected and in Foster Care)

Goss v. Lopez, 419 U.S. 565, 95 S.Ct. 729 (1975)

Slocum v. Holton Board of Education, 429 N.W.2d 607 (Mich. App. Ct. 1988)

Campbell v. Board of Education of New Milford, 475 A.2d 289 (Conn. 1984)

Hamer v. Board of Education of Township High School District No. 113, 66 Ill. App.3d 7, 383 N.E.2d 231 (1978)

Gutierrez v. School District R-1, 585 P.2d 935 (Co. Ct. App. 1978)

Knight v. Board of Education, 38 Ill. App. 3d 603, 348 N.E.2d 299 (1976)

Dorsey v. Bale, 521 S.W.2d 76 (Ky. 1975)

*Adapted from Wayzata School District "Policy 503 Compulsory Attendance."*

#### **PACT Charter School**

**Original Creation Date:** February 11, 2014

**Last Approved By:** PACT Charter School Board of Directors

**Last Approved Date:** September 5, 2024

**Year Reviewed:** 2024-2025

Agenda Date	Last Name/Agency	First Name	Position	Current Pay Rate	New Pay Rate	Fiscal Year	Effective Date of change	Payroll Effective Date
9/4/2025	Okonkwo	Chiamaka	Special Ed Teacher		\$ 46,075.00	2025-2026 School Year	08/14/2025	9/10/2025
9/4/2025	Beugen	Marissa	Secondary Art Teacher		\$ 44,342.00	2025-2026 School Year	08/14/2025	9/10/2025
9/4/2025	Gavic	Ethan	Resignation: 5th Grade Teacher	\$ 41,731.00		2025-2026 School Year	08/18/2025	9/10/2025
9/4/2025	Gavic	Ethan	MS Science Teacher		\$ 45,171.00	2025-2026 School Year	08/18/2025	9/10/2025
9/4/2025	Marie	Dillon	EL Teacher		\$ 46,731.00	2025-2026 School Year	08/18/2025	9/10/2025
9/4/2025	Reemts	Tanya	SC Gym Teacher		\$ 57,288.00	2025-2026 School Year	08/18/2025	9/10/2025
9/4/2025	Foltz	Kristyn	District Admin Asst		\$ 50,000.00	2025-2026 School Year	08/04/2025	8/25/2025
9/4/2025	Jensen	Martin	Special Ed Para		\$ 18.73	2025-2026 School Year	08/18/2025	9/10/2025
9/4/2025	Tice	Beatrice	Special Ed Para		\$ 22.19	2025-2026 School Year	08/18/2025	9/10/2025
9/4/2025	Thomas	Ashley	Special Ed Para		\$ 19.10	2025-2026 School Year	08/18/2025	9/10/2025
9/4/2025	Wirtjes	Anna	5th Grade Teacher		\$ 38,571.00	2025-2026 School Year	08/18/2025	9/10/2025
9/4/2025	Broyld	Deasia	Special Ed Para		\$ 22.55	2025-2026 School Year	08/18/2025	9/10/2025
9/4/2025	Infelise	Frank	Layoff: PT Evening Custodian	\$ 23.08		2025-2026 School Year	08/18/2025	9/10/2025
9/4/2025	Swafford	Ronnie	Layoff: PT Evening Custodian	\$ 18.38		2025-2026 School Year	08/18/2025	9/10/2025
9/4/2025	Monthony	Phyllis	Resignation: Substitute	\$ 15.00		2025-2026 School Year	08/18/2025	9/10/2025
9/4/2025	Plonske	Sidney	Resignation: Inhouse Bldg Substitute	\$ 27.52		2025-2026 School Year	08/18/2025	9/10/2025
	Jacobson	Nick	Resignation: Volleyball C-Squad Coach	\$2117.50/season		2025-2026 School Year	08/18/2025	9/10/2025
9/4/2025	Umolac	Barabara	Special Ed Para		\$ 22.63	2025-2026 School Year	08/18/2025	9/10/2025
9/4/2025	Bayissa	Belen	Substitute Teacher		\$175/day	2025-2026 School Year	08/18/2025	9/10/2025
9/4/2025	Benner	Lori	Substitute Teacher		\$175/day	2025-2026 School Year	08/18/2025	9/10/2025
9/4/2025	Griffin	Adriana	Volleyball C-squad Coach		\$192.50/week	2025-2026 School Year	08/11/2025	9/10/2025
9/4/2025	Krogstad	Karlee	Substitute Teacher		\$175/day	2025-2026 School Year	08/18/2025	9/10/2025
9/4/2025	Miller	Tim	Volleyball C-squad Coach		\$192.50/week	2025-2026 School Year	08/11/2025	9/10/2025
9/4/2025	Norling	Jacquelyn	Inhouse Building Substitute		\$202.38/week	2025-2026 School Year	09/15/2025	9/25/2025
9/4/2025	Luckow	Maija	Secondary SpEd Teacher		\$ 42,566.00	2025-2026 School Year	08/18/2025	9/10/2025
9/4/2025	Dierling	Rebecca	Substitute Teacher		\$175/day	2025-2026 School Year	08/18/2025	9/10/2025
9/4/2025	Zubert	Erin	MS Volleyball Coach		\$192.50/week	2025-2026 School Year	09/02/2025	9/25/2025
9/4/2025	Warner	Kyra	Community Ed Instructor		\$ 25.00	2025-2026 School Year	08/26/2025	9/10/2025
9/4/2025	Stockdale	Jennifer	MS Volleyball Coach		\$192.50/week	2025-2026 School Year	09/02/2025	9/25/2025
9/4/2025	Thornton	Joseph	Resignation: On-Call Custodian Substitute	\$ 16.00		2025-2026 School Year	08/26/2025	9/10/2025
9/4/2025	Carey	Sara	Community Ed Instructor		\$25/hr	2025-2026 School Year	09/05/2025	9/25/2025
9/4/2025	Heckman	Danae	Community Ed Instructor		\$25-\$50/hr	2025-2026 School Year	08/25/2025	9/10/2025
9/4/2025	Schaible	Robin	Community Ed Instructor		\$25/hr	2025-2026 School Year	08/28/2025	9/10/2025

**School Board  
Approval:**

**Date:**



*Facilitated by: Greg Danger*

*Submitted by: Greg Danger*

**ATTENDANCE**

<b>Name</b>	<b>Position</b>	<b>Arrival</b>	<b>Departure</b>
Greg Danger	Committee Chair   Parent		
Tracy Peters	Committee Vice-Chair   COO   Parent		
Ryan Lang	Member   Parent		
Nathan Flansburg	Superintendent, Advisor		
Bridget Peterson	EdFinMN		

**I. CALL TO ORDER | PACT PLEDGE**

Mr. Danger called the meeting to order at 5:39 p.m. PACT pledge was recited.

**II. ADMINISTRATIVE BUSINESS**

**A. Review and Recommendation for Approval of Reviewed Claims**

1. The review of claims was not available. and will be reviewed in the September 2025 BFC meeting.

**B. PACT June 2025 Financial Statements and June 2025 Supplemental Reports**

1. Projected cash on hand is eighty-three days and YTD expenses came in at 95%. The year end audit has yet to be finalized

**C. Custodial Contract Update**

1. Finalizing contract with CADY Building Maintenance for the 2025-2026 school year.

**D. Teacher Salary Schedule Update**

1. Pending PACT board approval a pay increase effective February 2026.

**E. S & P Ratings Update**

1. S & P has yet to finalize our ratings.

**F. Online School Update**

1. Hope is to start in the 2026-2027 school year.

**G. BFC Member Update**

1. There is currently one open position to be filled.

**II. Adjournment**

- A. The meeting ended at 7:09 p.m.

Regular Meeting of the Board  
Thursday, August 7, 2025 7:00 PM Central

Secondary Campus Room B103 Media Center  
7729 161st Avenue Northwest  
Ramsey, MN 55303

Jason Busch: Present  
Danae Heckmann: Present  
Ryan Heineman: Present  
Nicole Kallod: Present  
Chad Lucas: Present  
Amanda Mackereth: Present  
Ann Ostendorf: Present  
Nathan Plack: Present  
Nicole Rhoad: Present  
Jason Tossey: Present

Present: 10.

Tossey and Mackereth attended via Zoom

#### 1. Call To Order

#### 2. Pledge of Allegiance

#### 3. Approval of Agenda and Consent Agenda

Motion to approve agenda. This motion, made by Jason Busch and seconded by Chad Lucas, Carried.

Jason Busch: Yea, Danae Heckmann: Yea, Ryan Heineman: Yea, Nicole Kallod: Yea, Chad Lucas: Yea, Amanda Mackereth: Yea, Ann Ostendorf: Yea, Nathan Plack: Yea, Nicole Rhoad: Yea, Jason Tossey: Yea

Yea: 10, Nay: 0

##### 3.a. Policy Updates

##### 3.b. Human Resource Services

##### 3.b.i. Staff and Salary Changes

##### 3.b.ii. Director of Student Services Contract

##### 3.c. BFC Minutes

##### 3.d. Board Minutes

##### 3.e. Enrollment Update

#### 4. Reports from Organizations

##### 4.a. PACT Student Council Representative

#### 5. Recognitions and Retirements

##### 5.a. PACT Employee of the Month

## 6. Teaching and Learning

6.a. PACT Spotlight Presentation

6.b. DAC Report

6.c. e-Learning Plan

6.d. Teaching and Learning Report

## 7. Administrative Reports and Recommendations

7.a. Superintendent Report

7.b. Human Resource and Operations Services

7.b.i. Resolution allowing district match for employees to be either 403(b) or 457(b)

7.b.ii. Staff Handbook

Motion to approve Staff Handbook for 2025-2026 school year. This motion, made by Ann Ostendorf and seconded by Chad Lucas, Carried.

Jason Busch: Yea, Danae Heckmann: Yea, Ryan Heineman: Yea, Nicole Kallod: Yea, Chad Lucas: Yea, Amanda Mackereth: Yea, Ann Ostendorf: Yea, Nathan Plack: Yea, Nicole Rhoad: Yea, Jason Tossey: Yea  
Yea: 10, Nay: 0

7.b.iii. Maintenance Contract

Motion to accept the maintenance contract from Cady,. This motion, made by Jason Busch and seconded by Chad Lucas, Carried.

Jason Busch: Yea, Danae Heckmann: Yea, Ryan Heineman: Yea, Nicole Kallod: Yea, Chad Lucas: Yea, Amanda Mackereth: Yea, Ann Ostendorf: Yea, Nathan Plack: Yea, Nicole Rhoad: Yea, Jason Tossey: Yea  
Yea: 10, Nay: 0

7.b.iv. Student Chromebook Bid Proposal

Motion to accept the bid for chromebooks from SHI. This motion, made by Chad Lucas and seconded by Jason Busch, Carried.

Ryan Heineman: Abstain (With Conflict), Jason Busch: Yea, Danae Heckmann: Yea, Nicole Kallod: Yea, Chad Lucas: Yea, Amanda Mackereth: Yea, Ann Ostendorf: Yea, Nathan Plack: Yea, Nicole Rhoad: Yea, Jason Tossey: Yea  
Yea: 9, Nay: 0, Abstain (With Conflict): 1

7.b.v. Community Education Fees

Motion to accept Community Education Fees. This motion, made by Nicole Rhoad and seconded by Jason Busch, Carried.

Jason Busch: Yea, Danae Heckmann: Yea, Ryan Heineman: Yea, Nicole Kallod: Yea, Chad Lucas: Yea, Amanda Mackereth: Yea, Ann Ostendorf: Yea, Nathan Plack: Yea, Nicole Rhoad: Yea, Jason Tossey: Yea  
Yea: 10, Nay: 0

7.c. Elementary Principal Report

7.d. Secondary Principal Report

7.e. Communication and Community Engagement Report

8. Other Board Action

8.a. Board Chair Report

8.a.i. Superintendent Evaluation Summary

8.b. Other Board Reports

9. Adjourn

Motion to adjourn. This motion, made by Jason Busch and seconded by Ann Ostendorf, Carried.  
Jason Busch: Yea, Danae Heckmann: Yea, Ryan Heineman: Yea, Nicole Kallod: Yea, Chad Lucas: Yea, Amanda Mackereth: Yea, Ann Ostendorf: Yea, Nathan Plack: Yea, Nicole Rhoad: Yea, Jason Tossey: Yea  
Yea: 10, Nay: 0

Special Meeting of the Board  
Monday, August 18, 2025 4:00 PM Central

Secondary Campus Room B103 Media Center  
7729 161st Avenue Northwest  
Ramsey, MN 55303

Jason Busch: Absent  
Danae Heckmann: Present  
Ryan Heineman: Present  
Nicole Kallod: Present  
Chad Lucas: Present  
Amanda Mackereth: Present  
Ann Ostendorf: Absent  
Nathan Plack: Absent  
Nicole Rhoad: Present  
Jason Tossey: Absent

Present: 6, Absent: 4.

Danae and Nicole attended via Zoom

#### 1. Call To Order

#### 2. Pledge of Allegiance

#### 3. Approval of Agenda and Consent Agenda

Motion to approve agenda. This motion, made by Nicole Kallod and seconded by Chad Lucas, Carried.

Jason Busch: Absent, Ann Ostendorf: Absent, Nathan Plack: Absent, Jason Tossey: Absent,  
Danae Heckmann: Yea, Ryan Heineman: Yea, Nicole Kallod: Yea, Chad Lucas: Yea, Amanda  
Mackereth: Yea, Nicole Rhoad: Yea

Yea: 6, Nay: 0, Absent: 4

#### 4. Administrative Reports and Recommendations

##### 4.a. Human Resources and Operations Services

4.a.i. Resolution allowing district match for employees to be either 403(b) or 457(b).

Motion to approve resolution. This motion, made by Amanda Mackereth and seconded by  
Chad Lucas, Carried.

Jason Busch: Absent, Ann Ostendorf: Absent, Nathan Plack: Absent, Jason Tossey: Absent,  
Danae Heckmann: Yea, Ryan Heineman: Yea, Nicole Kallod: Yea, Chad Lucas: Yea,  
Amanda Mackereth: Yea, Nicole Rhoad: Yea

Yea: 6, Nay: 0, Absent: 4

#### 5. Adjourn

Motion to Adjourn. This motion, made by Amanda Mackereth and seconded by Nicole Kallod,  
Carried.

Jason Busch: Absent, Ann Ostendorf: Absent, Nathan Plack: Absent, Jason Tossey: Absent,  
Danae Heckmann: Yea, Ryan Heineman: Yea, Nicole Kallod: Yea, Chad Lucas: Yea, Amanda

Mackereth: Yea, Nicole Rhoad: Yea  
Yea: 6, Nay: 0, Absent: 4

**PACT K-12 Enrollment**  
**August 2025**



**PACT**  
Charter School

<b>Grade Level</b>	<b>Enrolled</b>	<b>Total Seats</b>	<b>Grade Level Waitlist</b>
Kindergarten (K)	109	110	121
First Grade (1)	115	115	78
Second Grade (2)	115	115	77
Third Grade (3)	116	116	64
Fourth Grade (4)	116	116	95
Fifth Grade (5)	113	116	53
Sixth Grade (6)	120	120	102
Seventh Grade (7)	122	122	64
Eighth Grade (8)	122	122	53
Ninth Grade (9)	126	128	52
Tenth Grade (10)	118	128	0
Eleventh Grade (11)	106	128	0
Twelfth Grade (12)	67	128	0

<b>Total K-12 Enrollment</b>	<b>1465</b>	<b>1564</b>	<b>759</b>
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**PACT**  
Charter School

## PACT Charter School Monthly Financials

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JUNE 2025

DRAFT

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EdFinMN

FINANCE AND ACCOUNTING SERVICES FOR CHARTER  
SCHOOL AND EDUCATION SUPPORT ORGANIZATIONS

# PACT Charter School Financial Highlights

JUNE 2025

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## 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

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## 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

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## Cash Flow:

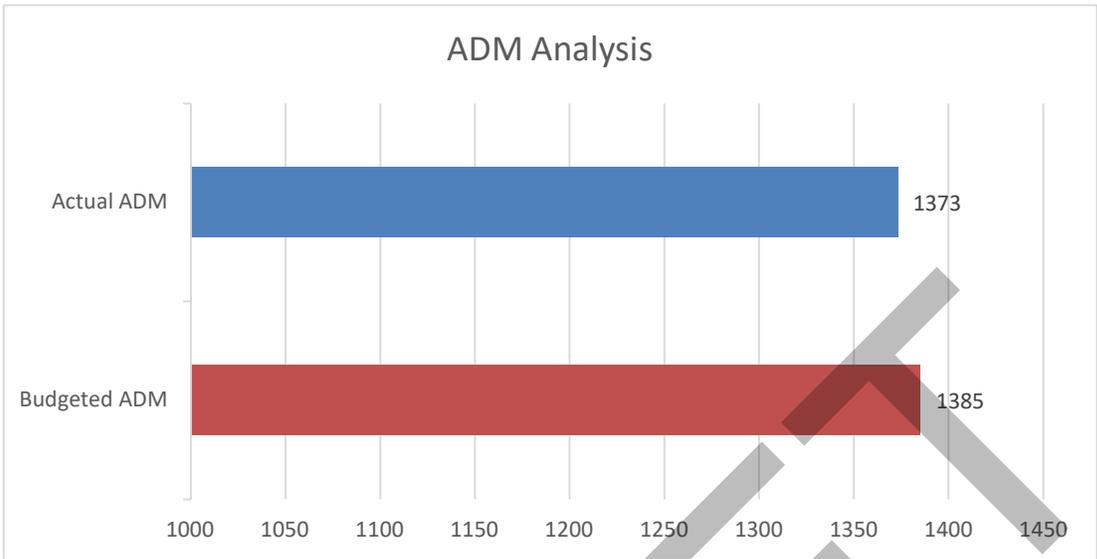
- Estimated cash balance as of June 30, 2025  
\$ 3,795,155
- Days cash on hand projected as of June 30, 2025  
83

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## Debt Covenant Ratios:

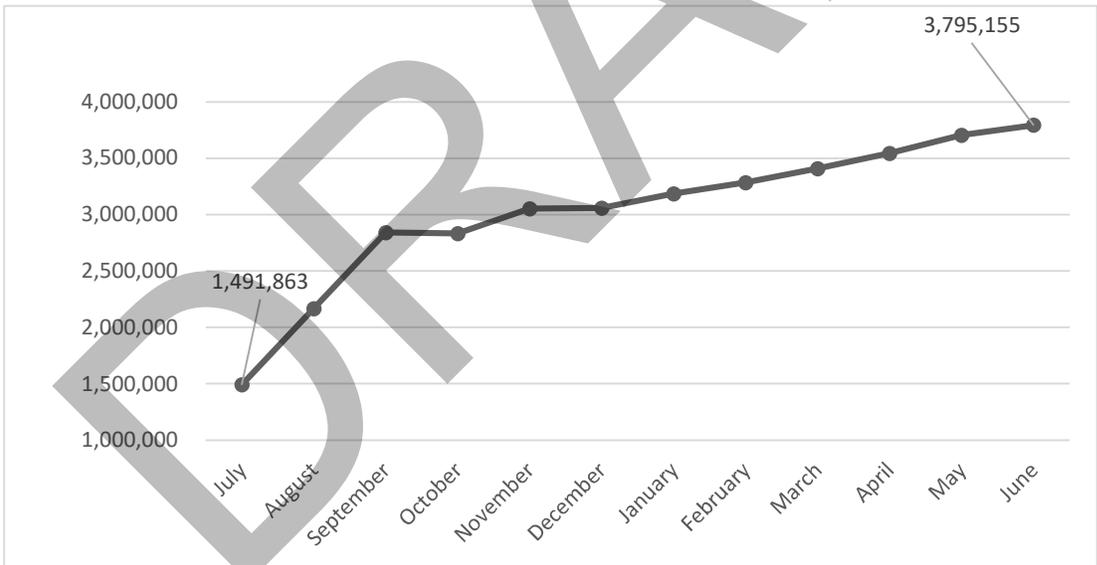
- **Required debt service coverage ratio at June 30, 2025: = / >**  
1.10
- Projected debt service coverage ratio at June 30, 2025:  
1.58
  
- **Required days cash on hand (cash only) at June 30, 2025: = / >**  
45
- Projected days cash on hand without receivables at June 30, 2025:  
83
- Projected days cash on hand with receivables at June 30, 2025:  
129

### Enrollment/ADM's



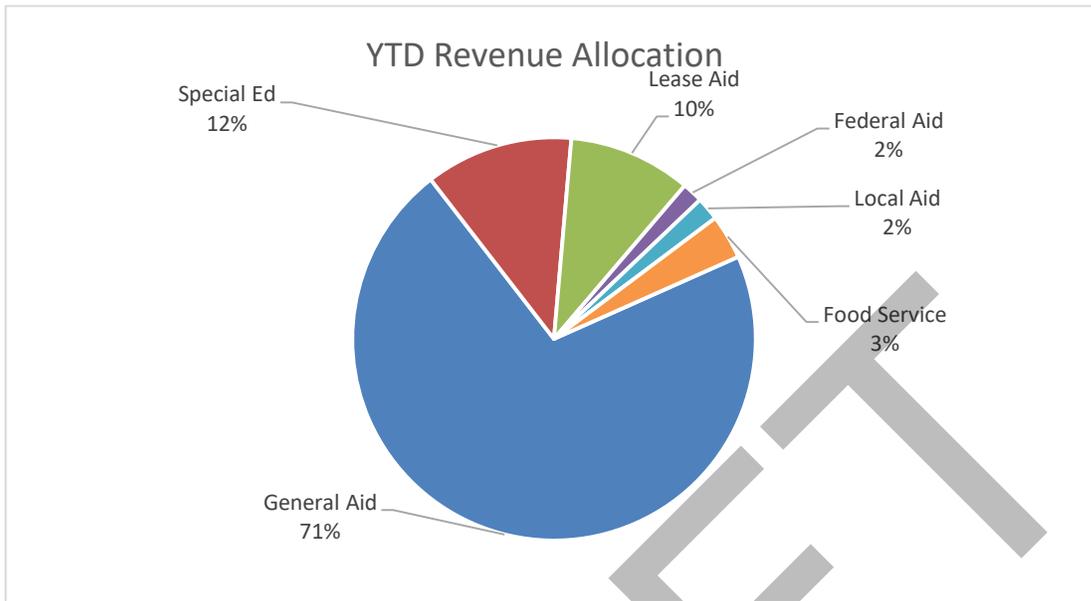
Monitoring the school's budgeted ADM vs. the actual ADM is one of the most important analytical revenue reviews. Variance from the budgeted ADM must be reviewed and understood.

### Cash Flow Projection



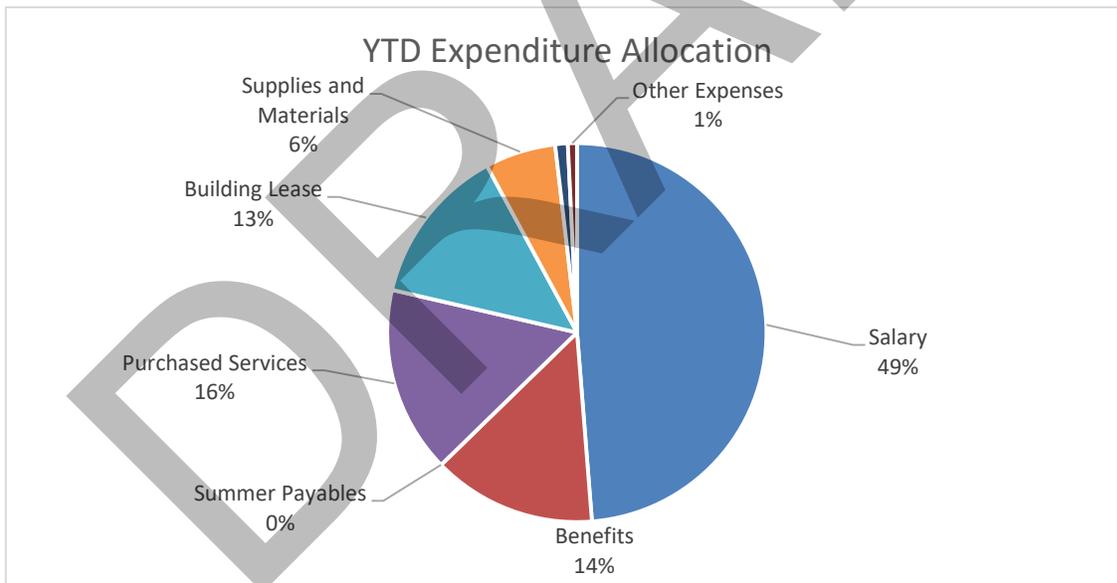
PACT Charter School's cash balance is expected to remain stable during fiscal 2025.

## 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**

<b>Assets</b>	<b>As of Month-End</b>
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
<b>Liabilities</b>	
Salary and Benefits Payable	\$ 1,152,838
Accounts Payable	44,122
Deferred Revenue	6,253
	\$ 1,203,213
<b>Fund Balance</b>	
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**

<b>Revenue</b>	<b>Adopted Budget - 1251 ADM</b>	<b>Revised Budget - 1385 ADM</b>	<b>Monthly Activity</b>	<b>Year to Date</b>	<b>% of Budget</b>
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%
<b>Total</b>	<b>\$ 17,177,517</b>	<b>\$ 18,824,236</b>	<b>\$ 1,374,558</b>	<b>\$ 18,834,216</b>	<b>100.1%</b>
<b>Expense</b>					
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%
<b>Total</b>	<b>\$ 16,933,017</b>	<b>\$ 17,725,756</b>	<b>\$ 2,421,706</b>	<b>\$ 16,766,009</b>	<b>94.6%</b>
<b>Change in Fund Balance</b>	<b>\$ 244,500</b>	<b>\$ 1,098,480</b>	<b>\$ (1,047,148)</b>	<b>\$ 2,068,206</b>	
<b>Beginning Fund Balance</b>	<b>\$ 2,531,647</b>	<b>\$ 2,531,647</b>	<b>\$ 2,531,647</b>	<b>\$ 2,531,647</b>	
<b>Ending- Projected</b>	<b>\$ 2,776,147</b>	<b>\$ 3,630,127</b>	<b>\$ 1,484,499</b>	<b>\$ 4,599,853</b>	
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
<b>General Fund</b>					
<b>State Aid</b>					
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
<b>Total State Aid</b>	<b>\$ 15,854,115</b>	<b>\$ 17,532,578</b>	<b>\$ 1,269,767</b>	<b>\$ 17,532,578</b>	<b>100%</b>
<b>Federal Aid</b>					
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%
	<b>\$ 329,061</b>	<b>\$ 370,717</b>	<b>\$ 38,913</b>	<b>\$ 299,962</b>	<b>81%</b>
<b>Local Aid and Donation</b>					
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
	<b>\$ 367,841</b>	<b>\$ 302,200</b>	<b>\$ 5,673</b>	<b>\$ 342,412</b>	<b>113%</b>
<b>Total General Fund Revenue</b>	<b>\$ 16,551,017</b>	<b>\$ 18,205,495</b>	<b>\$ 1,314,352</b>	<b>\$ 18,174,952</b>	<b>100%</b>
<b>Food Service Fund</b>					
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
<b>Total Food Service Revenue</b>	<b>\$ 626,500</b>	<b>\$ 618,741</b>	<b>\$ 60,206</b>	<b>\$ 659,264</b>	<b>107%</b>
<b>Total Revenue- All Funds</b>	<b>\$ 17,177,517</b>	<b>\$ 18,824,236</b>	<b>\$ 1,374,558</b>	<b>\$ 18,834,216</b>	<b>100%</b>

**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
<b>Admin and Operations</b>					
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%
<b>Total Admin and Operations</b>	<b>\$ 11,891,306</b>	<b>\$ 7,553,690</b>	<b>\$ 504,323</b>	<b>\$ 6,339,730</b>	<b>84%</b>
<b>Instructional Support and Services</b>					
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%
<b>Total Instructional Support and Services</b>	<b>\$ 575,028</b>	<b>\$ 5,274,487</b>	<b>\$ 1,284,814</b>	<b>\$ 5,945,782</b>	<b>113%</b>
<b>ESSER/COVID</b>					
100 Salaries	\$ 661	\$ -	\$ -	\$ -	0%
<b>Total ESSER/COVID</b>	<b>661</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>

**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
<b>Activities</b>					
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%
<b>Total Activities</b>	<b>622,316</b>	<b>708,565</b>	<b>35,570</b>	<b>485,355</b>	<b>68%</b>
<b>ADSIS Program</b>					
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%
<b>Total ADSIS Program</b>	<b>145,052</b>	<b>212,480</b>	<b>50,995</b>	<b>230,384</b>	<b>108%</b>
<b>Special Education</b>					
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%
<b>Total Special Education</b>	<b>2,906,654</b>	<b>3,278,448</b>	<b>461,274</b>	<b>3,049,652</b>	<b>93%</b>
<b>Title Programs</b>					
100 Salaries	\$ 130,200	\$ 102,958	\$ 28,376	\$ 113,442	110%
200 Benefits	35,300	32,947	11,893	43,246	131%
<b>Total Title Programs</b>	<b>165,500</b>	<b>135,905</b>	<b>40,269</b>	<b>156,688</b>	<b>115%</b>
<b>Total General Fund Expenditures</b>	<b>\$ 16,306,517</b>	<b>\$ 17,163,575</b>	<b>\$ 2,377,246</b>	<b>\$ 16,207,591</b>	<b>94%</b>
<b>Food Service Fund</b>					
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%
<b>Total Food</b>	<b>\$ 626,500</b>	<b>\$ 562,181</b>	<b>\$ 44,460</b>	<b>\$ 558,419</b>	<b>99%</b>
<b>Total Expense- All Funds</b>	<b>\$ 16,933,017</b>	<b>\$ 17,725,756</b>	<b>\$ 2,421,706</b>	<b>\$ 16,766,009</b>	<b>95%</b>

# 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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## 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						
										Special Education Part B-611				22,726.25		0.00
										Federal Aids & Grant				3,164.22		0.00
Receipt Total:														\$25,890.47	\$0.00	
<b>Deposit Total:</b>														<b>\$25,890.47</b>	<b>\$0.00</b>	
3258	4008	VIL	D0625													
6.26 Swift Deposit																
				3890	Credit	A	06/26/25	Check	1	Misc						
										ESEA Title I Part A				12,808.60		0.00
										Title II, Part A Trg/Rtrg Tch				1,845.61		0.00
Receipt Total:														\$14,654.21	\$0.00	
<b>Deposit Total:</b>														<b>\$14,654.21</b>	<b>\$0.00</b>	
3259	4008	VIL	D0625													
6.11 Swift Deposit																
				3891	Credit	A	06/11/25	Check	1	Misc						
										School Lunch-Fed				928.89		0.00
										School Lunch-Fed				4,334.82		0.00
										Free/Reduced Lunch-Fed				13,818.56		0.00
										State School Breakfast				4,967.11		0.00
										State School Breakfast				6,375.85		0.00
										State School Lunch				28,858.76		0.00
Receipt Total:														\$59,283.99	\$0.00	
<b>Deposit Total:</b>														<b>\$59,283.99</b>	<b>\$0.00</b>	
3260	4008	VIL	D0625													
6.16 Ideas																
				3892	Credit	A	06/16/25	Check	1	IDEAS Payment						
										Lease Aid				634,121.29		0.00
Receipt Total:														\$634,121.29	\$0.00	
<b>Deposit Total:</b>														<b>\$634,121.29</b>	<b>\$0.00</b>	
3261	4008	VIL	D0625													
6.30 Ideas																
				3893	Credit	A	06/30/25	Check	1	IDEAS Payment						
										Lease Aid				412,929.24		0.00
										LTFM State Aid				177,790.40		0.00
										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
														<b>Deposit Total:</b>	<b>\$635,645.63</b>	<b>\$0.00</b>
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
														<b>Deposit Total:</b>	<b>\$209.89</b>	<b>\$0.00</b>
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
														<b>Deposit Total:</b>	<b>\$7,212.52</b>	<b>\$0.00</b>
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
														<b>Deposit Total:</b>	<b>\$739.21</b>	<b>\$0.00</b>
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
														<b>Deposit Total:</b>	<b>\$5,987.50</b>	<b>\$0.00</b>

## 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
														<b>Deposit Total:</b>	<b>\$5,901.54</b>	<b>\$0.00</b>
														Report Total:	\$1,389,646.25	\$0.00

**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		PERA		PERA		Wire		
			B 01	215 005	PERA WITHHELD		\$10,598.90	
			B 02	215 005	PERA WITHHELD		\$308.42	
<b>PO#:</b>	<b>Voucher #:</b>	<b>37829</b>	Invoice	<b>Invoice No:</b>	S2025230	<b>6/11/2025</b>	<b>Paid Amt:</b>	<b>\$10,907.32</b>
							<b>Check Amount:</b>	<b>\$10,907.32</b>
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	
<b>PO#:</b>	<b>Voucher #:</b>	<b>37832</b>	Invoice	<b>Invoice No:</b>	S2025230	<b>6/10/2025</b>	<b>Paid Amt:</b>	<b>\$82,178.01</b>
							<b>Check Amount:</b>	<b>\$82,178.01</b>
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	
<b>PO#:</b>	<b>Voucher #:</b>	<b>37830</b>	Invoice	<b>Invoice No:</b>	S2025230	<b>6/11/2025</b>	<b>Paid Amt:</b>	<b>\$13,539.48</b>
							<b>Check Amount:</b>	<b>\$13,539.48</b>
VIL	CAPITA	CAPITAL BANK & TRUST				Wire		
			B 01	215 006	TSA		\$5,138.78	
<b>PO#:</b>	<b>Voucher #:</b>	<b>37826</b>	Invoice	<b>Invoice No:</b>	S2025230	<b>6/11/2025</b>	<b>Paid Amt:</b>	<b>\$5,138.78</b>
							<b>Check Amount:</b>	<b>\$5,138.78</b>
VIL	ABANK	ASSOCIATED BANK				Wire		
			B 01	215 000	GENERAL		\$9,556.15	
<b>PO#:</b>	<b>Voucher #:</b>	<b>37825</b>	Invoice	<b>Invoice No:</b>	S2025230	<b>6/11/2025</b>	<b>Paid Amt:</b>	<b>\$9,556.15</b>
							<b>Check Amount:</b>	<b>\$9,556.15</b>
VIL	MSRS	MN STATE RETIREMENT SYSTEM				Wire		
			B 01	215 000	GENERAL		\$750.00	
			B 01	215 005	PERA WITHHELD		\$1,892.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>37828</b>	Invoice	<b>Invoice No:</b>	S2025230	<b>6/11/2025</b>	<b>Paid Amt:</b>	<b>\$2,642.00</b>
							<b>Check Amount:</b>	<b>\$2,642.00</b>
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	
<b>PO#:</b>	<b>Voucher #:</b>	<b>37891</b>	Invoice	<b>Invoice No:</b>	DT061025	<b>6/30/2025</b>	<b>Paid Amt:</b>	<b>\$13,206.83</b>
							<b>Check Amount:</b>	<b>\$13,206.83</b>

**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		<b>CENTERPOINT ENERGY</b>		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
<b>PO#:</b>	<b>Voucher #:</b>	<b>37892</b>	Invoice	<b>Invoice No:</b> DT063025	<b>6/30/2025</b>	<b>Paid Amt: \$1,486.50</b>
						<b>Check Amount: \$1,486.50</b>
VIL		ACEINC		<b>ACE SOLID WASTE, INC.</b>		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
<b>PO#:</b>	<b>Voucher #:</b>	<b>37893</b>	Invoice	<b>Invoice No:</b> DT061825	<b>6/18/2025</b>	<b>Paid Amt: \$2,525.91</b>
						<b>Check Amount: \$2,525.91</b>
VIL		DELTAD		<b>DELTA DENTAL</b>		Wire
		B	01	215 007	EMPLOYEE DENTAL INS.	\$8,648.30
<b>PO#:</b>	<b>Voucher #:</b>	<b>37894</b>	Invoice	<b>Invoice No:</b> DT060625	<b>6/6/2025</b>	<b>Paid Amt: \$8,648.30</b>
						<b>Check Amount: \$8,648.30</b>
VIL		HEALYC		<b>HEALTHIEST YOU</b>		Wire
		B	01	215 012	TELA-MEDICINE	\$660.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>37895</b>	Invoice	<b>Invoice No:</b> DT060325	<b>6/3/2025</b>	<b>Paid Amt: \$660.00</b>
						<b>Check Amount: \$660.00</b>
VIL	1011	Medica				Wire
		B	01	215 016	Health Insurance Premiums	\$83,830.72
<b>PO#:</b>	<b>Voucher #:</b>	<b>37897</b>	Invoice	<b>Invoice No:</b> DT060225	<b>6/30/2025</b>	<b>Paid Amt: \$83,830.72</b>
						<b>Check Amount: \$83,830.72</b>
VIL		COMPA		<b>COMPANION</b>		Wire
		B	01	215 012	LIFE & SHORT--TERM DISABILITY	\$1,515.65
<b>PO#:</b>	<b>Voucher #:</b>	<b>37896</b>	Invoice	<b>Invoice No:</b> DT060325	<b>6/30/2025</b>	<b>Paid Amt: \$1,515.65</b>
						<b>Check Amount: \$1,515.65</b>
VIL		HARTFC		<b>THE HARTFORD</b>		Wire
		B	01	215 009	POLICY #0GL 896002 EMP LIFE/AD&D/LTD I	\$1,328.18
<b>PO#:</b>	<b>Voucher #:</b>	<b>37898</b>	Invoice	<b>Invoice No:</b> DT061225	<b>6/30/2025</b>	<b>Paid Amt: \$1,328.18</b>
						<b>Check Amount: \$1,328.18</b>
VIL		MNASS		<b>MN ASSOC. OF CHARTER SCHOOLS</b>		Wire
		E	01	005 010 000 000 820	MACS Membership Fees	\$603.75
<b>PO#:</b>	<b>Voucher #:</b>	<b>37899</b>	Invoice	<b>Invoice No:</b> DT060625	<b>6/30/2025</b>	<b>Paid Amt: \$603.75</b>
						<b>Check Amount: \$603.75</b>

**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
				<b>Check Amount:</b>		<b>\$13,055.50</b>
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
				<b>Check Amount:</b>		<b>\$35,551.95</b>
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
				<b>Check Amount:</b>		<b>\$281.40</b>
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
				<b>Check Amount:</b>		<b>\$500.00</b>

**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	46402	ARVIG		<b>ARVIG</b>		<b>Check</b>
			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		<b>AVANT ASSESSMENT, LLC.</b>		<b>Check</b>
			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		<b>BUCKEYE CLEANING CENTERS</b>		<b>Check</b>
			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		<b>CAPITAL ONE</b>		<b>Check</b>
			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		<b>CHRISTINA KENT</b>		<b>Check</b>
			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		<b>COLLEGE BOARD</b>		<b>Check</b>
			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		<b>CORPORATE MECHANICAL, INC.</b>		<b>Check</b>
			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		<b>COUNTRYSIDE HOME DELIVERY</b>		<b>Check</b>
			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	

**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	46423	TRUEMI		<b>MRI SOFTWARE LLC</b>		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		<b>NEO ELECTRICAL SOLUTIONS, LLC</b>		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		<b>PAMELA BACKOWSKI</b>		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		<b>PANTHERS BOOSTER CLUB</b>		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		<b>PAUL MILLER</b>		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		<b>PREMIER KITCHEN INC.</b>		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**  
**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	46429	ROBHIL		<b>ROBERT B HILL CO.</b>		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		<b>RUM RIVER HILLS GOLF COURSE</b>		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		<b>SCHUTT SPORTS, LLC</b>		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		<b>SONJA VICIOSO</b>		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		<b>SPECTRUM HIGH SCHOOL</b>		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		<b>STAPLES</b>		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		<b>TCEC METRO, LLC</b>		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		<b>GURSTEL LAW FIRM, P.C.</b>		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		<b>ANOKA-RAMSEY COMMUNITY COLLEGE</b>		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		<b>ANOKA-RAMSEY COMMUNITY COLLEGE</b>		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		<b>BETHEL UNIVERSITY</b>		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		<b>BETHEL UNIVERSITY</b>		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		<b>SOUTHEASTERN UNIVERSITY</b>		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		<b>A CHANCE TO GROW</b>		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		<b>ANOKA-RAMSEY COMMUNITY COLLEGE</b>		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		<b>BUCKEYE CLEANING CENTERS</b>		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		<b>COMCAST BUSINESS</b>		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		<b>KACEY DAWSON</b>		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		<b>MN DEPARTMENT OF EDUCATION</b>		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		<b>OFFICE OF MN IT SERVICES</b>		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		<b>SQUIRES, WALDSPURGER, &amp; MACE P.A.</b>		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		<b>TCEC METRO, LLC</b>		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		<b>TRIUMPH EDUCATIONAL CONSULTING</b>		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		<b>CAPERNAUM PED THERAPY INC.</b>		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	
<b>PO#:</b>	<b>Voucher #:</b>	<b>37853</b>	Invoice	<b>Invoice No:</b> MAY2025	<b>6/26/2025</b>	<b>Paid Amt:</b>	<b>\$3,951.06</b>
						<b>Check Amount:</b>	<b>\$3,951.06</b>
VIL	46461	CLICHA		<b>CLIFF CHARPENTIER</b>		Check	
			E 01	300 292 065 000 305	X-CUR OFFICIAL VAR S-BALL VS OGILVIE (:	\$140.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>37854</b>	Invoice	<b>Invoice No:</b> 52225-065	<b>6/26/2025</b>	<b>Paid Amt:</b>	<b>\$140.00</b>
						<b>Check Amount:</b>	<b>\$140.00</b>
VIL	46462	NJFLAN		<b>NATHAN FLANSBURG</b>		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	
<b>PO#:</b>	<b>Voucher #:</b>	<b>37852</b>	Invoice	<b>Invoice No:</b> FY25 REIMB	<b>6/26/2025</b>	<b>Paid Amt:</b>	<b>\$31.00</b>
						<b>Check Amount:</b>	<b>\$31.00</b>
VIL	46463	RUSEIG		<b>RUSSELL EIGENHEER</b>		Check	
			E 01	300 292 065 000 305	X-CUR OFFICIAL VAR S-BALL VS OGILVIE (:	\$140.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>37855</b>	Invoice	<b>Invoice No:</b> 52225-065	<b>6/26/2025</b>	<b>Paid Amt:</b>	<b>\$140.00</b>
						<b>Check Amount:</b>	<b>\$140.00</b>
VIL	46464	STERLI		<b>STERLING TROPHY, INC.</b>		Check	
			E 01	300 292 065 000 401	FY25 - SOFTBALL AWARDS	\$110.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>37851</b>	Invoice	<b>Invoice No:</b> 35405	<b>6/26/2025</b>	<b>Paid Amt:</b>	<b>\$110.00</b>
			E 01	300 292 037 000 401	FY25 - GOLF TEAM AWARDS	\$199.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>37850</b>	Invoice	<b>Invoice No:</b> 35390	<b>6/26/2025</b>	<b>Paid Amt:</b>	<b>\$199.00</b>
						<b>Check Amount:</b>	<b>\$309.00</b>
VIL	46465	TIMATK		<b>TIM ATKINSON</b>		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	
<b>PO#:</b>	<b>Voucher #:</b>	<b>37856</b>	Invoice	<b>Invoice No:</b> FY25-034	<b>6/26/2025</b>	<b>Paid Amt:</b>	<b>\$1,394.29</b>
						<b>Check Amount:</b>	<b>\$1,394.29</b>
						<b>Report Total:</b>	<b>\$858,880.61</b>



# Community Education Spotlight

*Presented by Adam Schaak, Community Ed Coordinator*



 9/4/2025

# Courses Underway

## Elementary (K-2)

- Monday: Art Club
- Tuesday: Intro to Sports
- Thursday: Storybook STEAM
- Friday: STEM Club

## Elementary (3-5)

- Tuesday: Dance Club
- Wednesday: Art Club
- Friday: STEM Club

# Courses To Come

## Elementary (K-5) - Q2

- Board game club/building club
- Chess club

## Secondary (6-12)

- September: Culinary Club (6-8)
- September: Science Olympiad (6-12)
- DECA (9-12)
- Second semester art club

# Art Club (K-2 and 3-5)

- **Painting Exploration & Watercolor Exploratory**

*Run by Danaé Trauth*

-  **Painting Exploration (Grades K–2)**

24 students are signed up to dive into the world of painting! Young artists will experiment with a variety of supplies and tools while creating projects such as scrape art, tape resist, and canvas artwork. Students will also learn the difference between abstract and representational art.

-  **Watercolor Exploratory (Grades 3–5)**

20 students are enrolled in this exciting opportunity to expand their watercolor skills. They will explore techniques using watercolor pencils, markers, liquid watercolors, and palettes. Projects will encourage students to create artwork that represents a wide range of topics and art forms.

**ADD PICTURES**

# Dance Club

Run by Kyra Swenson (PACT Class of 2022)

20 students (grades 3–5)

This program gives students a fun and energetic way to explore different dance styles, build coordination, and gain confidence through movement. Participants foster creativity, teamwork, and a love for rhythm in a lively and supportive environment. The quarter will conclude with two performances: a parade in September and a community event in October.

ADD PICTURES

# Intro to Sports

Run by June Tessom with Ross Peters

13 K-2 students are participating!

The Introduction to Sports Club gives our youngest students a fun and engaging way to explore a variety of sports—such as volleyball, soccer, and more—while developing essential athletic skills. Through active play and teamwork, students build confidence, coordination, and a love for physical activity. Along the way, they practice PACT's character traits, learning how to encourage one another, show respect, and play with integrity. The goal is to spark a lasting interest in athletics and help lay a strong foundation for future participation in PACT's secondary sports programs.

[ADD PICTURES](#)

# Storybook STEAM

Run by Robin Schiable

18 K-2 students are participating

What happens when you combine exciting books with songs, puppets, movement activities, and STEAM (science, technology, engineering, art, and mathematics) concept exploration? A real love for reading develops! Join Mrs. Schaible as she mixes great stories with fun makerspace activities!

ADD PICTURES

# STEM Club Fridays

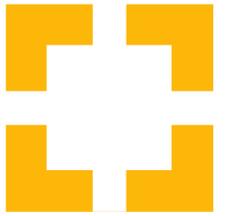
**Run by Dr. Carey**

 **First STEM Club Friday is this Friday, 9/5!**

**We already have 11 K–5 students signed up.**

Dr. Carey has planned exciting scientific demonstrations along with hands-on STEM activities designed to challenge students in a fun, engaging, and supportive environment.

## Elementary Community Education Conclusion



We are excited to share that 103 students are participating in our elementary community education opportunities this season!

- 6 out of 10 clubs successfully met the minimum requirement of 11 students, and a few classes are already close to reaching the maximum capacity of 24 students.
- Parents have reached out expressing interest in additional opportunities, which is a great sign of growing enthusiasm.

This is just the beginning of what we believe will become a flourishing program that continues to expand and provide more engaging options for our students.

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# EMPLOYEE OF THE MONTH

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**August 2025**

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This certificate is presented to

*Doris Dockendorf*

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for exemplifying the qualities we value in our employees: unwavering dedication, strong character, and a deep sense of community.

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Dr. Nathan Flansburg  
Superintendent of Schools





**PACT**  
Charter School

DR. NATHAN FLANSBURG  
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August 2025

PACT School Board of Directors:

I am pleased to present Doris Dockendorf, Special Education School Social Worker, as the August 2025 Employee of the Month. Doris's compassion and dedication to our students receiving special education services have truly made a difference in their lives and in our school community.

Doris excels at making students and parents feel recognized, heard, and supported at school. She consistently goes above and beyond to respect and include students' voices and input when creating their Individualized Education Programs (IEPs), empowering them to actively participate in shaping their own educational paths.

She also helps families by linking them to helpful resources and information, enabling them to handle tough situations confidently. Her collaborative style builds the home-school relationship and encourages trust and understanding.

Besides her work with students and families, Doris is also a trusted colleague and team member. Staff often turn to her for her insight and perspective on complicated student cases, trusting she will provide thoughtful, compassionate, and practical advice. Her expertise and calm demeanor make her a valued resource in our building.

In conclusion, Doris exemplifies the PACT character traits of compassion, respect, and citizenship, and actively encourages students, families, and colleagues to do the same. Please join me in congratulating Doris on being our August 2025 Employee of the Month. We are lucky to have her as a vital part of our school community!

Sincerely,

Dr. Nathan Flansburg  
Superintendent of Schools



**Date:** 9/4/2025

**Subject:** Proposal for Community Education, Middle School & High School Fees

Dear Board Members,

I am writing to present the proposed fee structure for our upcoming community education programs. These programs are designed to support student engagement, leadership development, and enrichment opportunities across a variety of interests.

**Proposed Fees**

Activity	Fee	Season
Middle School Dance Team	\$140	Winter
NCTBL Girls Andover League	\$195	September 29 – December 14
Culinary Club (Grades 6–8)	\$200	Mid-September start, 10-week program
DECA	\$13	Entire school year
Science Olympiad	\$300	Mid-September – March/April
MS Speech	\$130	January - April
HS Speech	\$275	January - April

**Rationale**

These fees are set to balance affordability for families while ensuring sustainability of program costs, including staffing, materials, facility use, and league participation. The variety of opportunities allows us to serve a wide range of student interests, from athletics to STEM, culinary arts, and leadership development, while maintaining accessibility.

We respectfully request the Board’s approval of these proposed fees so that we may proceed with program registration.

Sincerely,  
Tracy Peters



To: PACT Charter School Board of Directors

From: Teresa Widen, Executive Director of Teaching and Learning | Literacy Lead

Teaching and Learning Highlights: August 2025

In anticipation of the start of a new school year, the Teaching and Learning department has devoted time to collaborate, plan, and design both professional learning for our staff and our student's experience at PACT.

1. Our Instructional Cabinet Team collaborated on the design of **PACTs year long professional development plan**. This plan encompasses both leadership and staff development from June of 2025 through May of 2026. Each component of our plan is aligned with the District Operational Plan and PACTs Strategic Direction. Here are the top 4 professional development sessions we've engaged in so far this year:
  - The leadership team spent six days learning about the implementation of a system wide support called MnMTSS. During workshop week all staff learned about the history of MTSS, our current district wide data profile, and how MTSS is being implemented at PACT in order to build collective efficacy and promote more than a year's growth in a year's time for all of our students. With our focus on student learning, Professional Learning Communities (PLCs) will be meeting weekly to plan for what students need to learn next, implement high quality instruction, study student response to instruction by collecting data, and reflect upon what students know now or need retaught in a different way.
  - The refinement of our professional practice is further being supported as leaders and teachers engage in learning about the 5D/5D+ framework. Leaders will complete 6 full days of training between August 12th and October 22nd, and provide training for staff on October 24th. This framework will support a teacher's professional growth through administrative observations, feedback connected to the framework, and setting and reflecting upon student learning goals based on student data.
  - Creating and maintaining a safe and secure environment for our students, staff, and families is important to all of us. We are partnering with Rick Kaufman and the I Love U Guys Foundation to establish protocols, common language, and responses to crisis events. Each school will engage in practice drills, as required by statute, using the I Love U Guys language of HOLD, SECURE, LOCKDOWN, EVACUATE, and SHELTER. In partnership with our first responders, we will continue to learn about how to effectively respond in a timely manner during crisis situations through table talk exercises and reflections post drill practices.

- Our leaders and staff also engaged in several annual mandatory training sessions including Title IX, Seizure training, Epi Pen training, Mandatory Reporting, and Bloodborne Pathogens. We are excited to offer trainings this year that align with relicensure requirements by having PACT staff and guest speakers lead in areas such as behavior modifications, suicide prevention, and American Indian History and Culture to name a few.
2. Last month I introduced you to **PACT's Mentoring and Induction of New Teacher's program** goal, which is to provide resources that support professional growth in what effective teaching is so that new teachers want to stay at PACT and ultimately that our PACT students thrive! During the new teacher workshop, we spent two days launching the induction and mentoring program with a total of 47 new teachers and their mentors. This group represents a wide range of expertise and previous experience, which is an asset to our organization. Collectively we will be gathering together four times this year to discuss the different phases of teaching. In August we discussed the anticipation phase, where educators arrange their physical spaces in anticipation of students arriving, discuss how to establish rules and procedures in those first days of school, build relationships with students, and set up self care routines to avoid burnout. In September we will learn about the survival phase. During the survival phase we focus classroom strategies that support behavior management and student engagement, practice mindfulness, and maintain relationships and connections with others.
  3. **PACT's curriculum review teams** for social studies, health, and math are being finalized. We are grateful to the teachers and parents who are volunteering to be a member of these teams. The social studies team will meet on Friday, September 12th; while our health team will meet on Monday, September 15th to complete the first phase of our adoption process. This initial phase involves establishing timelines, assigning roles and responsibilities, and examining critical documents such as content standards and best practices. Each team will also conduct a gap analysis where district assessment data and current curriculum will inform the identification of strengths, needs, and issues. In the end, each team will formulate a content specific vision, set of beliefs, and goals which align with the district's mission, vision, and strategic directions.
  4. As PACT's **Literacy Lead**, I've been working closely with our K-5 literacy interventionists. We had a two hour meeting on the first day of school to review our assessment practices, discuss intervention curriculum resources, and plan for a reading intervention parent information meeting that is new this year on October 14th.
    - Our assessment goal is to purposefully use assessments to determine qualification for intensive reading support aligned with the science of reading. Basing qualification on normed assessment results, across multiple assessment measures is best practice.
    - We are also anticipating MDE's announcement in November of a list of newly approved intervention curricula that are research-based and aligned with the science of reading. We

are planning to use PACT's designated READ Act funds to support the purchase of an intervention curriculum that supports literacy development of not only word recognition, but also language comprehension.

- The reading intervention parent informational meeting on October 14th will be held for all families with students receiving support from our interventionists. As we partner with parents, we want to share information about how students qualify for reading support, what instruction in this small group setting looks like, how progress is monitored, and when students may exit the intervention program. We will also share tips on how to support readers at home and the importance of establishing reading habits each day.
- Lastly, the READ Act requires that all Phase 1 educators, as defined by MDE, **complete the designated READ Act training no later than July of 2026**. Therefore, PACT has enrolled 13 teachers, including our new elementary teachers and both elementary and secondary special education teachers who provide literacy instruction in the CORE OL&LA (Online Language and Learning Academy). This cohort will begin the course on November 3, 2025 with a projected completion date of April 10, 2026.

In closing, welcoming staff and students back this last month has been a bucket filling experience. There is new life and new energy here at PACT now that we are back in session, and what I love is witnessing PACT's mission in action. Thank you!

**2025-26 PACT Charter School Teacher Professional Development Plan**

<b>Professional Learning Topic</b>	<b>District Operational Plan</b>	<b>PACT Strategic Direction</b>	<b>Date</b>
<p>MnMTSS framework:</p> <ul style="list-style-type: none"> <li>● ICAB - BILT - PLC - STAT teams</li> <li>● Data-driven decisions</li> <li>● Tier 1 &amp; 2 Instruction</li> </ul>	<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 &amp; 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"> <li>● Suicide Awareness</li> <li>● American Indian History &amp; Culture</li> <li>● Accommodations/Modifications &amp; Adaptations</li> <li>● English Language Learners</li> </ul>	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"> <li>• Key Warning Signs for Early Onset of Mental Illness in Children and Adolescence</li> </ul>			
<p>Literacy: Phase 1 READ Act Professional Development:</p> <ul style="list-style-type: none"> <li>• OL&amp;LA</li> <li>• Brightworks Para Training</li> <li>• CaptiReadbasix</li> </ul>	<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 &amp; Development</p>	<p>August 20, 2025 - October 30, 2025</p>

## **203 OPERATION OF THE CHARTER SCHOOL BOARD – GOVERNING RULES & BYLAWS**

### **I. PURPOSE**

The purpose of this policy is to provide governing rules and bylaws for the conduct of meetings of the charter school board of directors.

### **II. GENERAL STATEMENT OF POLICY**

An orderly charter school board meeting allows board members to participate in discussion and decision of charter school issues. Rules of order allow charter school board members the opportunity to review school-related topics, discuss charter school business items, and bring matters to conclusion in a timely and consistent manner.

### **III. BYLAWS**

#### **ARTICLE I. PURPOSE**

The objects and purposes of the Corporation are as stated in its Articles of Incorporation.

#### **ARTICLE II. MISCELLANEOUS**

##### **Section 1. Definitions.**

(a) Stakeholders. The parents, staff, and teachers eligible to vote for the Board of Directors.

(b) Chief Administrator. Synonymous with Superintendent.

(c) Chairman of the Board. Synonymous with President of the Corporation.

(d) Board Liaison. Board Director appointed as a representative of the Board to serve as a non-voting, non-member of a Committee of the Board.

#### **ARTICLE III. OFFICES**

The registered office of the Corporation in the State of Minnesota is as stated in the Articles of Incorporation (or amendments thereto) or by a statement of the Board of Directors filed with the Secretary of State changing the registered office. The Corporation may have such other offices within the State of Minnesota as the Board of Directors may determine or as the affairs of the Corporation may require from time to time. The registered office may be, but need not be, identical with the principal office in the State of Minnesota.

#### **ARTICLE IV. MEETINGS OF THE BOARD**

##### **Section 1. Annual Meeting.**

Notice of the annual meeting of the Corporation shall be by official posting on the school website and posting at the school site at least fourteen (14) days prior to the meeting date. Such notice shall contain the date, time and place of the meeting. The annual meeting will occur during the school year.

##### **Section 2. Regular Meetings.**

Regular meetings of the Board of Directors shall be held as determined by the Board at least ten times per year. A schedule of the regular meetings shall be published in the online-based school calendar and kept on file at the primary office of the Corporation. If the Board decides to hold a regular meeting at a time or place different

from the time or place stated in its schedule of regular meetings, it shall give that same notice of the meeting that is required for special meetings in accordance with the Open Meeting Law, Minnesota Statutes section 13D.04, subdivisions 1 and 2, as amended.

**Section 3. Special Meetings.**

Special meetings of the Board of Directors may be called at any time, for any purpose, by the Chair of the Board or by at least two Directors. Notice of such meeting shall be given in accordance with the Open Meeting Law, Minnesota Statutes section 13D.04, subdivision 2, as amended. Notice of such meeting shall be given personally, emailed or mailed to each Director, addressed to him at his residence or his usual place of business at least three (3) days before the day on which the meeting is to be held. The notice shall state the date, time, place, and purpose of the meeting in accordance with the Open Meeting Law.

**Section 4. Emergency Meetings.**

When circumstances, in the judgment of the Board of Directors, require the immediate consideration of an issue by the Board, the Board may call an emergency meeting in accordance with the procedures set forth in the Open Meeting Law, Minnesota Statutes section 13D.04, subdivision 3, as amended.

**Section 5. Quorum and Adjourned Meetings.**

A meeting at which at least a majority of the members of the Board of Directors are present shall constitute a quorum for the transaction of business at any meeting of the Board of Directors. If, however, such quorum shall not be present at any such meeting, a majority of the Directors present thereat shall have the power to recess or adjourn the meeting from time to time without notice other than announcement at the meeting, until a quorum shall be present.

**Section 6. Voting.**

The affirmative vote of a majority of a quorum of Board members shall constitute a duly authorized action of the Board. Unless otherwise stated herein, each Board member shall have one vote on all matters to be decided by the Board. When there is a vote on the appropriation of money, the vote of each Board member must be recorded, except when the vote is for payments of judgments, claims, and amounts fixed by statute. The chief administrator and chief financial officer shall be ex-officio non-voting Board members of the Board.

**Section 7. Open Meeting Law.**

All Board of Director meetings and committee meetings of the Board of Directors, and a notice of all such meetings, shall comply with the Open Meeting Law.

**ARTICLE V. BOARD OF DIRECTORS**

**Section 1. General Powers.**

The affairs of the Corporation shall be managed by its Board of Directors. Except as limited by the Articles of Incorporation, these Bylaws, Chapter 124E of the Minnesota Statutes, as amended, and by other applicable law, the Board of Directors shall have all powers set forth in the Minnesota Nonprofit Corporation Act, Chapter 317A of the Minnesota Statutes, as amended.

## **Section 2. Number, Structure, Tenure, and Qualification.**

(a) Number. The Board of Directors shall be ten (10) and consist of at least seven (7) members.

(b) Board Structure. The board of directors shall be a no clear majority board. No one group, parent, teacher, or community member, shall have six or greater members on the board.

(b) Tenure. Each Director shall hold office for a three (3) year term or until a successor has been duly elected and qualified or until the director dies, resigns, is removed, or the term otherwise expires. Directors may stand for reelection. There are no limits to the number of terms a Director may serve. Any parents or teachers nominated and elected as a director must have at least one (1) year of experience at PACT. Community Members and the Treasurer are exempt from the one-year requirement though they should demonstrate an interest in the organization.

(c) Qualifications.

- (i) Related Parties Prohibited. The Board of Director membership shall not contain any related parties, as defined by Minn. Stat. 124E.07, as amended.
- (ii) Additional Qualifications:

### A. Employee Termination

A school employee who resigns his or her employment at the school or whose employment is terminated at the school is ineligible to be a Director and shall be removed from the Board, if already serving as a Board member, as of the date of employment resignation or termination.

### B. Teacher Who Is Also a Parent

A teacher employed at the school who is also a parent of a child enrolled at the school is eligible for a teacher Director position and is ineligible for a parent Director position.

### C. Community Member Who Becomes an Employee or a Parent

A community member Director who, during his or her Board term, becomes employed at the school or a parent of a child enrolled at the school is removed from the Board as of the date of such employment or enrollment.

### D. A parent whose Child is Unenrolled

A parent Director whose last remaining child is un-enrolled from the school during such Director's term is removed from the Board as of the date of such un-enrollment.

## **Section 3. Change of Governance Structure.**

(a) Board composition. The composition of the Board of Directors must be consistent with applicable provisions of Minnesota Statutes section 124E.07, as amended.

(b) Requirements to Change of Governance Structure. The term "governance structure" means having a teacher-majority or a non-teacher majority board, or

having a board with no clear majority. Any change in board governance structure must conform with the composition of the Board set forth in Minnesota Statutes section 124E.07, subdivision 3, as amended. The Board may change the governance structure only upon:

(i) A majority vote of the Board membership and a majority vote of Minnesota licensed teachers employed at the school as teachers, including licensed teachers providing instruction under contract between the school and a cooperative, with Minnesota licensed teachers who are both employed at the school or providing instruction under the contract between the school and a cooperative and a Director each having one vote.

AND

(ii) Approval of the charter school's authorizer.

(c) Process & Procedures to Change Governance Structure.

#### Requests & Petitions to Change Structure

The Board may consider a change in its governance structure upon receipt of a request for such consideration signed by at least two Directors, or the receipt of a petition to so change the governance model signed by at least 50% of the parents of students enrolled in the school or 50% of the licensed teachers employed at the school as teachers.

#### Special Board Meeting to Solicit Community Comment

Upon receipt of a request or petition complying with (i) above, the Board shall schedule and publicize a special board meeting, to be held within thirty (30) days of receipt of such request or petition, for the sole purpose of receiving community comment regarding the governance structure. When publicizing the special board meeting, the Board shall also invite the school community to submit written comments to the Board prior to the special board meeting.

#### Board Meeting

The Board shall place on the agenda of its regular meeting following the special board meeting consideration of changing the governance structure. Placing the item on the agenda does not require any Board member to introduce a motion or second a motion for such consideration.

#### Effective Date of Change in Governance Structure

Any change in the governance structure complying with this Section 3 is not effective for the duration of the current Authorizer contract period and will be effective for the subsequent Authorizer contract period and begin on the same date as the effective date of the Authorizer contract next executed between the school and its Authorizer.

#### **Section 4. Nomination Process and Eligible Voters.**

An Election Policy will be established by the Board of Directors that is consistent with Minnesota Statutes section 124E.07, as amended, and other applicable law that defines the nomination process for the Board and eligible voters.

### **Section 5. Resignation and Removal.**

Directors may resign at any time, effective immediately or at a specified later date, by giving written notice to the Chair of the Board or the Secretary of the Corporation and shall be effective at the time specified therein, or if no time is specified, at the time of its receipt by the Chair of the Board or Secretary. The acceptance of such resignation shall not be necessary to make it effective. A Director may be removed at any time, with or without cause, by a two-thirds (2/3) vote of all remaining Directors of the Corporation.

### **Section 6. Filling Vacancies.**

Vacancies on the Board of Directors caused by death, disqualification, resignation, disability, removal or such other cause shall be filled by appointment of a new Director by the affirmative vote of a majority of the remaining Directors, even if less than a quorum. The term of a Director filling a vacancy expires at the end of the unexpired term that the Director is filling.

### **Section 7. Compensation.**

Directors shall not receive compensation for their services as a Director, but nothing in these Bylaws shall be construed to preclude any Director from serving the Corporation as an employee and receiving compensation therefore. If approved by the Board, one or more Directors may receive a stipend for services rendered to the Corporation in an amount determined by the Board. In addition, the Directors of the Corporation may be reimbursed for reasonable out-of-pocket expenses incurred by them in rendering services to this Corporation, as the Board of Directors from time to time determines such services to be directly in furtherance of the purposes and in the best interest of the Corporation.

### **Section 8. Waiver of Meeting Notice.**

Any director may, in writing or orally, either before, at, or after any meeting of the Board of Directors, waive notice thereof and, without notice, any director by attendance at such meeting and participation therein shall be deemed to have waived notice of the action or actions taken at any meeting of the Board of Directors.

### **Section 9. Presence at Meetings Electronically.**

Members of the Board of Directors or any committee, as applicable, may participate in a meeting of the Board of Directors or any committee by means of interactive technology provided that all requirements set forth in Minnesota Statutes section 13D.02, as amended, are met ('absent' participant must be able to be seen and heard AND see and hear other members, among other requirements) or, by means of telephone or similar electronic communications provided that all requirements set forth in Minnesota Statutes section 13D.021, as amended, are met (limited to pandemic events or real emergencies).

### **Section 10. Conflict of Interest.**

A Conflict of Interest Policy will be established by the Board of Directors that is consistent with Minnesota Statutes section 124E.14, as amended and other applicable law. Members of the Board of Directors must comply with the statutory and common law conflicts of interest, which are outlined in the Board's Conflict of Interest Policy.

### **Section 11. Board Committees.**

The Board of Directors may, by a resolution passed by a majority of the Board of Directors, designate, define the authority of, set the number and determine the identity of, members of one or more committees. Committee members must be natural persons, but need not be members of the Board of Directors. The Board may, by a similar vote, designate one or more alternate members of any committee who may replace any absent or disqualified member of any meeting of the committee.

## **IV. INDEMNIFICATION AND INSURANCE**

### **Section 1. Indemnification.**

The Corporation shall defend, indemnify, and hold harmless its directors, officers, employees and committee members in accordance with Minnesota Statutes sections 317A.161, subdivision 21, and 317A.521, and any amendments thereto. This duty to indemnify applies provided that the director, officer, employee or committee member was acting in the performance of the duties of the position and was not guilty of malfeasance in office, willful neglect of duty, or bad faith.

This Section is and shall be for the sole and exclusive benefit of the individuals designated herein and no individual, firm or entity shall have any rights under this Section by way of assignment, subrogation or otherwise, whether voluntarily, involuntarily or by operation of law.

### **Section 2. Insurance.**

The Board of Directors may exercise the Corporation's power to purchase and maintain insurance on behalf of any person who is or was a director, officer, employee or agent of the Corporation, or member of a committee of the Corporation against any liability asserted against and incurred by such person in his or her official capacity, or arising out of his or her status as such, whether or not the Corporation would have the power to indemnify such person against liability under Minnesota Statutes, Section 317A.521, as amended, the Articles of Incorporation or these Bylaws.

## **V. FINANCIAL MATTERS.**

### **Section 1. Contracts.**

The Board of Directors may authorize any officer or officers, agent or agents of the Corporation to enter into any contract or execute and deliver any instrument in the name and on behalf of the Corporation, and any such authority may be general or confined to specific instances. Unless so authorized by the Board of Directors or these Bylaws, no officer, agent or employee shall have any power or authority to bind the Corporation by any contract or engagement, or to pledge its credit or to render it financially liable for any purpose or to any amount.

### **Section 2. Loans and Pledges.**

No loans shall be contracted nor pledges or guarantees given on behalf of the Corporation unless specifically authorized by the Board of Directors.

### **Section 3. Authorized Signatures.**

All checks, drafts or other orders for the payment of money, note or other evidence of indebtedness issued in the name of the Corporation shall be signed by such person or persons

and in such manner, as shall from time to time be determined by the Board of Directors or these Bylaws.

#### **Section 4. Deposits.**

All funds of the Corporation shall be deposited to the credit of the Corporation in such banks, trust companies or other depositories as the Board of Directors may designate and shall be disbursed under such general rules and regulations as the Board of Directors may from time to time determine.

### **VI. RULES OF ORDER**

Rules of order for charter school board meetings shall be as follows:

- A. Minnesota statutes where specified;
- B. Specific rules of order as provided by the school board consistent with Minnesota statutes; and
- C. *Robert's Rules of Order* (latest edition) when not inconsistent with A. and B., above.

***[Note: The editions of Robert's Rules of Order differ, so specifying the edition used is important.]***

### **VII. BOARD PROCEDURES**

To ensure that charter school board meetings are conducted in an orderly fashion, the charter school board will follow procedures which will allow the charter school board:

- A. To establish guidelines by which the business of the charter school board can be conducted in a regular and internally consistent manner;
  - B. To organize the meetings so all necessary matters can be brought to the charter school board and decisions of the charter school board can be made in an orderly and reasonable manner;
  - C. To insure that members of the charter school board have the necessary information to make decisions on substantive issues and to insure adequate discussion of decisions to be made; and
  - D. To insure that meetings and actions of the charter school board are conducted so as to be informative to the staff and the public, and to produce a clear record of actions taken and decisions made.
- A. Charter school board members need not rise to gain the recognition of the chair.
  - B. A motion will be adopted or carried if it receives the affirmative votes of a majority of those actually voting on the matter. Abstentions are considered acquiescence to the vote of the majority. It should be noted that some motions by statute or Robert's Rules of Order require larger numbers of affirmative votes.
  - C. All motions that require a second shall receive a second prior to opening the issue for discussion of the charter school board. If a motion that requires a second does not receive a second, the chair may declare that the motion fails for lack of a second or may provide the second. The names of the members making and seconding a motion shall be recorded in the minutes.
  - D. The chair shall decide the order in which charter school board members will be recognized to address an issue. An attempt should be made to alternate between pro and con positions if appropriate to the discussion. A member shall only speak to an

issue after the member is recognized by the chair.

- E. The chair shall rule on all questions relating to motions and points of order brought before the charter school board.
- F. A ruling by the chair is subject to appeal to the full charter school board pursuant to Robert's Rules of Order.
- G. The charter school board shall have authority to recognize any member of the audience regarding a request to be heard at the charter school board meeting. Members of the public who wish to be heard shall follow charter school board procedures.
- H. The chair has the authority to declare a recess at any time for the purpose of restoring decorum to the meeting or for any other necessary purpose.
- I. The chair shall repeat a motion or the substance of a motion prior to the vote. The chair shall call for an affirmative and a negative vote on all motions.
- J. The order in which names will be called for roll call votes will be determined by the charter school board.

***[Note: The charter school board may choose to include in the policy a method of calling the roll.]***

- K. The chair has the same right and responsibility as each charter school board member to vote on all issues.
- L. The chair shall announce the result of each vote. The vote of each member, including abstentions, shall be recorded in the minutes. If the vote is unanimous, it may be reflected as unanimous in the minutes if the minutes also reflect the members present.
- M. A majority of the voting members of the charter school board constitute a quorum. The absence of a quorum may be raised by the chair or any member. Generally, any action taken in the absence of a quorum is null and void. The only legal actions the charter school board may take in the absence of a quorum are to fix the time at which to adjourn, to adjourn, to recess or to take measures to obtain a quorum.

***[Note: In addition, charter school boards may have other rules or local customs they wish to incorporate to reflect their normal processes and procedures.]***

### **XIII. ORDER OF THE REGULAR CHARTER SCHOOL BOARD MEETING**

- A. The charter school board shall conduct an orderly charter school board meeting. The charter school board will, at all regular charter school board meetings, follow an agenda order similar to:
  - 1. Call To Order / Pledge of Allegiance
  - 2. Approval of Agenda and Consent Agenda Items
  - 3. Reports From Organizations
  - 4. Recognitions
  - 5. Teaching and Learning

6. Administrative Reports And Recommendations
7. Other Board Action
8. Adjourn

- B. Items in this order may be considered as part of a consent agenda.
- C. The charter school board may depart from the order of business with the consent of the majority of directors present.

#### **IX. MEETING AGENDA PROCEDURES**

- A. The preparation of the charter school board of directors' meeting agenda will be created to ensure that the charter school board can accomplish its business as efficiently and expeditiously as possible.
- B. While all charter school board members may provide input, it shall be the responsibility of the board chair and Superintendent to develop, prepare, and arrange the order of items for the tentative school board meeting agenda for each board meeting.
- C. Persons wishing to place an item on the agenda must make a request to the board chair or Superintendent in a timely manner. The person making the request is encouraged to state the person's name, address, purpose of the item, action desired, and pertinent background information. The chair and Superintendent shall determine whether to place the matter on the tentative agenda.

***[Note: The Minnesota Commissioner of Administration has issued an opinion that a government entity is limited to acting only on those matters specifically included in the notice of a special meeting.]***

- D. The tentative agenda and supporting documents shall be sent to the board members three (3) days prior to the scheduled school board meeting.
- E. Items may only be added to the agenda by a motion adopted at the meeting. If an added item is acted upon, the minutes of the school board meeting shall include a description of the matter.
- F. At least one copy of any printed materials, including electronic communications, relating to the agenda items of the meeting prepared or distributed by or at the direction of the charter school board or its employees and: (i) distributed at the meeting to all members of the governing body; (ii) distributed before the meeting to all members; or (iii) available in the meeting room to all members shall be available in the meeting room for inspection by the public while the school board considers their subject matter. This does not apply to materials classified by law as other than public or to materials relating to the agenda items of a closed meeting.

#### **X. CONSENT AGENDAS**

- A. For efficient administration of charter school board of directors' meetings, the board may elect to use a consent agenda for the passage of noncontroversial items or items of a similar nature.
- B. The Superintendent, in consultation with the board chair, may place items on the consent agenda. By using a consent agenda, the board has consented to the consideration of certain items as a group under one motion. Should a consent agenda be used, an appropriate amount of discussion time will be allowed to review any item

upon request.

- C. Consent items are those which usually do not require discussion or explanation prior to board action, are noncontroversial and/or similar in content, or are those items which have already been discussed and/or explained and do not require further discussion or explanation. Such agenda items might include ministerial tasks such as, but not limited to, the approval of the agenda, approval of previous minutes, approval of bills, approval of reports, etc. These items might also include similar groups of decisions such as, but not limited to, approval of staff contracts, approval of maintenance details for the charter school buildings and grounds or approval of various schedules.
- D. Items shall be removed from the consent agenda by a timely request by an individual charter school board member for independent consideration. A request is timely if made prior to the vote on the consent agenda. The request does not require a second or a vote by the charter school board. An item removed from the consent agenda will then be discussed and acted on separately immediately following the consideration of the consent agenda.
- E. Consent agenda items are approved en masse by one vote of the charter school board. The consent agenda items shall be separately recorded in the minutes.

## **XI. AMENDMENTS**

Except for any alterations, changes or amendments to the Board of Directors' governance structure, as set forth in Article V, Section 3, the power to adopt, amend or repeal the Bylaws is vested in the Board of Directors. (Governed by Minn. Stat. § 317A.181, subd. 1a).

**Legal References:** Minn. Stat. Ch. 13D (Open Meeting Law)  
Minn. Stat. § 13D.01, Subd. 6 (Open Meeting Law)  
Minn. Stat. § 124E.07 (Board of Directors)  
Dept. of Admin. Advisory Op. No. 10-013 (April 29, 2010)  
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)  
Dept. of Admin. Advisory Op. No. 13-015 (December 23, 2013)

**Cross References:** MSBA/MASA Model Policy 204 (Charter School Board Meeting Minutes)  
MSBA/MASA Model Policy 206 (Public Participation in Charter School Board Meetings/Complaints about Persons at Charter School Board Meetings and Data Privacy Considerations)

**Original Creation Date:** July 1994

**Last Approved By:** PACT Charter School Board of Directors

**Last Approved Date:** March 6, 2025

**Year Reviewed:** 2024-2025



RE: September 4, 2025 Operations Update

Dear Board Members,

As we launch into the 2025–2026 school year, our teams have been working diligently to ensure smooth operations across all departments. I am pleased to share that we are off to a strong start, and while the first week always brings a few adjustments, we are addressing them quickly to maintain momentum and deliver high-quality services for our students and staff.

### **Food Service**

- **Facility Improvements:** The Elementary Kitchen work was completed on time for the first day of school. The space was reconfigured to allow for use of both serving windows, improving service efficiency.
- **Staffing:** Candidate interviews were conducted, and an offer has been extended for the Food Service Worker position at the Elementary Campus.

### **Activities**

- **Home Openers:** Successful home openers for both soccer and volleyball teams.
- **Recruitment in progress:** hired/hiring two football coaches and two C team volleyball coaches.
- **Middle School Activities:** Hiring for fall programs has been completed. Activities began the week of September 2.

### **Community Education**

- Launched six programs at the elementary level this week, ensuring daily offerings for students.
- Secondary clubs will begin mid-September, in alignment with board approval.

### **Information Technology (IT)**

- Installed and configured two Dell R760 Enterprise Servers.
- Successfully virtualized and migrated critical servers (Domain Controllers DC01 and DC02) to the new infrastructure.

- Lower-priority servers will be migrated overnight in upcoming weeks.
- Server infrastructure is now fully updated with the latest security patches.

## **Accounting & Finance**

- Ongoing collaboration between PACT and EdFin to refine the transition process and identify efficiencies in financial operations.

## **Human Resources**

- **Hiring & Onboarding:** Welcomed 41 new staff, including teachers, paraprofessionals, substitute teachers, and coaches.
- **Benefits Administration:** Processing enrollments and terminations in Smart, EASE, Minnesota Benefits Consortium, and Frontline.
- **Compliance Training:** Mandatory trainings set up in Google Classroom. Tracking and follow-up underway to ensure full completion across staff.

## **Facilities**

- **Mulch:** Following the weather-related cancellation of Substance Church's Beautification event, a contracted team spread mulch at both Elementary Campus playgrounds.
- **Cleaning Vendor:** With the board's approval of Cady's cleaning contract for the Secondary Campus, the vendor was successfully onboarded. Staffing adjustments enabled reassignment of two part-time custodians to the Elementary Campus, resulting in the elimination of one full-time and one part-time custodial position.

## **Transportation**

- Transportation services have launched smoothly and are operating effectively. As expected during the first week of school, a small number of adjustments were necessary to address routing and scheduling issues. These matters are being resolved promptly, and the department is positioned for continued efficiency and reliability throughout the year.

Please do not hesitate to reach out with any questions or for further clarification. Thank you for your ongoing support as we prepare for a successful academic year.



**To:** Board of Directors  
**From:** Tracy Peters  
**Date:** September 4, 2025  
**Subject:** Request for Approval of Football Coaching Stipends

Dear Board Members,

I am writing to request approval for the proposed stipends for the upcoming football season. These stipends are intended to fairly compensate our coaching staff for their time, expertise, and dedication to supporting our student-athletes.

**Proposed Stipends:**

<b>Position</b>	<b>Stipend</b>	<b>Frequency</b>	<b>Duration</b>
Varsity Football Coach	\$275	Per week	Season
Assistant Football Coach	\$1,000	Once	Season
Offensive Line Coach	\$220	Per week	Season
Defensive Line Coach	\$220	Per week	Season

**Rationale:**

These stipends reflect the significant commitment required of each coaching position. Coaches will be responsible not only for practices and games, but also for mentoring student-athletes, supporting academic success, and ensuring safe and positive team experiences.

Approval of these stipends will allow us to maintain a strong coaching staff, ensure continuity of our football program, and uphold our commitment to providing high-quality extracurricular opportunities for our students.

**Request:**

I respectfully request the Board's approval of the above-listed stipends for the upcoming football season.

Thank you for your consideration and continued support of our athletic programs.

Sincerely,  
Tracy Peters



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			
<b>Relocation Rates</b>		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		

<b>Proposal For:</b> Joal Hedberg		<b>Phone:</b> (763) 712-4200	<b>Job Site:</b> Pact Charter School	<b>Job Phone:</b> (763) 712-4200
<b>Primary Contact:</b> Joel Hedberg	<b>Contact Phone:</b> (763) 712-4200	<b>Contact Email:</b> j.hedberg@PactCharter.org	<b>Job Street:</b> 7729 161 <sup>st</sup> Avenue NW	
<b>Billing Address:</b> 7729 161 <sup>st</sup> AvenueNW, Ramsey Parkway, Ramsey, MN 55303			<b>Job City, State, Zip:</b> Ramsey, MN 55303	
<b>BorderLines Authorized Signature:</b> <i>Mike W. Ryan</i>			<b>Date:</b> 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 1<sup>st</sup>, 2025 with final payment due on April 1<sup>st</sup>, 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.

<b>Proposal For:</b> Joel Hedberg		<b>Phone:</b> (763) 712-4200	<b>Job Site:</b> Pact Charter School	<b>Job Phone:</b> (763) 712-4200
<b>Primary Contact:</b> Joel Hedberg	<b>Contact Phone:</b> (763) 712-4200	<b>Contact Email:</b> j.hedberg@PactCharter.org	<b>Job Street:</b> 7250 East Ramsey Parkway	
<b>Billing Address:</b> 7250 East Ramsey Parkway, Ramsey, MN 55303			<b>Job City, State, Zip:</b> Ramsey, MN 55303	
<b>BorderLines Authorized Signature:</b> Mike W. Ryan			<b>Date:</b> 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 1<sup>st</sup>, 2025 with final payment due on April 1<sup>st</sup>, 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
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• 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.

# 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
<b>PACT Elementary Campus</b> 6 Equal Monthly Installments	\$8,500	06	\$51,000
<b>PACT Secondary Campus</b> 6 Equal Monthly Installments	\$8,500	06	\$51,000
<b>Total:</b>			<b>\$102,000</b>

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

**Phone:** 763-587-3440

**Email:** [jordan@jllandworx.com](mailto:jordan@jllandworx.com)



**Date:** 9/4/2025

**Subject:** Proposal for Community Education, Middle School & High School Fees

Dear Board Members,

I am writing to present the proposed fee structure for our upcoming community education programs. These programs are designed to support student engagement, leadership development, and enrichment opportunities across a variety of interests.

### Proposed Fees

Activity	Fee	Season
Middle School Dance Team	\$140	Winter
NCTBL Girls Andover League	\$195	September 29 – December 14
Culinary Club (Grades 6–8)	\$200	Mid-September start, 10-week program
DECA	\$13	Entire school year
Science Olympiad	\$300	Mid-September – March/April
MS Speech	\$130	January - April
HS Speech	\$275	January - April

### Rationale

These fees are set to balance affordability for families while ensuring sustainability of program costs, including staffing, materials, facility use, and league participation. The variety of opportunities allows us to serve a wide range of student interests, from athletics to STEM, culinary arts, and leadership development, while maintaining accessibility.

We respectfully request the Board’s approval of these proposed fees so that we may proceed with program registration.

Sincerely,  
Tracy Peters



**Date:** 9/4/2025

**Subject:** Game Day Worker Pay Proposal & Parent Pass Consideration

## **Purpose**

This memo presents proposed pay rates for game day workers and introduces a recommendation for a Parent Pass option to support family access to home games.

## **Proposed Pay Rates**

### **Football**

- Chain Gang – \$35 per person (3 needed per game)
- Announcer – \$40 per game
- Scoreboard/Clock – \$40 per game

### **Volleyball**

- Book & Scoreboard – \$25 for JV / \$35 for Varsity (total \$60 per person)

### **Site Supervisors for Football, Soccer and Volleyball**

- Standardize at \$25/game

## **Rationale**

- **Consistency:** Establishes clear and fair pay standards.
- **Retention:** Ensures reliable staffing for essential roles.
- **Community Support:** Encourages family attendance and engagement.

## **Recommendation**

Approve the proposed pay structure for football, volleyball, and site supervisors.



**To:** PACT Charter School Board of Directors  
**From:** Director of Special Services  
**Subject:** Department Update

### **New Positions at PACT**

For the first time in PACT's history, I am proud to announce that we have a Licensed School Nurse (LSN) and a School Psychologist Intern on staff. As a result, we have discontinued our contract with Avel eCare for LSN services. While we continue to contract with TCEC for School Psychologist services, the number of contracted hours has been reduced due to our increased in-house capacity.

### **Digital Transition**

All 504 Plans and Health Plans are now housed within SpEd Forms, the same platform we use for Individualized Education Programs (IEPs). Over the summer, we transitioned from the Charter server to our own PACT server, enabling a fully digital approach to documentation. This shift allows for greater consistency, accessibility, and efficiency across our processes. Staff have expressed enthusiasm about the standardized forms, which help streamline workflows and improve overall service delivery.

### **Panther Zone: A New Model for Support**

This fall, we launched a new programming model at our Elementary Campus called the Panther Zone. This initiative was developed to create a sustainable model that ensures students receiving special education services have access to a safe, supportive environment that meets their individual needs.

### **Guiding Beliefs**

- All students are general education students; some also receive special education services.
- The PACT Elementary Campus staff share collective responsibility for meeting the needs of all students.
- All students seek belonging and success; some face barriers that make this more challenging.

### **Panther Zone Areas**

1. **Sensory Room**
  - Supports proactive self-regulation and post-escalation recovery.
2. **Zone 2**
  - For students requiring 21–60% of their day outside the general education classroom.
  - Offers a quiet workspace and structured breaks.
3. **Zone 3**
  - For students needing more than 60% of their day outside the general education classroom.

- Staffed by special education teachers and operates on a consistent schedule including morning meetings, bin work, exploration, and lunch/recess.
4. **Rupture/Repair Room**
- A dedicated space for students who are escalated and need support before re-engaging with learning.

### **Panther Zone Expectations**

All students who access the Panther Zone follow three core expectations:

- First Time Ask
- Respect
- Just Right Space

These expectations are reflected in their daily point sheets. Additionally, students have the opportunity to earn tickets for positive behavior in the general education setting, which can be redeemed for incentives through the treasure box system.

### **Staffing and Collaboration**

The Panther Zone is supported by three dedicated paraprofessionals assigned to specific areas within the program. These staff members work closely with both general education teachers and special education paraprofessionals to ensure students are in the environment where they learn best, while also helping maintain a positive and inclusive atmosphere in the general education classroom.



To: PACT Charter School Board of Directors

From: Dr. Lara Bronson, PACT Elementary Principal

Elementary Highlights: August-September, 2025

1. Summer Hires: Interviews took place in mid-August and late August to fill the Elementary Interventionist position and an open Fifth Grade position. We will be focusing on hiring more substitute teachers in the month of September.
2. Read 2025!: PACT Elementary met and exceeded our summer reading goal! We were hoping to read 2,025 books over the summer, and we ended up reading 3,498 books! In honor of this accomplishment, the Elementary Staff are planning a “Reading Celebration” day in September where class buddies (older grades with younger grades) will walk together to the Ramsey Parks and Recreation Amphitheater, “The Draw,” and enjoy books and games together.
3. Workshop Week: PACT teachers and staff came together to plan and prepare for the school year, and there was an evident sense of optimism and excitement for the year ahead. Mentor teachers met with new teachers to make sure they felt prepared, in addition to preparing their own classrooms. Open House drew in 95% of our students to meet their teachers and visit their classrooms, alleviating nerves about coming back for the first day of school.
4. Activity with PTO: We are very thankful for the free t-shirts for kindergarten and the staff “Ready to ROAR” staff t-shirts the PTO provided. We look forward to partnering with them throughout the school year.
5. First Week of School: What a success! Students were joyfully welcomed and began learning new classroom routines and procedures in organized, relational, and intentional ways. The new initiatives of The Panther Zone, Calm Corners, Birthday Books, and teachers as “Book Whisperers” are in full effect, along with countless other ways students will encounter belonging and success at PACT this year.
6. Fall Assessments: Teachers are beginning to assess and learn about students’ skill levels and abilities in all content areas. This data collection will drive the work of enrichment, intervention, and flexible grouping opportunities, keeping rigor and high expectations at the forefront of our lesson planning and goal setting.
7. Something fun! I was invited to visit all of the Kindergarten classrooms and read *If You Take a Mouse to School* by Laura Numeroff. Next week I will be reading to all of the Fourth Grade classrooms. I have told my staff to be ready for me to be a “visible leader” around the school, not only in supporting teachers in their continuous improvement, but to see our students experience the joy of learning each day in their classrooms.



To: PACT Charter School Board of Directors

Principal Update

### **Workshop Week/ Professional Development.**

- During workshop week, we had an opportunity to do SRP training, cyber security training, team building, and Magic School AI training. We also connected with the staff on professionalism, did MTSS training, and set expectations for schoology, and somehow still gave teachers enough time in their classrooms to set up, based on feedback. Our goal during workshop was to provide our teachers with clarity on what was coming for the year, and they were very appreciative of having their professional development plan laid out for the year. Kudos to the Teaching and Learning Team. Since workshop week, we spent our first professional development day walking through best practices for PLCs, and did additional SRP Training for our staff to go over our new handbook that corresponds to the “I Love U Guys” procedures. We want our staff to feel confident to launch into their PLCs, and confident that if we encounter an emergency of any kind, that they are ready with the tools they need to keep our students safe.

### **6th Grade Orientation:**

- We had a great time welcoming the 6th graders on campus. They met their WEB leaders, toured the building, and did some community building activities. They also did activities so they felt set up for success at the start of the year.

### **Open House**

- Open House was a success. We changed up our format a bit this year, and the flow was great. It was a joy to have students and families back in the building. Students were able to meet their new teachers and plenty stayed for almost the entire time even though the students said they weren’t ready to come back yet.

### **School Pride**

- We were able to finish furnishing the loft and the main hallway on the first floor. It looks put together, but more importantly, it has been a landing place for our PSEO students. Previously, those students mostly worked off campus, or in the two conferencing rooms inside the media

center. It has been great to have more of those students on campus, working in our flexible seating areas. They are a huge part of our community, and it is a great example for our younger students to watch our older students modeling our character traits of responsibility while being focused on their own learning, while having additional autonomy on our campus.

### **Hiring Update**

- We did it! We made all of our hires, and we could not be happier with our staff. We have such a great team of seasoned educators, and those coming in just after college, bringing so much energy and passion. It feels great to have a full team. For second semester, we anticipate having one section of Industrial Arts again, so we will be hiring for that position.

### **The Great Panther Kick-Off**

- Day 1 was a blast. We kicked off with sessions on activities, eligibility, and the importance of standardized testing. We also had sessions on expectations, grade level specific information as students launch for the year, and the schedule and attendance. Students traveled around to sessions, spent time in advisory, and we had a grade level kick ball tournament. It is safe to say that the staff was spent by the end of the day, because it was FULL, but it was a blast. We look forward to our next advisory competition on Thursday!



PACT School Board of Directors:

Here is an update from the Office of Communication and Community Engagement for August 2025:

## Enrollment & Marketing

- Enrollment remains strong across K-9. Grades 10, 11, and 12 currently have immediate openings.
- In August 2025, 56 students withdrew across grades K–12. All seats were backfilled, except for grades 10, 11, and 12, where the waitlists are depleted.
- As of August 29, the total enrollment for the 2025-2026 academic year stands at 1,464 students.
- Waitlist numbers are as follows:

### Waitlist Numbers as of August 28, 2025:

Grade K - 120	Grade 5 - 53	Grade 10 - 0
Grade 1 - 78	Grade 6 - 102	Grade 11 - 0
Grade 2 - 77	Grade 7 - 64	Grade 12 - 0
Grade 3 - 65	Grade 8 - 53	<b>Total: 759</b>
Grade 4 - 95	Grade 9 - 52	

- The 2026–2027 enrollment lottery opens on September 1, 2025. Communication to enrollment interest lists and targeted social media advertising will launch shortly to promote the application window which closes on November 1, 2025.

## Website Development

- The development of the new websites continues, focusing on aligning content with student and community priorities. Work is progressing steadily, and September will offer additional opportunity to complete the remaining pages.
- Our security consultant introduced updated safety protocols during Workshop Week. A new parent-facing webpage has been launched to boost transparency and community trust in our safety efforts: [pactcharter.org/safety-security](https://pactcharter.org/safety-security).

## Communication

- During Teacher Workshop Week, I co-led a session on communication and professionalism with the principals. My portion focused on:
  - The PACT brand and its connection to personal branding
  - The “why” behind our adoption of ParentSquare

- Staff, including coaches, are gradually becoming more comfortable with ParentSquare. Once they try it, many express excitement.
  - Top communicators at Secondary: Kelsey Sinna, Tim Jindra, Micah Reynolds, Pam Backowski, Erik Rasmussen
  - Top communicators at Elementary: Tanya Loso, Laren Miller, Taylor Perrier, Abby Tollas
  - District level: AnnaRae Klopfer
- Secondary students received a first-day session introducing StudentSquare.
  - 54% of students are registered and actively using it
  - Students not registered still receive email announcements
  - App available for those with phones; others can access via Chromebooks
- Parent engagement is strong:
  - 100% district-wide contactability
  - 49% of parents have downloaded the app
  - 98% opted into text messaging (critical for emergency communication)
- Work has begun on a district-wide crisis communication plan, including building alert templates in ParentSquare.

## **Social Media**

- Back-to-school content was strategically planned and published across all PACT social media platforms to build momentum for the new year.
- Messaging was organized to showcase new staff introductions and share key back-to-school information.
- Ongoing collaboration with principals continues to highlight the many great achievements at PACT.

## **Community Engagement**

- PACT will be at the Ramsey Happy Days event on September 6 with a booth to connect with families and share information about our school. The PACT Dance Team will also perform in the community parade.
- The Back-to-School Bash is set for September 12 at Central Park. This yearly event, sponsored by the Panthers Booster Club and PACT Panthers PTO, is a highlight of the year. All proceeds go directly to support PACT activities.

Respectfully,

Christine Erntson

Director of Communication and Community Engagement