PACT Charter School

Board of Directors

Regular Session- June 4, 2026 at 7:00 PM
Secondary Campus Room B103 Media Center
7729 161st Avenue Northwest
Ramsey, MN 55303
Livestream

AGENDA

1. **Call To Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Approval of Agenda and Consent Agenda**
   Consent Agenda items are considered to be routine in nature and will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event the item will be removed as a Consent Agenda item and addressed. Consent Agenda times are as follows:
   a. Policy Updates 3
   b. Human Resource Services 91
   c. Financials 98
   d. BFC Minutes 146
   e. Board Minutes 148
   f. Enrollment Update 151
5. **Recognitions and Retirements**
   a. PACT Employee of the Month 152
6. **Teaching and Learning**
   a. DAC Report 154
   b. Social Studies Curriculum Adoption 155
   c. Health Curriculum Adoption 156
   d. Teaching and Learning Report 157
7. **Administrative Reports and Recommendations**
   a. Superintendent Report
      i. Annual Designations 158
      ii. IOwA Designation 160
      iii. MSHSL Resolution 161
      iv. ACT Scores for FY26 163
   b. Human Resource and Operations Services
      i. Human Resources and Operations Services Report 164
   c. Elementary Principal Report 166
   d. Secondary Principal Report 168
   e. Communication and Community Engagement Report 170
8. **Other Board Action**
   a. Board Chair Report

The meeting will be closed as permitted by section 13D.05, subdivision 3 (a), to evaluate the performance of the School District's Superintendent.

i. Superintendent Evaluation (closed session)

ii. Resume regular session

b. Other Board Reports

9. **Adjourn**

701 - Nursery Use Policy (Elementary Campus)

PURPOSE

PACT volunteers may use the nursery for their children when volunteering on the Elementary Campus based on the established guidelines.

The following guidelines will apply at all times:

- A maximum time limit of three consecutive hours per day.
    - Depending on PACT volunteer needs, some exceptions may be made to the volunteer's length of time to utilize the nursery. Exceptions to the time length must be approved by the Nursery Coordinator and the Volunteer Coordinator.
- PACT Charter School's Sick Child Policy applies (see PACT Family Handbook).
- The volunteer must take their children with them if they leave the school grounds for any reason.
- Playground use while in the care of the Nursery Coordinator will not be allowed due to safety concerns.
- Ages three months to kindergarten (5 or 6 years old) will be given priority. However, school-aged children will be allowed if approved in advance.
- The school nursery will be open on an as-needed basis during school days. The nursery may also be staffed during committee meetings and during after-school events upon request.
- Volunteers interested in utilizing the nursery must sign up ahead of time. Due to the limited space and the need to keep adult/child ratios low, priority will be given to children who have signed up in advance. If the need arises for extra nursery care, an attempt may be made to recruit volunteer nursery care.
- Parents are asked to call at least an hour before their scheduled nursery time if they no longer need the nursery.

PACT Charter School

Original Creation Date: December 2015
Last Approved By: PACT Charter School Board of Directors
Last Approved Date: July 11, 2023
Year Reviewed: 2023-2024

701 ESTABLISHMENT AND ADOPTION AND MODIFICATION OF SCHOOL DISTRICT BUDGET

[NOTE: The provisions of this policy substantially reflect the requirements of Minnesota Statutes.]

I. PURPOSE

The purpose of this policy is to establish lines of authority and procedures for the establishment of the school district's revenue and expenditure budgets and to establish procedures for the modification of the school district's adopted revenue and expenditure budgets.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to establish its revenue and expenditure budgets in accordance with the applicable provisions of law. Budget planning is an integral part of program planning so that the annual budget will effectively express and implement school board goals and the priorities of the school district and to modify its revenue and expenditure budgets in accordance with the applicable provisions of law.

III. REQUIREMENTS

A. The superintendent or such other school official as designated by the superintendent or the school board shall each year prepare preliminary revenue and expenditure budgets for review by the school board or its designated committee or committees. When projected expenditures exceed projected revenues, the school board may consider use of an available fund balance, if one exists.

B. Expenditures shall be reported in compliance with Minnesota Statutes, section 123B.76.

C. Prior to July 1 of each year, the school board must approve and adopt its revenue and expenditure budgets for the next school year. The budget document so adopted must be considered an expenditure-authorizing or appropriations document. No funds shall be expended for any purpose in any school year prior to the adoption of the budget document which authorizes that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year.

D. Each year, the school district must publish its adopted revenue and expenditure budgets for the current year, the actual revenues, expenditures, and fund balances for the prior year, and the projected fund balances for the current year in the form prescribed by the Commissioner of the Minnesota Department of Education (Commissioner) within one week of the acceptance of the final audit by the school board, or November 30, whichever is earlier. A statement must be included in the publication that the complete budget in detail may be inspected by any resident of the school district upon request to the superintendent. At the same time as this publication, the school district shall publish the other information required by Minnesota Statutes, section 123B.10.

E. At the public hearing on the adoption of the school district's proposed property tax levy, the school board shall review its current budget and the proposed property taxes payable in the following calendar year.

F. The school district must also post the materials specified in Paragraph III.D. above in a conspicuous place on the school district's official website, including a link to the school district's school report card on the Minnesota Department of Education's website, and publish a summary of information and the address of the school district's website where the information can be found in a qualified newspaper of general circulation in the district.

G. The school district's adopted expenditure budget shall be considered the school board's expenditure authorization for that school year.

H. If revisions or modifications in the adopted expenditure budget are determined to be advisable by the administration, the superintendent shall recommend the proposed changes to the school board. The proposed changes shall be accompanied by sufficient and appropriate background information on the revenue and policy issues involved to allow the school board to make an informed decision. A school board member may also propose modifications on that board member's own motion, provided, however, the school board member is encouraged to review the proposed modifications with the superintendent prior to their being proposed so that the administration may prepare necessary background materials for the school board prior to its consideration of those proposed modifications.

I. If sufficient funds are not included in the expenditure budget in a particular fund to allow the proposed expenditure, funds for this purpose may not be expended from that fund prior to the adoption of an expenditure budget amendment by the school board to authorize that expenditure for that school year. An amended expenditure shall not exceed the projected revenues available for that purpose in that fund.

J. The school district's revenue budget shall be amended from time to time during a fiscal year to reflect updated or revised revenue estimates. The superintendent shall make recommendations to the school board for appropriate revisions. If necessary, the school board shall also make necessary revisions in the expenditure budget if it appears that expenditures would otherwise exceed revenues and fund balances in a fund.

IV. IMPLEMENTATION

A. The school board places the responsibility for administering the adopted budget with the superintendent. The superintendent may delegate duties related thereto to other school officials, but the superintendent maintains the ultimate responsibility for this function.

B. The program-oriented budgeting system will be supported by a program-oriented accounting structure organized and operated on a fund basis as provided for in Minnesota statutes through the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS).

C. The superintendent or the superintendent's designee is authorized to make payments of claims or salaries authorized by the adopted or amended budget prior to school board approval.

D. Supplies and capital equipment can be ordered prior to budget adoption only by authority of the school board. If additional personnel are provided in the proposed budget, actual hiring may not occur until the budget is adopted unless otherwise approved by the school board. Other funds to be expended in a subsequent school year may not be encumbered prior to budget adoption unless specifically approved by the school board.

E. The school district shall make such reports to the Commissioner as required relating to initial allocations of revenue, reallocations of revenue, and expenditures of funds.

Legal References: Minn. Stat. § 123B.10 (Publication of Financial Information)
Minn. Stat. § 123B.76 (Expenditures; Reporting)
Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting Requirements)

Cross References: MSBA/MASA Model Policy 702 (Accounting)

Original Creation Date: June 4, 2026

Last Approved By: PACT Charter School Board of Directors
Last Approved Date: June 4, 2026

Year Reviewed: 2025-2026

702 - Animals in the School Policy

PURPOSE

1. To decrease student exposure to potentially harmful allergens,
2. To inform staff regarding duty of care precautions and necessary conditions regarding animals, and
3. To provide a basic minimum standard for our district.

Animals in the Schools: Duty of Care Requirements at PACT Charter School

The following requirements concern the presence of animals in school, which represent a minimum standard of care for optimal student health.

Exclusions

1. Fur-bearing and warm-blooded animals, especially cats and dogs, are triggers for many students with asthma and allergies. Therefore, cats or dogs are not allowed in the school building(s) with the exception of service animals.
2. Any animal brought to school by a student, parent or teacher, should be brought in a cage or muzzled and on a leash. Dogs and cats may not be brought into the building. Instead, they should be shown to the students outside. Anybody bringing any animal to school is strictly liable personally for the injury of the person bitten by it. Proof of insurance may be required.
3. Because other fur-bearing and warm-blooded animals also cause problems for students with asthma and other allergies, no fur-bearing animals should reside for any length of time in classrooms, but only visit briefly.

For those teachers who choose to continue to have animals residing or visiting in classrooms, the guidelines that follow apply.

Sanitation

1. Proper hand cleansing is mandatory for school staff and students after handling animals, cage debris, or animal supplies.
2. Students should never be allowed to clean up any excretory waste from the animals unless they have been given proper instructions and protective equipment.
3. The area for cleaning cages and all animal care equipment must be maintained completely separate from any food preparation, food storage, or eating area for students.
4. Cages must be kept clean. Daily cleaning is preferred, but each animal's cage should be set on a schedule for cleaning.
5. Staff will use a 1:10 solution of (1) bleach and (10) water for all clean up of excretory waste products and other cage cleaning. Staff will use a bleach solution only when all students are out of the room.
6. Urine from rodents is a trigger for many students with asthma/allergies. Student exposure should be limited and then only in line with policies stated in the Communication section.
7. Pet food should be stored in an airtight metal or plastic container.

Indoor Air Quality

1. Locate animals away from supply and return vents to avoid circulating allergens throughout the room or building.

2. The areas near where the animals are housed must be kept sanitary and clean to minimize pollutants becoming airborne. Locate animal cages on hard surface floors (not on carpet).

Containment and Care

1. Use safe, lockable and appropriate cages for all animals visiting the classroom. Staff may allow animals to roam around a confined classroom space if it is for instructional purposes and is supervised by the instructor.
2. Provide adequate supervision when animals are taken out of a cage and handled by students. Students and staff will use proper safety equipment whenever animals are handled. Students may not handle animals posing a threat of harm to a student, as determined by the classroom teacher.
3. Immediately remove any animal that displays aggressive behavior. Administration must be notified.
4. Ensure appropriate food on a regular basis and should have fresh water at all times.
5. Use a metal screen or net to keep flammable bedding material from touching lights or heat source.
6. Ensure all classroom animals are properly cared for on weekends, holidays and summer and winter breaks.

Communication

1. The teacher will maintain appropriate medical documentation for animal allergens Teachers will ensure minimum exposure to students with documented allergens.
2. The teacher classroom instructor will notify families at the beginning of each school year and periodically throughout the year of the presence of animals, if any, in their child(ren)'s classroom(s). This can be included in the course syllabus or introductory classroom information.

Animal and Student Health

1. Animals must be in good health and have appropriate and up-to-date immunizations.
2. Students will cleanse hands after handling animals in the classroom.
3. If a student is injured by an animal, they will be sent to the health office for proper care and documentation.

Additional Resources

1. Managing Asthma in the School Environment. United States Environmental Protection Agency. EPA 402-K-00-003 April 2000
2. Guidelines for Having Animals in the School Setting. Health Facts. October 1999. Olmsted County Public Health Services.
3. Healthy Learners Asthma Initiative / Minneapolis Public Schools, Health Related Services www.healthylearners.org or 612-668-0850. February 6, 2003.

MN §347.22 Damages, Owner liable. If a dog, without provocation, attacks or injures any person who is acting peaceably in any place where the person may lawfully be, the owner of the dog is liable in damages to the person so attacked or injured to the full amount of the injury sustained. The term "owner" includes any person harboring or keeping a dog but the owner shall be primarily liable. The term "dog" includes both male and female of the canine species.

PACT Charter School

Original Creation Date: March 4, 2006
Last Approved By: PACT Charter School Board of Directors
Last Approved Date: December 2022
Year Reviewed: 2022-2023

702 ACCOUNTING

[Note: The provisions of this policy reflect the applicable statutes and are not discretionary in nature.]

I. PURPOSE

The purpose of this policy is to adopt the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS) provided for in guidelines adopted by the Minnesota Department of Education.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to comply with the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts.

III. MAINTENANCE OF BOOKS AND ACCOUNTS

The school district shall maintain its books and records and do its accounting in compliance with the Uniform Accounting and Reporting Standards for Minnesota School Districts (UFARS) provided for in the guidelines adopted by the Minnesota Department of Education and in compliance with applicable state laws and rules relating to reporting of revenues and expenditures.

IV. PERMANENT FUND TRANSFERS

Unless otherwise authorized pursuant to Minnesota Statutes section 123B.80, as amended, or any other law, fund transfers shall be made in compliance with UFARS and permanent fund transfers shall only be made in compliance with Minnesota Statutes section 123B.79, as amended, or other applicable statute.

V. REPORTING

The school board shall provide for an annual audit of the books and records of the school district to assure compliance of its records with UFARS. Each year, the school district shall also provide for the publication of the financial information specified in Minnesota Statutes section 123B.10 in the manner specified therein.

Legal References:
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.10 (Publication of Financial Information)
Minn. Stat. § 123B.14, Subd. 7 (Officers of Independent School Districts)
Minn. Stat. § 123B.75 (Revenue; Reporting)
Minn. Stat. § 123B.76 (Expenditures; Reporting)
Minn. Stat. § 123B.77 (Accounting, Budgeting and Reporting Requirements)
Minn. Stat. § 123B.78 (Cash Flow; School District Revenues; Borrowing for Current Operating Costs; Capital Expenditure Deficits)
Minn. Stat. § 123B.79 (Permanent Fund Transfers)
Minn. Stat. § 123B.80 (Exceptions for Permanent Fund Transfers)

Cross References: MSBA/MASA Model Policy 703 (Annual Audit)

Original Creation Date: June 4, 2026
Last Approved By: PACT Charter School Board of Directors
Last Approved Date: June 4, 20206
Year Reviewed: 2026-2026

703 - Crisis Management Policy

Purpose

1. Policy: PACT's crisis management policy has been created in consultation with local community emergency response agencies and other appropriate individuals and groups that would likely be involved in the event of a school district emergency. It is designed so that each building administrator can tailor a building-specific crisis management plan to meet that building's specific situation and needs.
2. Building Level Plans. The school district's administration and/or the administration of each building shall present building-specific crisis management plans to the Superintendent of Schools for review and approval in alignment with this policy. The building-specific crisis management plans will include general crisis procedures and crisis-specific procedures. This policy and the plans will be maintained and updated annually and communicated to all staff before the start of school.

General Information

Elements of Crisis Management Plans

1. General Crisis Procedures. Procedures for securing buildings, classroom evacuation, building evacuation, campus evacuation, and sheltering.
2. Special Needs Procedures for Staff and Students: All general crisis procedures will address specific procedures for students and staff with special needs such as physical, sensory, motor, developmental, and mental health challenges. PACT's crisis/ emergency team will ensure that there are specific procedures for the safe evacuation of each student and staff member with special needs.
3. Lock-Down Procedures: Lock-down procedures will be used in situations where needed.
4. Severe Weather Procedures: Severe weather procedures will be used in situations where there is a tornado or severe thunderstorm warning.
5. Planning and Preparation for Fire: Plans will include a safe area, evacuation routes, and specific procedures for teachers and staff.
6. Evacuation Procedures: Classroom and building evacuations shall be implemented at the discretion of the building administrator or their designee. Each building's Crisis Management Plan will include procedures for transporting students and staff from a safe distance from harm to a designated safe area until released by the building administrator or designee.
7. School Emergency Response Team: PACT's crisis/ emergency team serves as a first responder for school emergencies and assists building and district administration in developing and revising district and building-level emergency plans. The team also implements the building-level crisis plan.
8. Facility Diagrams and Site Plans: All school buildings will have a facility diagram and site plan that includes the location of primary and secondary evacuation routes, exits, and designated safe areas inside and outside the building.
9. Emergency Response Contact Information: Each building will maintain a current list of emergency telephone numbers and the names and addresses of local, county, and state personnel who may be involved in a crisis.
10. Early School Closure: Superintendent of Schools will decide to close schools or buildings.

11. Drills: State law requires a minimum of five fire drills each school year, a minimum of five school lock-down procedure drills each school year, and a minimum of one tornado drill each school year. A record of drills conducted at the building will be maintained in the building's main office.
12. Preparation and Planning for Sites: PACT will have pre-arranged sites for emergency sheltering, relocation and reunification, and transportation as needed.
13. Essential Staff Functions: The plan will determine which staff will remain in the building to perform essential functions if safe to do so (i.e., phone system, building engineer, etc.). The plan will also designate an administrator or their designee to meet local fire or law enforcement agents upon their arrival.

PACT Charter School

Original Creation Date: March 2023
Last Approved By: PACT Charter School Board of Directors
Last Approved Date: March 2, 2023
Year Reviewed: 2022-2023

703 ANNUAL AUDIT

[Note: The provisions of this policy reflect the applicable statutes and are not discretionary in nature.]

I. PURPOSE

The purpose of this policy is to provide for an annual audit of the books and records of the school district in order to comply with law, to provide a permanent record of the financial position of the school district, and to provide guidance to the school district to correct any errors and discrepancies in its practices.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with all laws relating to the annual audit of the books and records of the school district.

III. REQUIREMENT

A. The school board shall appoint independent certified public accountants to audit, examine, and report upon the books and records of the school district. The school board may enter into a contract with a person or firm to provide the agreed upon services.

B. After the close of each fiscal year, the books, records, and accounts of the school district shall be audited by said independent certified public accountants in accordance with applicable standards and legal requirements. The superintendent and members of the administration shall cooperate with the auditors.

C. The school district shall, prior to September 15 of each year, submit unaudited financial data for the preceding year to the Minnesota Commissioner of Education (Commissioner) on forms prescribed by the Commissioner. The report shall also include those items required by Minnesota Statutes section 123B.14, subdivision 7.

D. The school district shall, prior to November 30 of each year, provide to the Commissioner audited financial data for the preceding fiscal year. The school district shall, prior to December 31 of each year, provide to the Commissioner and the State Auditor an audited financial statement in a form that will allow comparison with and correction of material differences in the unaudited data. The audited financial statement must also provide a statement of assurance pertaining to compliance with uniform financial accounting and reporting standards and a copy of the management letter submitted to the school district by its auditor.

E. The audit must be conducted in compliance with generally accepted governmental auditing standards, the Federal Single Audit Act, and the Minnesota Legal Compliance Audit Guide for School Districts issued by the Office of the State Auditor.

F. The school board must approve the audit report by resolution or require a further or amended report.

G. The administration shall report to the school board regarding any actions necessary to correct any deficiencies or exceptions noted in the audit.

H. The accounts and records of the school district shall also be subject to audit and inspection by the State Auditor to the extent provided in Minnesota Statutes chapter 6.

Legal References: Minn. Stat. Ch. 6 (State Auditor)
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.14, Subd. 7 (Officers of Independent School Districts)

Minn. Stat. § 123B.77, Subds. 2 and 3 (Accounting, Budgeting, and Reporting Requirement)

Cross References: MSBA/MASA Model Policy 702 (Accounting)

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Last Approved By: PACT Charter School Board of Directors
Last Approved Date: June 4, 2026
Year Reviewed: 2026-2026

704 DEVELOPMENT AND MAINTENANCE OF AN INVENTORY OF FIXED ASSETS AND A FIXED ASSET ACCOUNTING SYSTEM

I. PURPOSE

The purpose of this policy is to provide for the development and maintenance of an inventory of the fixed assets of the school district and the establishment and maintenance of a fixed asset accounting system.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is that a fixed asset accounting system and an inventory of fixed assets be developed and maintained.

III. DEVELOPMENT OF INVENTORY AND ACCOUNTING SYSTEM

The superintendent or such other school official as designated by the superintendent or the school board shall be responsible for the development and maintenance of an inventory of the fixed assets of the school district and for the establishment and maintenance of a formal fixed asset accounting system. The accounting system shall be operated in compliance with the applicable provisions of the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS) with a capitalization level that equals or exceeds $5,000. Group purchases for technology, furniture, or other equipment that is purchased as a per quantity that otherwise may be below the individual item threshold, the total threshold is $25,000. The inventory shall specify the location of all continued abstracts showing the conveyance of the property to the school district; certificates of title showing title to the property in the school district; title insurance policies; surveys; and other property records relating to the real property of the school district.

IV. REPORT

The administration shall annually update the property records of the school district and provide an inventory of the fixed assets of the school district to the school board.

Legal References: Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.51 (Schoolhouse and Sites; Uses for School and Nonschool Purposes; Closings)
GASB Implementation Guide 2021-1

Cross References: MSBA/MASA Model Policy 702 (Accounting)

Original Creation Date: June 4, 2026

Last Approved By: PACT Charter School Board of Directors
Last Approved Date: June 4, 2026
Year Reviewed: 2026-2026

705 INVESTMENTS

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

I. PURPOSE

The purpose of this policy is to establish guidelines for the investment of school district funds.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with all state laws relating to investments and to guarantee that investments meet certain primary criteria.

III. SCOPE

This policy applies to all investments of the surplus funds of the school district, regardless of the fund accounts in which they are maintained, unless certain investments are specifically exempted by the school board through formal action.

IV. AUTHORITY; OBJECTIVES

A. The funds of the school district shall be deposited or invested in accordance with this policy, Minnesota Statutes chapter 118A and any other applicable law or written administrative procedures.

B. The primary criteria for the investment of the funds of the school district, in priority order, are as follows

1. Safety and Security. Safety of principal is the first priority. The investments of the school district shall be undertaken in a manner that seeks to ensure the preservation of the capital in the overall investment portfolio.

2. Liquidity. The funds shall be invested to assure that funds are available to meet immediate payment requirements, including payroll, accounts payable, and debt service.

3. Return and Yield. The investments shall be managed in a manner to attain a market rate of return through various economic and budgetary cycles, while preserving and protecting the capital in the investment portfolio and taking into account constraints on risk and cash flow requirements.

V. DELEGATION OF AUTHORITY

A. The CFO and COO of the school district are designated as the investment officers of the school district and are responsible for investment decisions and activities under the direction of the school board. The investment officers shall, in dual agreement, operate the school district's investment program consistent with this policy. The investment officer may delegate certain duties to a designee or designees but shall remain responsible for the operation of the program.

B. All officials and employees that are a part of the investment process shall act professionally and responsibly as custodians of the public trust and shall refrain from personal business activity that could conflict with the investment program or which could reasonably cause others to question the process and integrity of the investment program. The investment officer shall avoid any transaction that could impair public confidence in the school district.

VI. STANDARD OF CONDUCT

The standard of conduct regarding school district investments to be applied by the investment

officer shall be the "prudent person standard." Under this standard, the investment officer shall exercise that degree of judgment and care, under the circumstances then prevailing, that persons of prudence, discretion, and intelligence would exercise in the management of their own affairs, investing not for speculation and considering the probable safety of their capital as well as the probable investment return to be derived from their assets. The prudent person standard shall be applied in the context of managing the overall investment portfolio of the school district. The investment officer, acting in accordance with this policy and exercising due diligence, judgment, and care commensurate with the risk, shall not be held personally responsible for a specific security's performance or for market price changes. Deviations from expectations shall be reported in a timely manner and appropriate actions shall be taken to control adverse developments.

VII. MONITORING AND ADJUSTING INVESTMENTS

The investment officer shall routinely monitor existing investments and the contents of the school district's investment portfolio, the available markets, and the relative value of competing investment instruments.

VIII. INTERNAL CONTROLS

The investment officer shall establish a system of internal controls which shall be documented in writing. The internal controls shall be reviewed by the school board and shall be annually reviewed for compliance by the school district's independent auditors. The internal controls shall be designed to prevent and control losses of public funds due to fraud, error, misrepresentation, unanticipated market changes, or imprudent actions by officers, employees, or others. The internal controls may include, but shall not be limited to, provisions relating to controlling collusion, separating functions, separating transaction authority from accounting and record keeping, custodial safekeeping, avoiding bearer form securities, clearly delegating authority to applicable staff members, limiting securities losses and remedial action, confirming telephone transactions in writing, supervising and controlling employee actions, minimizing the number of authorized investment officials, and documenting transactions and strategies.

IX. PERMISSIBLE INVESTMENT INSTRUMENTS

The school district may invest its available funds in those instruments specified in Minnesota Statutes sections 118A.04 and 118A.05, as these sections may be amended from time to time, or any other law governing the investment of school district funds. The assets of an other postemployment benefits (OPEB) trust or trust account established pursuant to Minnesota Statutes section 471.6175 to pay postemployment benefits to employees or officers after their termination of service, with a trust administrator other than the Public Employees Retirement Association, may be invested in instruments authorized under Minnesota Statutes chapter 118A or Minnesota Statutes section 356A.06, subdivision 7. Investment of funds in an OPEB trust account under Minnesota Statutes section 356A.06, subdivision 7, as well as the overall asset allocation strategy for OPEB investments, shall be governed by an OPEB Investment Policy Statement (IPS) developed between the investment officer, as designed herein, and the trust administrator.

X. PORTFOLIO DIVERSIFICATION; MATURITIES

A. Limitations on instruments, diversification, and maturity scheduling shall depend on whether the funds being invested are considered short-term or long-term funds. All funds shall normally be considered short-term except those reserved for building construction projects or specific future projects and any unreserved funds used to provide financial-related managerial flexibility for future fiscal years.

B. The school district shall diversify its investments to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions or maturities.

1. The investment officer shall prepare and present a table to the school board for review and approval. The table shall specify the maximum percentage of the school district's investment portfolio that may be invested in a single type of investment instrument, such as U.S. Treasury Obligations, certificates of deposit, repurchase agreements, banker's acceptances, commercial paper, etc. The approved table shall be attached as an exhibit to this policy and shall be incorporated herein by reference.

2. The investment officer shall prepare and present to the school board for its review and approval a recommendation as to the maximum percentage of the total investment portfolio that may be held in any one depository. The approved recommendation shall be attached as an exhibit or part of an exhibit to this policy and shall be incorporated herein by reference.

3. Investment maturities shall be scheduled to coincide with projected school district cash flow needs, taking into account large routine or scheduled expenditures, as well as anticipated receipt dates of anticipated revenues. Maturities for short-term and long-term investments shall be timed according to anticipated need. Within these parameters, portfolio maturities shall be staggered to avoid undue concentration of assets and a specific maturity sector. The maturities selected shall provide for stability of income and reasonable liquidity.

XI. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS

Before the school district invests any surplus funds in a specific investment instrument, a competitive bid or quotation process shall be utilized. If a specific maturity date is required, either for cash flow purposes or for conformance to maturity guidelines, quotations or bids shall be requested for instruments which meet the maturity requirement. If no specific maturity is required, a market trend analysis, which includes a yield curve, will normally be used to determine which maturities would be most advantageous. Quotations or bids shall be requested for various options with regard to term and instrument. The school district will accept the quotation or bid which provides the highest rate of return within the maturity required and within the limits of this policy. Generally, all quotations or bids will be computed on a consistent basis, i.e., a 360-day or a 365-day yield. Records will be kept of the quotations or bids received, the quotations or bids accepted, and a brief explanation of the decision that was made regarding the investment. If the school district contracts with an investment advisor, bids are not required in those circumstances specified in the contract with the advisor.

XII. QUALIFIED INSTITUTIONS AND BROKER-DEALERS

A. The school district shall maintain a list of the financial institutions that are approved for investment purposes.

B. Prior to completing an initial transaction with a broker, the school district shall provide to the broker a written statement of investment restrictions which shall include a provision that all future investments are to be made in accordance with Minnesota statutes governing the investment of public funds. The broker must annually acknowledge receipt of the statement of investment restrictions and agree to handle the school district's account in accordance with these restrictions. The school district may not enter into a transaction with a broker until the broker has provided this annual written agreement to the school district. The notification form to be used shall be that prepared by the State Auditor. A copy of this investment policy, including any amendments thereto, shall be provided to each such broker.

XIII. SAFEKEEPING AND COLLATERALIZATION

A. All investment securities purchased by the school district shall be held in third-party

safekeeping by an institution designated as custodial agent. The custodial agent may be any Federal Reserve Bank, any bank authorized under the laws of the United States or any state to exercise corporate trust powers, a primary reporting dealer in United States Government securities to the Federal Reserve Bank of New York, or a securities broker-dealer defined in Minnesota Statutes section 118A.06. The institution or dealer shall issue a safekeeping receipt to the school district listing the specific instrument, the name of the issuer, the name in which the security is held, the rate, the maturity, serial numbers and other distinguishing marks, and other pertinent information.

B. Deposit-type securities shall be collateralized as required by Minnesota Statutes section 118A.03 for any amount exceeding FDIC, SAIF, BIF, FCUA, or other federal deposit coverage.

C. Repurchase agreements shall be secured by the physical delivery or transfer against payment of the collateral securities to a third party or custodial agent for safekeeping. The school district may accept a safekeeping receipt instead of requiring physical delivery or third-party safekeeping of collateral on overnight repurchase agreements of less than $1,000,000.

XIV. REPORTING REQUIREMENTS

A. The investment officer shall generate daily and monthly transaction reports for management purposes. In addition, the school board shall be provided a monthly report that shall include data on investment instruments being held as well as any narrative necessary for clarification.

B. The investment officer shall prepare and submit to the school board a quarterly investment report that summarizes recent market conditions, economic developments, and anticipated investment conditions. The report shall summarize the investment strategies employed in the most recent quarter and describe the investment portfolio in terms of investment securities, maturities, risk characteristics, and other features. The report shall summarize changes in investment instruments and asset allocation strategy approved by the investment officer for an OPEB trust in the most recent quarter. The report shall explain the quarter's total investment return and compare the return with budgetary expectations. The report shall include an appendix that discloses all transactions during the past quarter. Each quarterly report shall indicate any areas of policy concern and suggested or planned revisions of investment strategies. Copies of the report shall be provided to the school district's auditor.

C. Within ninety (90) days after the end of each fiscal year of the school district, the investment officer shall prepare and submit to the school board a comprehensive annual report on the investment program and investment activity of the school district for that fiscal year. The annual report shall include 12-month and separate quarterly comparisons of return and shall suggest revisions and improvements that might be made in the investment program.

D. If necessary, the investment officer shall establish systems and procedures to comply with applicable federal laws and regulations governing the investment of bond proceeds and funds in a debt service account for a bond issue. The record keeping system shall be reviewed annually by the independent auditor or by another party contracted or designated to review investments for arbitrage rebate or penalty calculation purposes.

XV. DEPOSITORIES

The school board shall annually designate one or more official depositories for school district funds. The treasurer or the chief financial officer of the school district may also exercise the power of the school board to designate a depository. The school board shall be provided notice of any such designation by its next regular meeting. The school district and the depository shall each comply with the provisions of Minnesota Statutes section 118A.03 and

any other applicable law, including any provisions relating to designation of a depository, qualifying institutions, depository bonds, and approval, deposit, assignment, substitution, addition, and withdrawal of collateral.

XVI. ELECTRONIC FUNDS TRANSFER OF FUNDS FOR INVESTMENT

The school district may make electronic fund transfers for investments of excess funds upon compliance with Minnesota Statutes section 471.38.

Legal References:

Minn. Stat. § 118A.01 (Definitions)
Minn. Stat. § 118A.02 (Depositories; Investing; Sales, Proceeds, Immunity)
Minn. Stat. § 118A.03 (When and What Collateral Required)
Minn. Stat. § 118A.04 (Investments)
Minn. Stat. § 118A.05 (Contracts and Agreements)
Minn. Stat. § 118A.06 (Safekeeping; Acknowledgements)
Minn. Stat. § 356A.06, Subd. 7 (Investments; Additional Duties)
Minn. Stat. § 471.38 (Claims)
Minn. Stat. § 471.6175 (Trust for Postemployment Benefits)

Cross References:

MSBA/MASA Model Policy 703 (Annual Audit)

Minnesota Legal Compliance Audit Guide for School Districts Prepared by the Office of the State Auditor

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706 ACCEPTANCE OF GIFTS

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

I. PURPOSE

The purpose of this policy is to provide guidelines for the acceptance of gifts by the school board.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to accept gifts only in compliance with state law.

III. ACCEPTANCE OF GIFTS GENERALLY

The school board may receive, for the benefit of the school district, bequests, donations or gifts for any proper purpose. The school board shall have the sole authority to determine whether any gift or any precondition, condition, or limitation on use included in a proposed gift furthers the interests of or benefits the school district and whether it should be accepted or rejected.

IV. GIFTS OF REAL OR PERSONAL PROPERTY

The school board may accept a gift, grant or devise of real or personal property only by the adoption of a resolution approved by two-thirds of its members. The resolution must fully describe any conditions placed on the gift. The real or personal property so accepted may not be used for religious or sectarian purposes.

[Note: This voting requirement and gift use provision is specified by Minnesota Statutes section 465.03.]

V. ADMINISTRATION IN ACCORDANCE WITH TERMS

If the school board agrees to accept a bequest, donation, gift, grant or devise which contains preconditions, conditions or limitations on use, the school board shall administer it in accordance with those terms. Once accepted, a gift shall be the property of the school district unless otherwise provided in the agreed upon terms.

Legal References: Minn. Stat. § 123B.02, Subd. 6 (General Powers of Independent School Boards)
Minn. Stat. § 465.03 (Gifts to Municipalities)

Cross References: None

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707 TRANSPORTATION OF PUBLIC SCHOOL STUDENTS

[NOTE: The obligations stated in this policy are largely governed by statute. A school district may choose to add obligations to the model policy.]

I. PURPOSE

The purpose of this policy is to provide for the transportation of students consistent with the requirements of law.

II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is to provide for the transportation of students in a manner which will protect their health, welfare, and safety.

B. The school district recognizes that transportation is an essential part of the school district services to students and parents but further recognizes that transportation by school bus is a privilege and not a right for an eligible student.

III. DEFINITIONS

A. "Child with a disability" includes every child identified under federal and state special education law as deaf or hard of hearing, blind or visually impaired, deafblind, or having a speech or language impairment, a physical impairment, other health disability, developmental cognitive disability, an emotional or behavioral disorder, specific learning disability, autism spectrum disorder, traumatic brain injury, or severe multiple impairments, and who needs special education and related services, as determined by the rules of the Commissioner of the Minnesota Department of Education ("Commissioner"). A licensed physician, an advanced practice nurse, a physician assistant, or a licensed psychologist is qualified to make a diagnosis and determination of attention deficit disorder or attention deficit hyperactivity disorder for purposes of identifying a child with a disability. In addition, every child under age three, and at the school district's discretion from age three to seven, who needs special instruction and services, as determined by the rules of the Commissioner, because the child has a substantial delay or has an identifiable physical or mental condition known to hinder normal development is a child with a disability. A child with a short-term or temporary physical or emotional illness or disability, as determined by the rules of the Commissioner, is not a child with a disability.

B. "Home" is the legal residence of the child. In the discretion of the school district, "home" also may be defined as a licensed day care facility, school day care facility, a respite care facility, the residence of a relative, or the residence of a person chosen by the student's parent or guardian as the home of a student for part or all of the day, if requested by the student's parent or guardian, or an afterschool program for children operated by a political subdivision of the state, if the facility, residence, or program is within the attendance area of the school the student attends. Unless otherwise specifically provided by law, a homeless student is a resident of the school district if enrolled in the school district.

C. "Homeless student" means a student, including a migratory student, who lacks a fixed, regular, and adequate nighttime residence and includes: students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; are awaiting foster care placement; have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings, and migratory children who qualify as homeless because

they are living in any of the preceding listed circumstances.

D. "Nonpublic school" means any school, church, or religious organization, or home school wherein a resident of Minnesota may legally fulfill the compulsory instruction requirements of Minnesota Statutes, section 120A.22, which is located within the state, and which meets the requirements of Title VI of the Civil Rights Act of 1964.

E. "Nonresident student" is a student who attends school in the school district and resides in another district, defined as the "nonresident district." In those instances when the divorced or legally separated parents or parents residing separately share joint physical custody of a student and the parents reside in different school districts, the student shall be a resident of the school district designated by the student's parents. When parental rights have been terminated by court order, the legal residence of a student placed in a residential or foster facility for care and treatment is the district in which the student resides.

F. "Pupil support services" are health, counseling, and guidance services provided by the public school in the same district where the nonpublic school is located.

G. "School of origin," for purposes of determining the residence of a homeless student, is the school that the student attended when permanently housed or the school in which the student was last enrolled.

H. "Shared time basis" is a program where students attend public school for part of the regular school day and who otherwise fulfill the requirements of Minnesota Statutes, section 120A.22 by attendance at a nonpublic school.

I. "Student" means any student or child attending or required to attend any school as provided in Minnesota law and who is a resident or child of a resident of Minnesota.

IV. ELIGIBILITY

A. Upon the request of a parent or guardian, the school district shall provide transportation to and from school, at the expense of the school district, for all resident students who reside two miles or more from the school, except for those students whose transportation privileges have been revoked or have been voluntarily surrendered by the student's parent or guardian.

B. The school district may, in its discretion, also provide transportation to any student to and from school, at the expense of the school district, for any other purpose deemed appropriate by the school board.

[NOTE: In this section, school districts may wish to outline those discretionary areas where they intend to provide transportation. For example, some school districts may provide that transportation shall be provided for all resident elementary students who reside one mile or more from the school.]

C. In the discretion of the school district, transportation along regular school bus routes may also be provided, where space is available, to any person where such use of a bus does not interfere with the transportation of students. The cost of providing such transportation must be paid by those individuals using these services or some third-party payor. Bus transportation also may be provided along school bus routes when space is available for participants in early childhood family education programs and school readiness programs if these services do not result in an increase in the school district's expenditures for transportation

D. For purposes of stabilizing enrollment and reducing mobility, the school district may, in its discretion, establish a full-service school zone and may provide transportation for students attending a school in that full-service school zone. A full-service school zone

may be established for a school that is located in an area with higher than average crime or other social and economic challenges and that provides education, health or human services, or other parental support in collaboration with a city, county, state, or nonprofit agency.

V. TRANSPORTATION OF NONRESIDENT STUDENTS

A. If requested by the parent of a nonresident student, the school district shall provide transportation to a nonresident student within its borders at the same level of service that is provided to resident students.

B. If the school district decides to transport a nonresident student within the student's resident district, the school district will notify the student's resident district of its decision, in writing, prior to providing transportation.

C. When divorced or legally separated parents or parents residing separately reside in different school districts and share physical custody of a student, the parents shall be responsible for the transportation of the student to the border of the school district during those times when the student is residing with the parent in the nonresident school district.

D. The school district may provide transportation to allow a student who attends a high-need English language learner program and who resides within the transportation attendance area of the program to continue in the program until the student completes the highest grade level offered by the program.

VI. TRANSPORTATION OF RESIDENT STUDENTS TO NONDISTRICT SCHOOLS

A. In general, the school district shall not provide transportation between a resident student's home and the border of a nonresident district where the student attends school under the Enrollment Options Program. A parent may be reimbursed by the nonresident district for the costs of transportation from the pupil's residence to the border of the nonresident district if the student is from a family whose income is at or below the poverty level, as determined by the federal government. The reimbursement may not exceed the pupil's actual cost of transportation or 15 cents per mile traveled, whichever is less. Reimbursement may not be paid for more than 250 miles per week (Minnesota Statutes, section 124D.03, subdivision 8).

B. Resident students shall be eligible for transportation to and from a nonresident school district at the expense of the school district, if in the discretion of the school district, inadequate room, distance to school, unfavorable road conditions, or other facts or conditions make attendance in the resident student's own district unreasonably difficult or impracticable. The school district, in its discretion, may also provide for transportation of resident students to schools in other districts for grades and departments not maintained in the district, including high school, for the whole or a part of the year or for resident students who attend school in a building rented or leased by the school district in an adjacent district.

C. In general, the school district is not responsible for transportation for any resident student attending school in an adjoining state under a reciprocity agreement but may provide such transportation services at its discretion.

VII. SPECIAL EDUCATION STUDENTS/STUDENTS WITH A DISABILITY/ STUDENTS WITH TEMPORARY DISABILITIES

A. Upon a request of a parent or guardian, the board must provide necessary transportation, consistent with Minnesota Statutes, section 123B.92, subdivision 1(b)(4), for a resident child with disabilities not yet enrolled in kindergarten for the

provision of special instruction and services. Special instruction and services for a child with disabilities not yet enrolled in kindergarten include an individualized education program (IEP) team placement in an early childhood program when that placement is necessary to address the child's level of functioning and needs.

B. Resident students with disabilities who are transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport students with a disability on the basis of the disabling condition and applicable laws. This provision shall not be applicable to parents who transport their own child under a contract with the school district.

[NOTE: The 2025 Minnesota legislature amended Minnesota Statutes, section 123B.92 to remove the deleted language above.]

C. Resident students with a disability who are boarded and lodged at Minnesota state academies for educational purposes, but who also are enrolled in a public school within the school district, shall be provided transportation, by the school district to and from said board and lodging facilities, at the expense of the school district.

D. If a resident student with a disability attends a public school located in a contiguous school district and the school district of attendance does not provide special instruction and services, the school district shall provide necessary transportation for the student between the school district boundary and the educational facility where special instruction and services are provided within the school district. The school district may provide necessary transportation of the student between its boundary and the school attended in the contiguous district, but shall not pay the cost of transportation provided outside the school district boundary.

E. When a student with a disability or a student with a short-term or temporary disability is temporarily placed for care and treatment in a day program located in another school district and the student continues to live within the school district during the care and treatment, the school district shall provide the transportation, at the expense of the school district, to that student. The school district may establish reasonable restrictions on transportation, except if a Minnesota court or agency orders the child placed at a day care and treatment program and the school district receives a copy of the order, then the school district must provide transportation to and from the program unless the court or agency orders otherwise. Transportation shall only be provided by the school district during regular operating hours of the school district.

F. When a nonresident student with a disability or a student with a short-term or temporary disability is temporarily placed in a residential program within the school district, including correctional facilities operated on a fee-for-service basis and state institutions, for care and treatment, the school district shall provide the necessary transportation at the expense of the school district. Where a joint powers entity enters into a contract with a privately owned and operated residential facility for the provision of education programs for special education students, the joint powers entity shall provide the necessary transportation.

G. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law.

H. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the

alternative dispute resolution and due process procedures provided for in Minnesota Statutes, chapter 125A.

VIII. HOMELESS STUDENTS

A. Homeless students shall be provided with transportation services comparable to other students in the school district.

B. Upon request by the student's parent, guardian, or homeless education liaison, the school district shall provide transportation for a homeless student as follows:

1. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements within the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location on the same basis as transportation services are provided to other students in the school district.

2. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements outside of the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location on the same basis as transportation services are provided to other students in the school district, unless the school district and the school district in which the student is temporarily placed agree that the school district in which the student is temporarily placed shall provide transportation.

3. If a nonresident student is homeless and is residing in a public or private homeless shelter or has other non-shelter living arrangements within the school district, the school district may provide transportation services between the shelter or non-shelter location and the student's school of origin outside of the school district upon agreement with the school district in which the school of origin is located.

4. A homeless nonresident student enrolled under Minnesota Statutes, section 124D.08, subdivision 2a, must be provided transportation from the student's district of residence to and from the school of enrollment.

IX. AVAILABILITY OF SERVICES

Transportation shall be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break. Transportation may be provided for summer instructional programs for students with a disability or in conjunction with a learning year program. Transportation between home and school may also be provided, in the discretion of the school district, on staff development days.

X. MANNER OF TRANSPORTATION

The scheduling of routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, the determination of fees, and any other matter relating thereto shall be within the sole discretion, control and management of the school board. The school district may, in its discretion, provide room and board, in lieu of transportation, to a student who may be more economically and conveniently provided for by that means.

XI. RESTRICTIONS

Transportation by the school district is a privilege and not a right for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or violation of any other law governing student conduct on a school bus

pursuant to the school district's discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act. Revocation procedures for a student who is an individual with a disability under 20 United States Code, section 1415 (Individuals with Disabilities Act), 29 United States Code, section 794 (the Rehabilitation Act), and 42 United States Code, section 12132, (Americans with Disabilities Act) are governed by these provisions.

XII. FEES

A. In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional.

B. The school district may charge fees for transportation of students to and from school when authorized by law. If the school district charges fees for transportation of students to and from school, guidelines shall be established for that transportation to ensure that no student is denied transportation solely because of inability to pay. The school district also may waive fees for transportation if the student's parent is serving in, or within the past year has served in, active military service as defined in Minnesota Statutes, section 190.05.

C. The school district may charge reasonable fees for transportation of students to and from post-secondary institutions for students enrolled under the post-secondary enrollment options program. Families who qualify for mileage reimbursement may use their state mileage reimbursement to pay this fee

D. Where, in its discretion, the school district provides transportation to and from an instructional community-based employment station that is part of an approved occupational experience vocational program, the school district may require the payment of reasonable fees for transportation from students who receive remuneration for their participation in these programs.

XIII. BUS ROUTES AND STOPS

A. Bus stops and routes are designed to consider safety, efficiency, least cost, and shortest overall ride times.

B. PACT transportation boundaries include the Anoka-Hennepin School District, the east side of the Elk River School District near Trott Brook Pkwy and 182nd Ave, and the south side of the St. Francis School District near the Oak Park Preserve Park.

C. Attempts will be made to establish stops in neighborhoods within the cities of Ramsey and Anoka.

D. Park and ride stops will be established as needed in areas outside of the cities of Ramsey and Anoka.

E. Every effort will be made to establish bus routes so that no student rides for more than 75 minutes each way. However, there is no guarantee this will always hold true for everyone on every route.

F. Every effort will be made for bus routes to be set up to run in the same order for morning stops and afternoon stops. This will allow students with a longer ride in the morning to have a shorter ride in the afternoon and vice versa.

G. Bus stops are established at the discretion of the bus company management with input from the school. School bus drivers do not have the authority to change or add a bus stop.

H. Bus stops are reviewed annually and changed as necessary to meet the needs of the majority of students requesting transportation.

I. Students should plan to be at the scheduled bus stop five minutes before pick-up time.

J. Parents should plan to be at the scheduled bus stop five minutes before drop-off time.

K. Students will only be dropped off if a parent or guardian is at the bus stop unless parental consent for a student to walk is on file with PACT's contracted transportation company.

L. Parents missing the assigned drop-off stop may safely drive to another stop on the route and wait for the bus to arrive. Students may then depart the bus to meet their parent or guardian.

M. Students with no parent available to meet them at their bus stop will be returned to school for parent pick-up.

Legal References:

Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.59 (Bus Transportation a Privilege Not a Right)
Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.41 (Definitions)
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
Minn. Stat. § 123B.84 (Policy)
Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.04 (Options for Enrolling in Adjoining States)
Minn. Stat. § 124D.041 (Reciprocity with Adjoining States)
Minn. Stat. § 124D.08 (School Board's Approval to Enroll in Nonresident District; Exceptions)
Minn. Stat. Ch. 125A (Special Education and Special Programs)
Minn. Stat. § 125A.02 (Child with a Disability Defined)
Minn. Stat. § 125A.12 (Attendance in Another District)
Minn. Stat. § 125A.15 (Placement in Another District; Responsibility)
Minn. Stat. § 125A.51 (Placement of Children Without Disabilities; Education and Transportation)
Minn. Stat. § 125A.515 (Placement of Students; Approval of Education Program)
Minn. Stat. § 125A.65 (Attendance at Academies for the Deaf and Blind)
Minn. Stat. § 126C.01 (Definitions)
Minn. Stat. § 127A.47 (Payments to Resident and Nonresident Districts)
Minn. Stat. § 190.05 (Definitions)
Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)
Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disability)
20 U.S.C. § 1415 (Individuals with Disabilities Education Act)
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 2000d (Prohibition against Exclusion from Participation in, Denial of Benefits of, and Discrimination under Federally Assisted Programs on Ground of Race, Color, or National Origin)
42 U.S.C. § 11431 *et seq.* (McKinney-Vento Homeless Assistance Act of 2001)
42 U.S.C. § 12132 *et seq.* (Americans with Disabilities Act)

Cross References: MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 710 (Extracurricular Transportation)

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708 - PACT CHARTER SCHOOL INVESTMENT

PURPOSE

From time to time, PACT will have more funds available that are needed to meet current obligations. These funds may be invested in various financial instruments. This policy establishes guidelines for such investments.

SCOPE

This investment procedure applies to all funds of the District. These funds are accounted for in the District's annual financial report and include all current funds and any other funds that may be created from time to time. All transactions involving the funds and related activity of any funds shall be administered under the provisions of this procedure and the canons of the "prudent person rule."

The School District shall maintain this set of procedures for the investment of School District funds that includes the following elements:

A. Scope

1. A listing of authorized investments.
2. The standard of care that must be maintained by the persons investing the public funds.
3. Investment and diversification guidelines that are appropriate to the nature of the funds, the purpose of the funds, and the amount of the public funds within the investment portfolio.
4. Guidelines regarding collateral requirements, if any, for the deposit of public funds in a financial institution made under State Statute, and, if applicable, guidelines for contractual arrangements for the custody and safekeeping of that collateral.
5. Performance measures appropriate to the nature of the funds, the purpose for the funds, and the amount of the public funds within the school district's investment portfolio.
6. Appropriate periodic review of the investment portfolio, its effectiveness in meeting the School District's need for safety, liquidity, the rate of return, and diversification, and its general performance.
7. A policy regarding ethics and conflicts of interest (see School District Policies).

B. Objectives

1. Safety of Principal - Investments shall be undertaken in a manner that seeks to ensure the preservation of the principal in the overall portfolio. To attain this objective, only appropriate investment instruments will be purchased, and insurance or collateral may be required to ensure the return of principal.
2. Liquidity - The District's investment portfolio shall be structured in such a manner as to provide sufficient liquidity to pay obligations as they come due.
3. Return on Investments - The investment portfolio shall be designed to attain a market-average rate of return throughout budgetary and economic cycles, taking into account the risk constraints, the cash flow characteristics of the portfolio and legal restrictions for return on investments. In general, the Board Treasurer will strive to earn an average rate of return equal to or higher than the U.S. Treasury Bill rate for a given period.
4. Maintaining the Public's Trust - The investment officers shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the District, the Board or the Board Treasurer.

C. Investment Instruments

The District may invest in any security allowed by Minnesota Statutes as may be amended from time to time. The District has chosen to limit its allowable investments to those instruments listed below:

1. Bonds, notes, certificates of indebtedness, treasury bills or other securities now or hereafter issued by the United States of America, its agencies and allowable instrumentalities;
2. Interest-bearing savings accounts, interest-bearing certificates of deposit or interest-bearing time deposits, or any other investments constituting direct obligations of any bank;
3. Certificates of deposit with federally insured institutions that are collateralized or insured more than the maximum coverage allowed by the Federal Deposit Insurance Corporation;
4. Collateralized repurchase agreements that conform to the requirements stated in 118A.05 sub. 2 of the statutes;
5. Commercial paper meeting the following criteria:
    a. The corporation must be organized in the United States or be a Canadian subsidiary.
    b. The corporation's assets must exceed $10,000,000.
    c. The obligations at the time of purchase must be rated at the highest classifications (A-1/P-1) by both Standard & Poor's and Moody's rating agencies.
    d. The obligations cannot have a maturity longer than 270 days.
    e. Not more than 50% of the total investment fund can be invested in commercial paper at any time.
    f. The total investment in any one corporation cannot exceed 10% of the corporation's outstanding obligations.
    g. The total investment in any one corporation cannot be more than $1 million.
6. Investments may be made only in those savings banks or savings and loan associations that are insured by the Federal Deposit Insurance Corporation.
7. Investment products that are considered as derivatives are excluded explicitly from approved investments.

D. Diversification

It is the policy of the District to diversify its investment portfolio. Investments shall be expanded to eliminate the risk of loss resulting in over-concentration in a specific maturity, issuer, or class of securities. Diversification strategies shall be determined and revised periodically by the Board Treasurer. The diversification shall be as follows:

a. Up to 100% of C.1., but not less than 10%
b. Up to 90% of C.2. and C.3.
c. Up to 50% of C.4. and C.5.

E. Collateralization

1. It is the policy of the District to require that time deposits more than FDIC insurable limits be secured by collateral or private insurance to protect public deposits in a single financial institution if it were to default.
2. Eligible collateral instruments are any investment instruments acceptable under 118A.03. The collateral must be placed in safekeeping at or before the time the District buys the investments so that it is evident that the purchase of the investment is predicated on the securing of collateral.

F. Qualified Financial Institutions and Intermediaries

1. Depositories - Demand Deposits

a. Any financial institution selected by the District shall provide standard banking services, including, but not limited to: checking accounts, wire transfers, and safekeeping services.
b. The District will not maintain funds in any financial institution that is not a member of the FDIC system. Also, the District will not keep funds in any institution that does not first agree to post required collateral for funds or purchase private insurance more than FDIC insurable limits and in amounts acceptable to the District.

2. Banks and Savings and Loans - Certificates of Deposit. Any financial institution selected to be eligible for the District's competitive certificate of deposit purchase program must:
    a. provide wire transfer and certificate of deposit safekeeping services;
    b. be a member of the FDIC system and be willing and capable of posting required collateral or private insurance for funds more than FDIC insurable limits and amounts required by the District; and
    c. meet at all times the financial criteria as established in the investment procedures of the District.
3. Intermediaries. Any financial intermediary selected to be eligible for the District's competitive investment program must:
    a. provide wire transfer and deposit safekeeping services;
    b. be a member of a recognized U.S. Securities and Exchange Commission Self-Regulatory Organizations such as the New York Stock Exchange, National Association of Securities Dealers, Municipal Securities Rule Making Board, etc.;
    c. provide an annual audit upon request;
    d. maintain an office within the State of Minnesota and be licensed to conduct business in this State; and
    e. be familiar with the Board of Education's policy and accept financial responsibility for any investment not appropriate according to the policy.

G. Management of Program

1. The following individuals are authorized to purchase and sell investments, allow wire transfers, authorize the release of pledged collateral, and to execute any documents required under this procedure:

a) Board Treasurer
b) Superintendent of Schools
c) Board Chair

These documents include:

1) Wire Transfer Agreement
2) Depository Agreement
3) Safekeeping Agreement
4) Custody Agreement

2. Management responsibility for the investment program is hereby delegated to the Board Treasurer who shall establish a system of internal controls and operational procedures designed to prevent losses of funds that might arise from fraud, employee error, misrepresentation by third parties, or imprudent actions by employees of the entity. No person may engage in any investment transaction except as provided for under the terms of this policy.

3. The Board Treasurer may use financial intermediaries, brokers, and/or financial institutions to solicit bids for securities and certificates of deposit.

H. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Further, no officer involved in the investment process shall have any interest in, or receive any compensation from, any investments in which the District is authorized to invest, or the sellers, sponsors or managers of those investments.

I. Indemnification

Investment officers and employees of the District acting in accordance with this Investment Procedure and such written operational policies as may be established by the District, and who otherwise exercise due diligence and act with reasonable prudence, shall be relieved of personal liability for an individual security's credit risk or market changes. 118.02 sub. 2.

Legal Reference:

http://www.revisor.leg.state.mn.us/stats/118A/
https://www.revisor.mn.gov/statutes/?id=118A

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Year Reviewed: 2024-2025

709 STUDENT TRANSPORTATION SAFETY POLICY

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

I. PURPOSE

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus Safety Week

The school district may designate a school bus safety week. The National School Bus Safety Week is the third week in October.

B. Student School Bus Safety Training

1. The school district shall provide students enrolled in grades kindergarten (K) through 10 with age-appropriate school bus safety training of the following concepts:

   a. transportation by school bus is a privilege, not a right;

   b. school district policies for student conduct and school bus safety;

   c. appropriate conduct while on the bus;

   d. the danger zones surrounding a school bus;

   e. procedures for safely boarding and leaving a school bus;

   f. procedures for safe vehicle lane crossing; and

   g. school bus evacuation and other emergency procedures.

2. All students in grades K through 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. All students in grades 7 through 10 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training or receive bus safety instruction materials by the end of the sixth week of school, if they have not previously received school bus training. Students in grades K through 10 who enroll in a school after the second week of school, are transported by school bus, and have not received training in their previous school districts shall undergo school bus safety training or receive bus safety instructional materials within four (4) weeks of their first day of attendance.

3. The school district and a nonpublic school with students transported by school bus at public expense must provide students enrolled in grades K through 3 school bus safety training twice during the school year.

4. Students taking driver's training instructional classes must receive training in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus as required by Minnesota Statutes, section 169.446, subdivision 2.

5. The school district and a nonpublic school with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.

6. The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.

7. The school district may provide kindergarten students with school bus safety training before the first day of school.

8 The school district shall adopt and make available for public review a curriculum for transportation safety education.

9. Nonpublic school students transported by the school district will receive school bus safety training by their nonpublic school. The nonpublic schools may use the school district's school transportation safety education curriculum. Upon request by the school district superintendent, the nonpublic school must certify to the school district's school transportation safety director that all students enrolled in grades K through 10 have received the appropriate training.

C. Active Transportation Safety Training

1. Training Required

a. The school district must provide public school pupils enrolled in kindergarten through grade 3 with age-appropriate active transportation safety training. At a minimum, the training must include pedestrian safety, including crossing roads.

b. The school district must provide pupils enrolled in grades 4 through 8 with age-appropriate active transportation safety training. At a minimum, the training must include:

(1) pedestrian safety, including crossing roads safely using the searching left, right, left for vehicles in traffic technique;

(2) bicycle safety, including relevant traffic laws, use and proper fit of protective headgear, bicycle parts and safety features, and safe biking techniques; and

(3) electric-assisted bicycle safety, including that a person under the age of fifteen (15) is not allowed to operate an electric-assisted bicycle.

2. Instruction

a. The school district may provide active transportation safety training through distance learning.

b. The district and a nonpublic school must make reasonable accommodations for the active transportation safety training of pupils known to speak English as a second language and pupils with disabilities.

III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

A. Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students.

B. Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

1. School Bus and Bus Stop Rules

The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.

2. Rules at the Bus Stop

   a. Get to your bus stop five (5) minutes before your scheduled pick up time. The school bus driver will not wait for late students.

   b. Respect the property of others while waiting at your bus stop.

   c. Keep your arms, legs, and belongings to yourself.

   d. Use appropriate language.

   e. Stay away from the street, road, or highway when waiting for the bus.

   f. Wait until the bus stops before approaching the bus.

   g. After getting off the bus, move away from the bus.

   h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.

   i. No fighting, harassment, intimidation, or horseplay.

   j. No use of alcohol, tobacco, or drugs.

3. Rules on the Bus

   a. Immediately follow the directions of the driver.

   b. Sit in your seat facing forward.

   c. Talk quietly and use appropriate language.

   d. Keep all parts of your body inside the bus.

   e. Keep your arms, legs, and belongings to yourself.

   f. No fighting, harassment, intimidation, or horseplay.

   g. Do not throw any object.

   h. No eating, drinking, or use of alcohol, tobacco, or drugs.

   i. Do not bring any weapons or dangerous objects on the school bus.

   j. Do not damage the bus.

4. Consequences

   a. Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with cocurricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

(1) Elementary (grades K-6)

1st offense	warning
2nd offense	three (3) school-day suspension from riding the bus
3rd offense	five (5) school-day suspension from riding the bus
4th offense	ten (10) school-day suspension from riding the bus/meeting with parent
Further offenses	individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

(2) Secondary (grades 7-12)

1st offense	warning
2nd offense	five (5) school-day suspension from riding the bus
3rd offense	ten (10) school-day suspension from riding the bus
4th offense	twenty (20) school-day suspension from riding the bus/meeting with parent
5th offense	suspended from riding the bus for the remainder of the school year

[Note: When any student goes sixty (60) transportation days without a report, the student's consequences may start over at the first offense.]

(3) Other Discipline

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school also may result from school bus/bus stop misconduct.

(4) Records

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of student misbehavior on a school bus or in a bus-loading or unloading area that are reasonably believed to cause an immediate and substantial danger to the student or surrounding persons or property shall be provided by the school district to local law enforcement and the Department of Public Safety in accordance with state and federal law.

(5) Vandalism/Bus Damage

Students damaging school buses will be responsible for the

damages. Failure to pay such damages (or make arrangements to pay) within two (2) weeks may result in the loss of bus privileges until damages are paid.

(6) Notice

School bus and bus stop rules and consequences for violations of these rules will be reviewed with students annually and copies of these rules will be made available to students. School bus rules are to be posted on each school bus.

(7) Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons, drug possession, or vandalism), the appropriate school district personnel and local law enforcement officials will be informed.

IV. PARENT AND GUARDIAN INVOLVEMENT

A. Parent and Guardian Notification

The school district school bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.

B. Parents/Guardians Responsibilities for Transportation Safety

Parents/Guardians are responsible to:

1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;

2. Support safe riding and walking practices, and recognize that students are responsible for their actions;

3. Communicate safety concerns to their school administrators;

4. Monitor bus stops, if possible;

5. Have their children to the bus stop five (5) minutes before the bus arrives;

6. Have their children properly dressed for the weather; and

7. Have a plan in case the bus is late.

V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

A. School bus drivers shall have a valid Class A, B, or C Minnesota driver's license with a school bus endorsement. A person possessing a valid driver's license, without a school bus endorsement, may drive a type III vehicle set forth in Paragraphs VII.B. and VII.C., below. Drivers with a valid Class D driver's license, without a school bus endorsement, may operate a "type A-I" school bus as set forth in Paragraph VII.D., below.

B. The school district shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and school district policy.

C. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle

in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services (Division) of the conviction within thirty (30) days of the conviction. For purposes of this paragraph, a "serious traffic violation" means a conviction of any of the following offenses:

1. excessive speeding, involving any single offense for any speed of fifteen (15) miles per hour or more above the posted speed limit;

2. reckless driving;

3. improper or erratic traffic lane changes;

4. following the vehicle ahead too closely;

5. a violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident;

6. driving a commercial vehicle without obtaining a commercial driver's license or without having a commercial driver's license in the driver's possession;

7. driving a commercial vehicle without the proper class of commercial driver's license and/or endorsements for the specific vehicle group being operated or for the passengers or type of cargo being transported;

8. a violation of a state or local law prohibiting texting while driving a commercial vehicle; and

9. a violation of a state or local law prohibiting the use of a hand-held mobile telephone while driving a commercial vehicle.

D. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of violating, in any type of motor vehicle, a Minnesota state or local law relating to motor vehicle traffic control, other than a parking violation, shall notify the person's employer of the conviction within thirty (30) days of conviction. The notification shall be in writing and shall contain all the information set forth in Attachment A accompanying this policy.

E. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a Minnesota commercial driver's license suspended, revoked, or cancelled by the state of Minnesota or any other state or jurisdiction and who loses the right to operate a commercial vehicle for any period or who is disqualified from operating a commercial motor vehicle for any period shall notify the person's employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege, or disqualification. The notification shall be in writing and shall contain all the information set forth in Attachment B accompanying this policy.

F. A person who operates a type III vehicle and who sustains a conviction as described in Subparagraph VII.C.1.g. (i.e., driving while impaired offenses), VII.C.1.h. (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor), or VII.C.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person's employer within ten (10) days of the date of the conviction. The notification shall be in writing and shall contain all the information set forth in Attachment C accompanying this policy.

VI. SCHOOL BUS DRIVER TRAINING

A. Training

1. All new school bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction, before transporting students and shall meet the competency testing specified in the Minnesota Department of Public Safety's *Minnesota Model School Bus Driver Training Program*. All school bus drivers shall receive in-service training annually. For purposes of this section, "annually" means at least once every 380 days from the initial or previous evaluation and at least once every 380 days from the initial or previous license verification. The school district shall retain on file an annual individual school bus driver "evaluation certification" form for each school district driver as contained in the *Minnesota Model School Bus Driver Training Program*.

   [NOTE: The *Minnesota Model School Bus Driver Training Program* is available online through the Minnesota Department of Public Safety State Patrol web page listed under Resources below.]

2. All bus drivers operating a type III vehicle will be provided with annual training and certification as set forth in Subparagraph VII.C.1.b., below, by either the school district or the entity from whom such services are contracted by the school district.

B. Evaluation

School bus drivers with a Class D license will be evaluated annually and all other bus drivers will be assessed periodically for the following competencies:

1. Safely operate the type of school bus the driver will be driving;

2. Understand student behavior, including issues relating to students with disabilities;

3. Ensure orderly conduct of students on the bus and handling incidents of misconduct appropriately;

4. Know and understand relevant laws, rules of the road, and local school bus safety policies;

5. Handle emergency situations; and

6. Safely load and unload students.

The evaluation must include completion of an individual "school bus driver evaluation form" (road test evaluation) as contained in the *Minnesota Model School Bus Driver Training Program*.

[NOTE: The school district may use alternative assessments rather than those set forth in the *Minnesota Model School Bus Driver Training Program* for bus driver training competencies with the approval of the Commissioner of Public Safety. A driver also may receive at least eight (8) hours of school bus in-service training in any year as an alternative to being assessed for bus driver competencies after the initial year of being assessed for bus driver competencies.]

VII. OPERATING RULES AND PROCEDURES

A. General Operating Rules

1. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the *Minnesota Model School Bus Driver Training Program*.

2. Only students assigned to the school bus by the school district shall be transported. The number of students or other authorized passengers transported in a school

bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.

3. The parent/guardian may designate, pursuant to school district policy, a day care facility, respite care facility, the residence of a relative, or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet all other eligibility requirements.

4. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.

5. To the extent practical, the school district will designate school bus loading/unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.

   [NOTE: A school district is not required to comply with Subparagraph VII.A.5. if the school board determines that alternative locations block traffic, impair student safety, or are not cost effective.]

6. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether hand-held or hands free, when the vehicle is in motion or a part of traffic. For purposes of this paragraph, "school bus" has the meaning given in Minnesota Statutes, section 169.011, subdivision 71. In addition, "school bus" also includes type III vehicles when driven by employees or agents of the school district. "Cellular phone" means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.

B. Type III Vehicles

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer's rated seating capacity of ten (10) or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of ten (10) or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.

2. Type III vehicles must be painted a color other than national school bus yellow.

3. Type III vehicles shall be state inspected in accordance with legal requirements.

4. Vehicles model year 2007 or older must not be used as type III vehicles to transport school children, except those vehicles that are manufactured to meet the structural requirements of federal motor vehicle safety standard 222, 49 Code of Federal Regulations, Part 571.

5. If a type III vehicle is school district owned, the school district name will be clearly marked on the side of the vehicle. The type III vehicle must not have the words "school bus" in any location on the exterior of the vehicle or in any interior location visible to a motorist.

6. A "type III vehicle" must not be outwardly equipped and identified as a type A, B, C, or D bus.

7. Eight-lamp warning systems and stop arms must not be installed or used on type III vehicles.

8. Type III vehicles must be equipped with mirrors as required by law.

9. Any type III vehicle may not stop traffic and may not load or unload before making

a complete stop and disengaging gears by shifting into neutral or park. Any type III vehicle used to transport students must not load or unload so that a student has to cross the road, except where not possible or impractical, then the driver or assistant must escort a student across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.

10. Any type III vehicle used to transport students must carry emergency equipment including:

    a. Fire extinguisher

       A minimum of one (1) 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket and must be located in the driver's compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.

    b. First aid kit and body fluids cleanup kit

       A minimum of a 10-unit first aid kit and a body fluids cleanup kit is required. They must be contained in removable, moisture- and dust-proof containers mounted in an accessible place within the driver's compartment and must be marked to indicate their identity and location.

    c. Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location of these items.

11. Students will not be regularly transported in private vehicles that are not state inspected as type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of ten (10) or fewer without meeting the requirements for a type III vehicle. Also, parents may use a private vehicle to transport their own children under a contract with the district. The school district has no system of inspection for private vehicles.

12. All drivers of type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.

13. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.

C. Type III Vehicle Driven by Employees with a Driver's License Without a School Bus Endorsement

1. The holder of a Class A, B, C, or D driver's license, without a school bus endorsement, may operate a type III vehicle, described above, under the following conditions:

    a. The operator is an employee of the entity that owns, leases, or contracts for the school bus, which may include the school district.

    b. The operator's employer, which may include the school district, has adopted and implemented a policy that provides for annual training and certification of the operator in:

       (1) safe operation of a type III vehicle;

(2) understanding student behavior, including issues relating to students with disabilities;

(3) encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately;

(4) knowing and understanding relevant laws, rules of the road, and local school bus safety policies;

(5) handling emergency situations;

(6) proper use of seat belts and child safety restraints;

(7) performance of pre-trip vehicle inspections;

(8) safe loading and unloading of students, including, but not limited to:

(a) utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;

(b) refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane;

(c) avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not reasonably feasible to avoid such a location;

(d) placing the type III vehicle in "park" during loading and unloading;

(e) escorting a student across the road under clause (c) only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile; and

(9) compliance with Paragraph V.F. concerning reporting convictions to the employer within ten (10) days of the date of conviction.

c. A background check or background investigation of the operator has been conducted that meets the requirements under Minnesota Statutes, section 122A.18, subdivision 8, or Minnesota Statutes, section 123B.03 for school district employees; Minnesota Statutes, section 144.057 or Minnesota Statutes, chapter 245C for day care employees; or Minnesota Statutes, section 171.321, subdivision 3, for all other persons operating a type III vehicle under this section.

d. Operators shall submit to a physical examination as required by Minnesota Statutes, section 171.321, subdivision 2.

e. The operator's employer requires preemployment drug testing of applicants for operator positions. Current operators must comply with the employer's policy under Minnesota Statutes, section 181.951, subdivisions 2, 4, and 5. Notwithstanding any law to the contrary, the operator's employer may use a breathalyzer or similar device to fulfill random alcohol testing requirements.

f. The operator's driver's license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as required by Minnesota Statutes, section 171.321, subdivision 5.

g. A person who sustains a conviction, as defined under Minnesota Statutes, 609.02, of violating Minnesota Statutes, section 169A.25, 169A.26, 169A.27 (driving while impaired offenses), or 169A.31 (alcohol-related school bus driver offenses), or whose driver's license is revoked under Minnesota Statutes, sections 169A.50 to 169A.53 of the implied consent law, or who is convicted of violating or whose driver's license is revoked under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for five (5) years from the date of conviction.

h. A person who has ever been convicted of a disqualifying offense as defined in Minnesota Statutes, section 171.3215, subdivision 1(c), (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a type III vehicle.

i. A person who sustains a conviction, as defined under Minnesota Statutes, section 609.02, of a moving offense in violation of Minnesota Statutes, chapter 169 within three (3) years of the first of three (3) other moving offenses is precluded from operating a type III vehicle for one (1) year from the date of the last conviction.

j. Students riding the type III vehicle must have training required under Minnesota Statutes, section 123B.90, subdivision 2 (See Paragraph II.B., above).

k. Documentation of meeting the requirements listed in this section must be maintained under separate file at the business location for each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible for maintaining these files for inspection.

2. The Type III vehicle must bear a current certificate of inspection issued under Minnesota Statutes, section 169.451.

3. An employee of the school district who is not employed for the sole purpose of operating a type III vehicle may, in the discretion of the school district, be exempt from Subparagraphs VII.C.1.d. (physical examination) and VII.C.1.e. (drug testing), above.

D. Type A-I "Activity" Buses Driven by Employees with a Driver's License Without a School Bus Endorsement

1. The holder of a Class D driver's license, without a school bus endorsement, may operate a type A-I school bus or a Multifunction School Activity Bus (MFSAB) under the following conditions:

a. The operator is an employee of the school district or an independent contractor with whom the school district contracts for the school bus and is not solely hired to provide transportation services under this paragraph.

b. The operator drives the school bus only from points of origin to points of destination, not including home-to-school trips to pick up or drop off students.

c. The operator is prohibited from using the 8-light system if the vehicle is so equipped.

d. The operator has submitted to a background check and physical examination as required by Minnesota Statutes, section 171.321, subdivision 2.

e. The operator has a valid driver's license and has not sustained a conviction of a disqualifying offense as set forth in Minnesota Statutes, section 171.02, subdivisions 2a(h) - 2a(j).

f. The operator has been trained in the proper use of child safety restraints as set forth in the National Highway Traffic Safety Administration's *Guideline for the Safe Transportation of Pre-school Age Children in School Buses*, if child safety restraints are used by passengers, in addition to the training required in Article VI., above.

g. The bus has a gross vehicle weight rating of 14,500 pounds or less and is designed to transport fifteen (15) or fewer passengers, including the driver.

2. The school district shall maintain annual certification of the requirements listed in this section for each Class D license operator.

3. A school bus operated under this section must bear a current certificate of inspection.

4. The word "School" on the front and rear of the bus must be covered by a sign that reads "Activities" when the bus is being operated under authority of this section.

VIII. SCHOOL DISTRICT EMERGENCY PROCEDURES

A. If possible, school bus drivers or their supervisors shall call "911" or the local emergency phone number in the event of a serious emergency.

B. School bus drivers shall meet the emergency training requirements contained in Unit III "Crash & Emergency Preparedness" of the *Minnesota Model School Bus Driver Training Program*. This includes procedures in the event of a crash (accident).

C. School bus drivers and bus assistants for special education students requiring special transportation service because of a disability shall be trained in basic first aid procedures, shall within one (1) month after the effective date of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of students with disabilities, assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.

D. Emergency health information shall be maintained on the school bus for students requiring special transportation service because of a disability. The information shall state:

1. the student's name and address;

2. the nature of the student's disabilities;

3. emergency health care information; and

4. the names and telephone numbers of the student's physician, parents, guardians, or custodians, and some person other than the student's parents or custodians who can be contacted in case of an emergency.

IX. SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS

A. All school vehicles shall be maintained in safe operating conditions through a systematic

preventive maintenance and inspection program adopted or approved by the school district.

B. All school vehicles shall be state inspected in accordance with legal requirements.

C. A copy of the current daily pre-trip inspection report must be carried in the bus. Daily pre-trip inspections shall be maintained on file in accordance with the school district's record retention schedule. Prompt reports of defects to be immediately corrected will be submitted.

D. Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism.

X. SCHOOL TRANSPORTATION SAFETY COORDINATOR

The school board has designated an individual to serve as the school district's school transportation safety director. The school transportation safety director shall have day-to-day responsibility for student transportation safety, including transportation of nonpublic school children when provided by the school district. The school transportation safety director will assure that this policy is periodically reviewed to ensure that it conforms to law. The school transportation safety director shall certify annually to the school board that each school bus driver meets the school bus driver training competencies required Minnesota Statutes, section 171.321, subdivision 4. The transportation safety director also shall annually verify or ensure that the private contractor utilized by the school has verified the validity of the driver's license of each employee who regularly transports students for the school district in a type A, B, C, or D school bus, type III vehicle, or MFSAB with the National Driver Register or the Department of Public Safety. Upon request of the school district superintendent or the superintendent of the school district where nonpublic students are transported, the school transportation safety director also shall certify to the superintendent that students have received school bus safety training in accordance with state law. The name, address and telephone number of the school transportation safety director are on file in the school district office. Any questions regarding student transportation or this policy may be addressed to the school transportation safety director.

XI. STUDENT TRANSPORTATION SAFETY COMMITTEE

The school board may establish a student transportation safety committee. The chair of the student transportation safety committee is the school district's school transportation safety coordinator. The school board shall appoint the other members of the student transportation safety committee. Membership may include parents, school bus drivers, representatives of school bus companies, local law enforcement officials, other school district staff, and representatives from other units of local government.

Legal References:
Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. § 123B.42 (Textbooks; Individual Instruction or Cooperative Learning Material; Standard Tests)
Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)
Minn. Stat. § 123B.90 (School Bus Safety Training)
Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)
Minn. Stat. § 123B.935 (Active Transportation Safety Training)
Minn. Stat. § 144.057 (Background Studies on Licensees and Other Personnel)
Minn. Stat. Ch. 169 (Traffic Regulations)
Minn. Stat. § 169.011, Subds. 15, 16, and 71 (Definitions)
Minn. Stat. § 169.02 (Scope)
Minn. Stat. § 169.443 (Safety of School Children; Bus Driver's Duties)
Minn. Stat. § 169.446, Subd. 2 (Safety of School Children; Training and Education Rules)

Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor)
Minn. Stat. § 169.454 (Type III Vehicle Standards)
Minn. Stat. § 169.4582 (Reportable Offense on School Buses)
Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired)
Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)
Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law)
Minn. Stat. § 171.02, Subds. 2, 2a, and 2b (Licenses; Types, Endorsements, Restrictions)
Minn. Stat. § 171.168 (Notice of Violation by Commercial Driver)
Minn. Stat. § 171.169 (Notice of Commercial License Suspension)
Minn. Stat. § 171.321 (Qualifications of School Bus and Type III Vehicle Drivers)
Minn. Stat. § 171.3215, Subd. 1(c) (Canceling Bus Endorsement for Certain Offenses)
Minn. Stat. § 181.951 (Authorized Drug and Alcohol Testing)
Minn. Stat. Ch. 245C (Human Services Background Studies)
Minn. Stat. § 609.02 (Definitions)
Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)
49 C.F.R. Part 383 (Commercial Driver's License Standards; Requirements and Penalties)
49 C.F.R. § 383.31 (Notification of Convictions for Driver Violations)
49 C.F.R. § 383.33 (Notification of Driver's License Suspensions)
49 C.F.R. § 383.5 (Transportation Definitions)
49 C.F.R. § 383.51 (Disqualification of Drivers)
49 C.F.R. Part 571 (Federal Motor Vehicle Safety Standards)

Cross References:
MSBA/MASA Model Policy 416 (Drug, Alcohol, and Cannabis Testing)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 707 (Transportation of Public Students)
MSBA/MASA Model Policy 708 (Transportation of Nonpublic Students)
MSBA/MASA Model Policy 710 (Extracurricular Transportation)

Resources:
Minnesota Department of Public Safety: *School Bus Resources* (accessed 10/12/25)
National Highway Traffic Safety Administration: *Guideline for the Safe Transportation of Pre-school Age Children in School Buses* (Feb. 1999) (accessed 10/12/25)

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Last Approved By: PACT Charter School Board of Directors
Last Approved Date: June 4, 20206
Year Reviewed: 2026-2026

710 EXTRACURRICULAR TRANSPORTATION

I. PURPOSE

The purpose of this policy is to make clear to students, parents, and staff the school district's policy regarding extracurricular transportation.

II. GENERAL STATEMENT OF POLICY

The determination as to whether to provide transportation for students, spectators, or participants to and from extracurricular activities shall be made solely by the school district administration. This determination shall include, but is not limited to, the decision to provide transportation, the persons to be transported, the type or method to be utilized, all transportation scheduling and coordination, and any other transportation arrangements or decisions. Employees who are involved in extracurricular activities shall be advised by the administration as to the transportation arrangements made, if any.

III. ARRANGEMENT OF EXTRACURRICULAR TRANSPORTATION

School district employees shall not undertake independent arrangement, scheduling, or coordination of transportation for extracurricular activities unless specifically directed or approved by the school district administration. All transportation arrangements made by a school district employee must be approved by a building administrator. If the school district makes no arrangements for extracurricular transportation, students who wish to participate are responsible for arranging for or providing their own transportation.

IV. NO EMPLOYEE TRANSPORTATION OF STUDENTS WITH PERSONAL VEHICLES

An employee must not use a personal vehicle to transport one or more students except as provided herein. However, employees may make appropriate transportation arrangements for students as necessary in an emergency or other unforeseeable circumstance.

In a nonemergency situation, an employee must get prior, written approval from the administration before transporting a student in a personal vehicle. If a school vehicle is available, the employee will use the school vehicle. The administration has the sole discretion to make a final determination as to the appropriate use of a personal vehicle to transport one or more students.

If any emergency transportation arrangements are made by employees pursuant to this section, the relevant facts and circumstances shall be reported to the administration as soon thereafter as practicable.

All vehicles used to transport students shall be properly registered and insured.

[Note: This policy provides that employees may use a personal vehicle to transport students in an emergency or other unforeseeable circumstance. An "emergency or other unforeseeable circumstance" does not include situations where regular transportation is available or scheduled.

For example, if a scheduled extracurricular event occurs outside of the school district and the school district transports a team or group of students to and from the event, an employee would be prohibited by law from using a personal vehicle to transport some students to the event. In contrast, if a student attending this same event became ill or injured and required immediate transportation home or to a health care facility, the exigent need to transport one student would not constitute regular or scheduled transportation. An employee would have authority to transport the student in a personal vehicle under these circumstances, if using a vehicle that is properly registered and insured. The expectation of the school district is that the employee would immediately contact administration about these circumstances to ensure

oversight of the employee's use of this exception.

Nonregular and nonscheduled transportation also would include situations where some notice may be provided of the need for transportation to a nonscheduled event for which transportation generally is not provided by the school district. For example, a group of students may participate in a scheduled debate competition for which regular school district transportation is provided. Two students advance to a regional competition the following day. Transportation would not have been scheduled to the regional competition as the students' advancement was not predicted. These circumstances may justify an employee's use of a personal vehicle to transport the two students to the regional competition, if the vehicle is properly registered and insured. Because the employee has sufficient time to contact an administrator, advance written permission by an administrator would be expected for the purpose of overseeing that the reasons for an employee using a personal vehicle comply with the requirements of the law.]

V. FEES

In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional.

Legal References:
Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 169.011, Subd. 71(a) (Definitions)
Minn. Stat. § 169.454, Subd. 13 (Type III Vehicle Standards)

Cross References:
MSBA/MASA Model Policy 610 (Field Trips)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)

Original Creation Date: June 4, 2026

Last Approved By: PACT Charter School Board of Directors
Last Approved Date: June 4, 2026
Year Reviewed: 2026-2026

711 - ANNUAL BUDGET PROCESS

PURPOSE

The purpose of this policy is to guide the Board through the budgeting process.

POLICY STATEMENT

The Board of directors must set an annual budget to fund the daily operation of PACT Charter School.

DEFINITIONS

Abbreviations

1. BFC refers to the Budget & Finance Committee of PACT Charter School
2. LIBS refers to Line Item Budget Supervisors. For this document, LIBS includes Treasurers. 3. CE and CEs refers to Capital Expenditure(s) (over $1000)
3. BDT refers to the Board Treasurer, who is the elected official charged with fiscal oversight of PACT.

Departments

For purposes of budgeting, scope, oversight, and expenditures, the following departments are defined:

1. Elementary Program
2. Secondary Program
3. Special Education
4. Title Programs
5. Personnel
6. Transportation
7. Facilities
8. Technology
9. Administrative
10. Food Service
11. Fundraising
12. Extracurricular
13. Board

PROCESSES

For the upcoming fiscal year budget:

1. January—The Superintendent of Schools works with the finance management company to notify all departments of the requested budget numbers for the next fiscal year.
2. February—The Finance management company provides questions and clarifications to budget requests and presents the preliminary budget to the Superintendent of Schools and Business Account Specialist.
3. March - The Budget and Finance Committee reviews the preliminary budget, providing feedback, changes, and comments to the Superintendent of Schools and the financial management company.
4. April—The Budget is presented to the School Board of Directors for review, feedback, changes, and comments. It may be approved at this time.

5. April - (If the budget was not approved in April by the School Board of Directors) the Budget and Finance Committee reviews any comments from the Board making the needed changes/edits. Provides final recommendation to the School Board of Directors.
6. May—The School Board of Directors would review the budget if it was not approved before this. The budget then moves between the Budget and Finance Committee and the School Board of Directors until it is approved.
7. June - the latest date the School Board of Directors can approve the budget.
8. Approved budget, with a 5-year projection (including projected fund balances), is sent to Bond Trustee (Wells Fargo), Dougherty & Company, Significant Bondholders, and MDE (if required) by June 15.

For revising the current year budget

Changes to the budget are communicated to the Board through monthly financial statements from the finance management company. A revised budget, reflecting changes, will be presented to the Board for approval at the March meeting.

For managing the unspent end of year funds

1. As previously discussed, CEs may be re-prioritized based on new information.
2. Funds freed up for the next fiscal year by pulling CEs into the current year will increase the Board contingency fund unless next year's budget is modified and approved by BFC and the Board.
3. Departmental spending deadline is April 15, except for funds that cannot reasonably be spent before then (field day, graduation, end-of-year awards, etc.)
4. Program Treasurer’s report remaining funds from program budget to BFC. (late April)
5. Board Treasurer and administration determine funds available that may be used for CEs in the current fiscal year. (late April/ early May)
6. If necessary, the Board Treasurer schedules and chairs a second meeting to discuss and prioritize CEs that can be completed in the current fiscal year, based on remaining available funds. (early May)

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Last Approved Date: March 6, 2025
Year Reviewed: 2024-2025

711 VIDEO RECORDING ON SCHOOL BUSES

I. PURPOSE

The transportation of students to and from school is an important function of the school district, and transportation by the school district is a privilege and not a right for an eligible student. The behavior of students and employees on the bus is a significant factor in the safety and efficiency of school bus transportation. Student and employee misbehavior increases the potential risks of injury. Therefore, the school district believes that video recording student passengers and employees on the school bus will encourage good behavior and, as a result, promote safety. The purpose of this policy is to establish a school bus video recording system.

II. GENERAL STATEMENT OF POLICY

A. Placement

1. Each and every school bus owned, leased, contracted, and/or operated by the school district shall be equipped with a fully enclosed box for placement and operation of a video camera and conspicuously placed signs notifying riders that their conversations or actions may be recorded.

2. A video camera will not necessarily be installed in each and every school bus owned, leased, contracted, and/or operated by the school district, but cameras may be rotated from bus to bus without prior notice to students.

3. Video cameras will be placed on a particular school bus, to the extent possible, where the school district has received complaints of inappropriate behavior.

B. Use of Video Recordings

1. A video recording of the actions of student passengers and/or employees may be used by the school district as evidence in any disciplinary action brought against any student or employee arising out of the student's or employee's conduct on the bus.

2. A video recording will be released only in conformance with the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13 and the Family Educational Rights and Privacy Act, 20 United States Code section 1232g and the rules and/or regulations promulgated thereunder.

3. Video recordings will be viewed by school district personnel on a random basis and/or when discipline problems on the bus have been brought to the attention of the school district.

4. A video recording will be retained by the school district until relooped or until the conclusion of disciplinary proceedings in which the video recording is used for evidence.

[Note: School districts should review their record retention policies/schedules as to the stated retention period for school bus video recordings. The retention time period in the retention schedule should be consistent with the retention time period set forth in this policy. The January 2000 School District General Records Retention Schedule, adopted by many school districts, provides that building security/transportation video recordings are to be retained until relooped.]

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.585 (Notice of Recording Device)
Minn. Stat. § 138.17 (Government Records, Administration)
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)

Cross References:

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

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Year Reviewed: 2026-2026

712 VIDEO RECORDING OTHER THAN ON BUSES

[NOTE: See MSBA/MASA Model Policy 711 for Video Recording on School Buses.]

I. PURPOSE

Maintaining the health, welfare, and safety of students, staff, and visitors while on school district property and the protection of school district property are important functions of the school district. The behavior of individuals who come on to school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and school district property. The school board recognizes the value of video recording systems in monitoring activity on school property in furtherance of protecting the health, welfare, and safety of students, staff, visitors, and school district property.

II. GENERAL STATEMENT OF POLICY

A. Placement

1. School district buildings and grounds may be equipped with video cameras.

2. Video recording may occur in any school district building or on any school district property.

3. Video recording will not be used in bathrooms or locker rooms, although these areas may be monitored by individuals of the same sex as the occupants of the bathrooms or locker rooms.

B. Use of Video Recordings

1. Video recordings will be viewed by school district personnel on a random basis and/or when problems have been brought to the attention of the school district.

2. A video recording of the actions of students and/or employees may be used by the school district as evidence in any disciplinary action brought against any student or employee arising out of the student's or employee's conduct in school district buildings or on school grounds.

3. A video recording will be released only in conformance with the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13, and the Family Educational Rights and Privacy Act, 20 United States Code, section 1232g, and the rules and/or regulations promulgated thereunder.

C. Security and Maintenance

1. The school district shall establish appropriate security safeguards to ensure that video recordings are maintained and stored in conformance with the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13, and the Family Educational Rights and Privacy Act, 20 United States Code, section 1232g, and the rules and/or regulations promulgated thereunder.

2. The school district shall ensure that video recordings are retained in accordance with the school district's records retention schedule.

Legal References:
Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 138.17 (Government Records; Administration)
Minn. Stat. § 609.746 (Interference with Privacy)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)

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

School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)

Resources: U.S. Department of Education: FAQs on Photos and Videos under FERPA (Accessed 10/12/25)

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721 PROCUREMENT POLICY

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

I. PURPOSE

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

II. DEFINITIONS

A. "Compensation for personal services" includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the federal award, including, but not necessarily limited to, wages and salaries. Compensation for personal services may also include fringe benefits which are addressed in 2 Code of Federal Regulations, section 200.431 (Compensation - Fringe Benefits).

B. "Competitive procurement process" means a process for procurement by sealed bids or by proposals under Minnesota Statutes, section 471.345.

C. "Contract" means a legal instrument by which the school district purchases property or services needed to carry out the project or program under a federal award. The term, as used in 2 Code of Federal Regulations, Part 200, does not include a legal instrument, even if the school district considers it a contract, when the substance of the transaction meets the definition of a federal award or subaward.

D. "Direct costs" are those costs that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.

E. "Equipment" means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which exceeds the lesser of the capitalization level established by the school district for financial statement purposes, or $10,000.

F. "Federal award" has the meaning, depending on the context, in either paragraph 1. or 2. below:

1.

a. The federal financial assistance that the school district receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 Code of Federal Regulations, section 200.101; or

b. The cost-reimbursement contract under the federal Acquisition Regulations that the school district receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 Code of Federal Regulations, section 200.101.

2. The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (2) of the definition of *Federal financial assistance* in 2 Code of Federal Regulations 200.1, or the cost-reimbursement contract awarded under the federal Acquisition Regulations.

3. "Federal award" does not include other contracts that a federal agency uses to buy goods or services from a contractor or a contract to operate federal-government-owned, contractor-operated facilities.

G. "Grants" includes

1. "State-administered grants" are those grants that pass through a state agency such as the Minnesota Department of Education (MDE).

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

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

H. "Non-federal entity" means a state, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out a federal award as a recipient or subrecipient.

I. "Post-retirement health plans" refer to costs of health insurance or health services not included in a pension plan covered by 2 Code of Federal Regulations, section 200.431(g) for retirees and their spouses, dependents, and survivors.

J. "Severance pay" is a payment in addition to regular salaries and wages by the school district to workers whose employment is being terminated.

K. "Travel costs" are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the school district.

III. PROCUREMENT METHOD OPTIONS

A. Procurement by micro-purchase

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

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

B. Procurement by small purchase procedures

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

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

C. Procurement by sealed bids (formal advertising)

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

D. Procurement by competitive proposals

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

E. Procurement by noncompetitive proposals

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

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

IV. GENERAL PROCUREMENT STANDARDS

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

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

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

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

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

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

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

H. Thresholds for Employee Purchases

The superintendent, and/or the CFO, and/or COO, in conjunction with the school board, is responsible for overseeing the procurement process, including establishment of procedures, internal controls, quality assurance, methods of greatest economy, and compliance with all applicable laws. To be valid, all contracts must be approved by the board, except as otherwise provided in this policy.

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

1. Any school district employee may make a purchase for use in connection with school district operations when the expenditure is less than $1,000 and is consistent with this policy's requirements.

2. In addition to the foregoing, the following school district employees may execute a purchase or procurement that requires the expenditure of up to the following amounts:

   a. Superintendent: Up to $50,000

   b. COO: Up to $25,000

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

V. PROCUREMENT METHODS WHEN USING STATE FUNDS

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

A. Procurements for $25,000 or less

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

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

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

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

1. Sealed Bids or Direct Negotiation

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

2. Best Value Alternative

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

C. Procurements Exceeding $175,000

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

Procurement by Sealed Bids

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

1. bids must be solicited from an adequate number of qualified sources, providing bidders sufficient response time prior to the date set for opening bids;

2. the invitation for bids, which includes any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;

3. all bids will be opened at the time and place prescribed in the invitation for bids, and the bids must be opened publicly;

4. a firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that the discounts are usually taken advantage of;

5. any or all bids may be rejected if there is a sound documented reason; and

6. in order for a sealed bid to be feasible, the following conditions must be present:

   a. a complete, adequate, and realistic specification or purchase description is available;

   b. two (2) or more responsible bidders are willing and able to compete effectively for the business; and

c. the procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the price.

D. Procurement by Proposals

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

1. requests for proposals must be publicized and identify all evaluation factors and their relative importance. Proposals must be solicited from an adequate number of qualified offerors. Any response to publicized requests for proposals must be considered to the maximum extent practical;

2. the school district must have a written method for conducting technical evaluations of the proposals received and for making selections; and

3. contracts must be awarded to the responsible offeror whose proposal is most advantageous to the school district, with price and other factors considered.

VI. PROCUREMENT METHODS WHEN USING FEDERAL FUNDS

A. Procurement by Competitive Proposals

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

1. Requests for proposals require public notice, and all evaluation factors and their relative importance must be identified. Proposals must be solicited from multiple qualified entities. To the maximum extent practicable, any proposals submitted in response to the public notice must be considered;

2. Proposals must be solicited from an adequate number of qualified sources;

3. The school district must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;

4. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and

5. The school district may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method where price is not used as a selection factor can only be used in procurement of A/E professional services; it cannot be used to purchase other types of services, though A/E firms are a potential source to perform the proposed effort.

B. Procurement by Noncompetitive Proposals

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

1. The aggregate amount of the procurement transaction does not exceed the micro-purchase threshold;

2. The item is available only from a single source;

3. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;

4. The DOE or MDE expressly authorizes noncompetitive proposals in response to a written request from the school district; or

5. After solicitation of a number of sources, competition is determined inadequate.

C. Competition

1. All procurement transactions under the Federal award must be conducted in a manner that provides full and open competition and is consistent with the standards of 2 Code of Federal Regulations, sections 200.319 and .320.

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

a. are made in accordance with 2 Code of Federal Regulations, section 200.319(b);

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

c. identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

D. The school district must ensure that all prequalified lists of persons, firms, or products used in procurement transactions are current and include enough qualified sources to ensure maximum open competition. When establishing or amending prequalified lists, the school district must consider objective factors that evaluate price and cost to maximize competition. The school must not preclude potential bidders from qualifying during the solicitation period.

E. The school district is prohibited from contracting with or making subawards under "covered transactions" to parties that are suspended or debarred or whose principals are suspended or debarred. "Covered transactions" include procurement contracts for goods and services awarded under a grant or cooperative agreement that are expected to equal or exceed $25,000.

F. All nonprocurement transactions entered into by a recipient (i.e., subawards to subrecipients), irrespective of award amount, are considered covered transactions, unless they are exempt as provided in 2 Code of Federal Regulations, section 180.215.

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

G. Managing Property and Equipment and Safeguarding Assets

1. Property Standards

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

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

2. Managing Equipment

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

a. Property records must be maintained that include a description of the property; a serial number or other identification number; the source of the funding for the property (including the federal award identification number (FAIN)); who holds title; the acquisition date; the cost of the property; the percentage of the federal participation in the project costs for the federal award under which the property was acquired; the location, use, and condition of the property; and any ultimate disposition data, including the date of disposition and sale price of the property.

b. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two (2) years.

c. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.

d. Adequate maintenance procedures must be developed to keep property in good condition.

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

H. Cybersecurity

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

1. Personally identifiable information;

2. Information that the federal agency or pass-through entity designates as sensitive; and

3. other information that the school district considers sensitive and is consistent with applicable federal, state, local, and tribal laws regarding privacy and responsibility over confidentiality.

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

VII. FINANCIAL MANAGEMENT REQUIREMENTS

A. Financial Management

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

B. Payment

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

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

C. Internal Controls

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

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

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

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

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

VIII. ALLOWABLE USE OF FUNDS AND COST PRINCIPLES

A. Allowable Use of Funds

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

B. Definitions

1. "Advance payment" means a payment that a federal agency or pass-through entity makes by any appropriate payment mechanism and payment method before the school district disburses the funds for program purposes.

2. "Allowable cost" means a cost that complies with all legal requirements that apply to a particular federal education program, including statutes, regulations, guidance, applications, and approved grant awards.

3. "Education Department General Administrative Regulations (EDGAR)" means a compilation of regulations that apply to federal education programs. These regulations contain important rules governing the administration of federal education programs and include rules affecting the allowable use of federal funds (including rules regarding allowable costs, the period of availability of federal awards, documentation requirements, and grants management requirements).

4. "Omni Circular"(also known as 2 Code of Federal Regulations, part 200, the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, or the Uniform Grant Guidance means federal cost principles that provide standards for determining whether costs may be charged to federal grants.

C. Allowable Costs

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

1. Advertising and public relations;

2. Advisory councils;

3. Audit costs and related services;

4. Bonding costs;

5. Compensation - personal services;

6. Compensation – fringe benefits;

7. Conferences;

8. Contingency provisions;

9. Depreciation;

10. Employee health and welfare costs;

11. Equipment and other capital expenditures;

12. Gains and losses on disposition of depreciable assets;

13. Insurance and indemnification;

14. Intellectual property;

15. Maintenance and repair costs;

16. Materials and supplies costs, including costs of computing devices;

17. Memberships, subscriptions, and professional activity costs;

18. Organization costs;

19. Participant costs;

20. Plant and security costs;

21. Pre-award costs;

22. Professional service costs;

23. Proposal costs;

24. Publication and printing costs;

25. Rearrangement and reconversion costs;

26. Recruiting costs;

27. Relocation costs of employees;

28. Rental costs of buildings and equipment;

29. Scholarships, student aid costs, and tuition remission;

30. Specialized service facilities;

31. Taxes;

32. Telecommunication and video surveillance costs;

33. Termination and standard closeout costs;

34. Training and education costs;

35. Transportation costs; and

36. Travel costs.

D. Costs Forbidden by Federal Law

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

1. Alcoholic beverages;

2. Bad debts;

3. Contingency provisions (with limited exceptions);

4. Contributions and donations

5. Entertainment (with limited exception);

6. Fines, penalties, damages, and other settlements;

7. Fundraising and investment management costs (with limited exceptions);

8. General costs of government (with limited exceptions pertaining to Indian tribal governments and Councils of Government (COGs));

9. Goods or services for personal use;

10. Interest (except interest specifically stated in 2 Code of Federal Regulations, section 200.449 as allowable);

11. Lobbying;

12. Losses on other Federal awards or contracts;

13. Selling and marketing;

14. Student activity costs;

15. Religious use;

16. The acquisition of real property (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs);

17. Construction (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs); and

18. Tuition charged or fees collected from students applied toward meeting matching, cost sharing, or maintenance of effort requirements of a program.

E. Program Allowability

1. Any cost paid with federal education funds must be permissible under the federal program that would support the cost.

2. Many federal education programs detail specific required and/or allowable uses of funds for that program. Issues such as eligibility, program beneficiaries, caps or restrictions on certain types of program expenses, other program expenses, and other program specific requirements must be considered when performing the programmatic analysis.

3. The two largest federal K-12 programs, Title I, Part A, and the Individuals with Disabilities Education Act (IDEA), do not contain a use of funds section delineating the allowable uses of funds under those programs. In those cases, costs must be consistent with the purposes of the program in order to be allowable.

F. Federal Cost Principles

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

1. Necessary for the proper and efficient performance or administration of the program.

2. Reasonable. An outside observer should clearly understand why a decision to spend money on a specific cost made sense in light of the cost, needs, and requirements of the program.

3. Allocable to the federal program that paid for the cost. A program must benefit in proportion to the amount charged to the federal program – for example, if a teacher is paid 50% with Title I funds, the teacher must work with the Title I program/students at least 50% of the time. Recipients also need to be able to track items or services purchased with federal funds so they can prove they were used for federal program purposes.

4. Authorized under state and local rules. All actions carried out with federal funds must be authorized and not prohibited by state and local laws and policies.

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

G. Program Specific Fiscal Rules

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

1. All federal education programs have certain program specific fiscal rules that apply. Determining which rules apply depends on the program; however, rules such as supplement, not supplant, maintenance of effort, comparability, caps on certain uses of funds, etc., have an important impact when analyzing whether a particular cost is permissible.

2. Many state-administered programs require school districts to use federal program funds to supplement the amount of state, local, and, in some cases, other federal funds they spend on education costs and not to supplant (or replace) those funds. Generally, the "supplement, not supplant" provision means that federal funds must be used to supplement the level of funds from non-federal sources by providing additional services, staff, programs, or materials. In other words, federal funds normally cannot be used to pay for things that would otherwise be paid for with state or local funds (and, in some cases, with other federal funds).

3. Auditors generally presume supplanting has occurred in three (3) situations:

   a. The school district uses federal funds to provide services that the school district is required to make available under other federal, state, or local laws.

   b. The school district uses federal funds to provide services that the school district provided with state or local funds in the prior year.

   c. The school district uses Title I, Part A, or Migrant Education Program funds to provide the same services to Title I or Migrant students that the school district provides with state or local funds to nonparticipating students.

4. These presumptions apply differently in different federal programs and also in schoolwide program schools. Staff should be familiar with the supplement not supplant provisions applicable to their program.

H. Approved Plans, Budgets, and Special Conditions

1. As required by the Omni Circular, all costs must be consistent with approved program plans and budgets.

2. Costs must also be consistent with all terms and conditions of federal awards, including any special conditions imposed on the school district's grants.

I. Training

1. The school district will provide training on the allowable use of federal funds to all staff involved in federal programs.

2. The school district will promote coordination between all staff involved in federal programs through activities, such as routine staff meetings and training sessions.

J. Employee Sanctions

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

K. Reduction in Aid

If the school district makes a purchase without a procurement policy adopted by the school board or makes a purchase not in conformity with the school district's procurement policy, the Commissioner may reduce that school district's state aid in an amount equal to the purchase.

L. Property, Financial Investments, and Contracting

The school district is subject to and must comply with Minnesota Statutes, sections 15.054 and 118A.01 to 118A.06 governing government property and financial investments and sections 471.38, 471.391, 471.392, and 471.425 governing municipal contracting.

M. Mandatory Disclosures

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

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

IX. COMPENSATION – PERSONAL SERVICES EXPENSES AND REPORTING

A. Compensation – Personal Services

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

1. Is reasonable for the services rendered and conforms to the established written school district policy consistently applied to both federal and non-federal activities; and

2. Follows an appointment made in accordance with the school district's written policies and meets the requirements of federal statute, where applicable.

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

B. Compensation – Fringe Benefits

1. During leave

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

a. They are provided under established written leave policies;

b. The costs are equitably allocated to all related activities, including federal awards; and

c. The accounting basis (cash or accrual) selected for costing each type of leave is consistently followed by the school district.

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

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

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

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

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

C. Insurance and Indemnification

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

D. Recruiting Costs

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

1. Critical and necessary for the conduct of the project;

2. Allowable under the cost principles set forth in the Uniform Grant Guidance;

3. Consistent with the school district's cost accounting practices and school district policy; and

4. Meeting the definition of "direct cost" in the applicable cost principles of the Uniform Grant Guidance.

E. Travel Costs

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

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

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

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

1. Participation of the individual is necessary to the federal award; and

2. The costs are reasonable and consistent with the school district's established written policy.

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

1. A direct result of the individual's travel for the federal award;

2. Consistent with the school district's established written policy for all school district travel; and

3. Only temporary during the travel period.

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

If the DOE or MDE determines that noncompliance cannot be remedied by imposing specific conditions, the DOE or MDE may take one or more of the following actions, as appropriate under the circumstances: (1) Temporarily withhold payments until the school district takes corrective action;; (2) Disallow (that is, deny both use of funds and any applicable matching credit for) costs for all or part of the activity associated with the noncompliance; (3) Wholly or partly suspend or terminate the federal award; (4) Initiate

suspension or debarment proceedings as authorized under 2 Code of Federal Regulations, part 180 and DOE regulations (or, in the case of MDE, recommend such a proceeding be initiated by the DOE); (5) Withhold further federal awards (new awards or continuation funding) for the project or program; and/or (6) Take other remedies that may be legally available.]

X. SUBRECIPIENT MONITORING

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

A. The school district will:

1. Verify that the subrecipient is not excluded or disqualified in accordance with 2 Code of Federal Regulations, section 180.300. Verification methods are provided in section 180.300, which include confirming in *SAM.gov* that a potential subrecipient is not suspended, debarred, or otherwise excluded from receiving federal funds.

2. Ensure that every subaward is clearly identified to the subrecipient as a subaward and includes the information provided below. A pass-through entity must provide the best available information when some of the information below is unavailable. A pass-through entity must provide the unavailable information when it is obtained.

    a. Required information includes:

        (1) <u>Federal award identification</u>

            i. Subrecipient's name (must match the name associated with its unique entity identifier);

            ii. Subrecipient's unique entity identifier;

            iii. Federal Award Identification Number (FAIN);

            iv. Federal Award Date;

            v. Subaward Period of Performance Start and End Date;

            vi. Subaward Budget Period Start and End Date;

            vii. Amount of Federal Funds Obligated in the subaward;

            viii. Total Amount of Federal Funds Obligated to the subrecipient by the pass-through entity, including the current financial obligation;

            ix. Total Amount of the Federal Award committed to the subrecipient by the pass-through entity;

            x. Federal award project description, as required by the Federal Funding Accountability and Transparency Act (FFATA);

            xi. Name of the Federal agency, pass-through entity, and contact information for awarding official of the pass-through entity;

xii. Assistance Listings title and number; the pass-through entity must identify the dollar amount made available under each Federal award and the Assistance Listings Number at the time of disbursement;

xiii. Identification of whether the federal award is for research and development; and

xiv. Indirect cost rate for the federal award (including if the de minimis rate is used in accordance with 2 Code of Federal Regulations, section 200.414).

(2) All requirements of the subaward, including requirements imposed by Federal statutes, regulations, and the terms and conditions of the Federal award;

(3) Any additional requirements that the pass-through entity imposes on the subrecipient for the pass-through entity to meet its responsibilities under the Federal award. This includes information and certifications (see 2 Code of Federal Regulations, section 200.415) required for submitting financial and performance reports that the pass-through entity must provide to the federal agency;

(4) Indirect cost rate:

(5) A requirement that the subrecipient permit the pass-through entity and auditors to access the subrecipient's records and financial statements for the pass-through entity to fulfill its monitoring requirements; and

(6) Appropriate terms and conditions concerning the closeout of the subaward.

3. Evaluate each subrecipient's fraud risk and risk of noncompliance with a subaward to determine the appropriate subrecipient monitoring described in 2 Code of Federal Regulations, section 200.332, paragraph (f). When evaluating a subrecipient's risk, a pass-through entity should consider the following:

a. The subrecipient's prior experience with the same or similar subawards;

b. The results of previous audits. This includes considering whether or not the subrecipient receives a Single Audit in accordance with 2 Code of Federal Regulations, part 200, subpart F and the extent to which the same or similar subawards have been audited as a major program;

c. Whether the subrecipient has new personnel or new or substantially changed systems; and

d. The extent and results of any federal agency monitoring (for example, if the subrecipient also receives federal awards directly from the federal agency).

4. If appropriate, consider implementing specific conditions in a subaward as described in 2 Code of Federal Regulations, section 200.208 and notify the Federal agency of the specific conditions.

5. Monitor the activities of a subrecipient as necessary to ensure that the subrecipient complies with Federal statutes, regulations, and the terms and conditions of the subaward. The pass-through entity is responsible for

monitoring the overall performance of a subrecipient to ensure that the goals and objectives of the subaward are achieved. In monitoring a subrecipient, a pass-through entity must:

a. Review financial and performance reports.

b. Ensure that the subrecipient takes corrective action on all significant developments that negatively affect the subaward. Significant developments include Single Audit findings related to the subaward, other audit findings, site visits, and written notifications from a subrecipient of adverse conditions which will impact their ability to meet the milestones or the objectives of a subaward. When significant developments negatively impact the subaward, a subrecipient must provide the pass-through entity with information on their plan for corrective action and any assistance needed to resolve the situation.

c. Issue a management decision for audit findings pertaining only to the Federal award provided to the subrecipient from the pass-through entity as required by 2 Code of Federal Regulations, section 200.521.

d. Resolve audit findings specifically related to the subaward. However, the pass-through entity is not responsible for resolving cross-cutting audit findings that apply to the subaward and other Federal awards or subawards. If a subrecipient has a current Single Audit report and has not been excluded from receiving Federal funding (meaning, has not been debarred or suspended), the pass-through entity may rely on the subrecipient's cognizant agency for audit or oversight agency for audit to perform audit follow-up and make management decisions related to cross-cutting audit findings in accordance with 2 Code of Federal Regulations, section 200.513(a)(4)(viii). Such reliance does not eliminate the responsibility of the pass-through entity to issue subawards that conform to agency and award-specific requirements, to manage risk through ongoing subaward monitoring, and to monitor the status of the findings that are specifically related to the subaward.

6. Depending upon the pass-through entity's assessment of the risk posed by the subrecipient (as described in 2 Code of Federal Regulations, section 200.332, paragraph (c)), the following monitoring tools may be useful for the pass-through entity to ensure proper accountability and compliance with program requirements and achievement of performance goals:

   a. Providing subrecipients with training and technical assistance on program-related matters;

   b. Performing site visits to review the subrecipient's program operations; and

   c. Arranging for agreed-upon-procedures engagements as described in 2 Code of Federal Regulations, section 200.425.

7. Verify that a subrecipient is audited as required by 2 Code of Federal Regulations, part 200, subpart F.

8. Consider whether the results of a subrecipient's audit, site visits, or other monitoring necessitate adjustments to the pass-through entity's records.

9. Consider taking enforcement action against noncompliant subrecipients as described in 2 Code of Federal Regulations, section 200.339 and in program regulations.

XI. CONFLICT OF INTEREST

A. Standards of Conduct

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

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

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

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

C. Organizational Conflicts of Interest

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

D. Disclosing Conflicts of Interest

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

Legal References:
Minn. Stat. § 15.054 (Sale or Purchase of State Property; Penalty)
Minn. Stat. § 16C.28 (Contracts; Awards)
Minn. Stat. § 118A.01-.06 (Deposit and Investment of Local Public Funds)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)
Minn. Stat. § 471.38 (Claims)
Minn. Stat. § 471.391 (Declaration Form)
Minn. Stat. § 471.392 (Penalty)
Minn. Stat. § 471.425 (Prompt Payment of Local Government Bills)
18 U.S.C. (Crimes and Criminal Procedures)
31 U.S.C. §§ 3729–3733 (False Claims)
2 C.F.R. § 180.215 (Which Nonprocurement Transactions are Not Covered Transactions)

2 C.F.R. § 180.300 (What Must I Do before I Enter Into a Covered Transaction with Another Person at the Next Lower Tier?)
2 C.F.R. 200 Subpart E (Cost Principles)
2 C.F.R. 200 Subpart F (Audit Requirements)
2 C.F.R. § 200.1 (Definitions)
2 C.F.R. § 200.101 (Applicability)
2 C.F.R. § 200.112 (Conflict of Interest)
2 C.F.R. § 200.113 (Mandatory Disclosures)
2 C.F.R. § 200.205(d) (Federal Awarding Agency Review of Merit of Proposals)
2 C.F.R. § 200.208 (Specific Conditions)
2 C.F.R. § 200.214 (Suspension and Debarment)
2 C.F.R. § 200.300(b) (Statutory and National Policy Requirements)
2 C.F.R. § 200.302 (Financial Management)
2 C.F.R. § 200.303 (Internal Controls)
2 C.F.R. § 200.305(b)(1) (Federal Payment)
2 C.F.R. § 200.310 (Insurance Coverage)
2 C.F.R. § 200.311 (Real Property)
2 C.F.R. § 200.312 (Federally-owned and Exempt Property)
2 C.F.R. § 200.313(d) (Equipment)
2 C.F.R. § 200.314 (Supplies)
2 C.F.R. § 200.315 (Intangible Property)
2 C.F.R. § 200.318 (General Procurement Standards)
2 C.F.R. § 200.319 (Competition)
2 C.F.R. § 200.320 (Methods of Procurement to be Followed)
2 C.F.R. § 200.321 (Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms)
2 C.F.R. § 200.328 (Financial Reporting)
2 C.F.R. § 200.332 (Requirements for Pass-Through Entities)
2 C.F.R. § 200.339 (Remedies for Noncompliance)
2 C.F.R. § 200.403(c) (Factors Affecting Allowability of Costs)
2 C.F.R. § 200.413 (Direct Costs)
2 C.F.R. § 200.414 (Indirect Costs)
2 C.F.R. § 200.415 (Required Certifications)
2 C.F.R. § 200.425 (Audit Services)
2 C.F.R. § 200.430 (Compensation – Personal Services)
2 C.F.R. § 200.431 (Compensation – Fringe Benefits)
2 C.F.R. § 200.447 (Insurance and Indemnification)
2 C.F.R. § 200.463 (Recruiting Costs)
2 C.F.R. § 200.464 (Relocation Costs of Employees)
2 C.F.R. § 200.474 (Transportation Costs)
2 C.F.R. § 200.475 (Travel Costs)
2 C.F.R. § 200.513 (Responsibilities)
2 C.F.R. § 200.521 (Management Decisions)
45 C.F.R. § 75.2 (Definitions)
45 C.F.R. § 75.317 (Insurance Coverage)
45 C.F.R. § 75.320 (Equipment)
48 C.F.R. Subpart 2.1 (Definitions)

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

Resources: Minnesota Department of Education (MDE): *Procurement Handbook* [January 8, 2025] (accessed 01/07/26)

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

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721 - R - PROCUREMENT (PURCHASING and CONTRACTING)

PURPOSE

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

GENERAL STATEMENT OF POLICY

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

CONFLICT OF INTEREST

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

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

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

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

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

3. **GENERAL PROCUREMENT PROVISIONS**

- **Authorization:** The Superintendent, in conjunction with the School Board of Directors (hereinafter referred to as the "board"), is responsible for overseeing the procurement process, including the establishment of procedures, internal controls, quality assurance, methods of greatest economy, and compliance with all applicable laws. To be valid, all contracts must be approved by the board.

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

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

PURCHASES OF GOODS USING STATE FUNDS

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

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

PROCUREMENT OF SERVICES USING STATE FUNDS

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

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

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

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

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

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

1. **Procurement Methods.** There are three types of procurement methods 1) informal (for micro-purchases and simplified acquisitions) 2) formal (through sealed bids or proposals) and 3) noncompetitive. For all of these methods, the recipient or subrecipient must maintain and use documented procurement procedures.
2. **Informal Procurement Methods for Small Purchases.**

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

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

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

If sealed bids are used, the following requirements apply:

- Bids must be solicited from an adequate number of qualified sources, providing them with sufficient response time prior to the date set for opening the bids. Unless specified by the Federal agency, the recipient or subrecipient may exercise judgment in determining what number is adequate;
- The invitation for bids must define the items or services with specific information, including any required specifications, for the bidder to properly respond;
- All bids will be opened at the time and place prescribed in the invitation for bids.
- A firm-fixed-price contract is awarded in writing to the lowest responsive bid and responsible bidder. When specified in the invitation for bids, factors such as discounts, transportation cost, and life-cycle costs must be considered in determining which bid is the lowest. Payment discounts must only be used to determine the low bid when the recipient or subrecipient determines they are a valid factor based on prior experience.
- The recipient or subrecipient must document and provide a justification for all bids it rejects.

1. Proposals. Used when conditions are not appropriate for using sealed bids. This procurement method may result in either a fixed-price or cost-reimbursement contract. They are awarded in accordance with the following requirements:

- Requests for proposals require public notice, and all evaluation factors and their relative importance must be identified. Proposals must be solicited from multiple qualified entities. To the maximum extent practicable, any proposals submitted in response to the public notice must be considered.
- The recipient or subrecipient must have written procedures for conducting technical evaluations and making selections.
- Contracts must be awarded to the responsible offeror whose proposal is most advantageous to the recipient or subrecipient considering price and other factors; and
- The recipient or subrecipient may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby the offeror's qualifications are evaluated, and the most qualified offeror is selected, subject to negotiation of fair and reasonable compensation. The method, where the price is not used as a selection factor, can only be used to procure architectural/engineering (A/E) professional services. The method may not be used to purchase other services provided by A/E firms that are a potential source to perform the proposed effort.

- **Noncompetitive Procurement.** There are specific circumstances in which the recipient or subrecipient may use a noncompetitive procurement method. The noncompetitive procurement method may only be used if one of the following circumstances applies:

    - The aggregate amount of the procurement transaction does not exceed the micro-purchase threshold (see paragraph (a)(1) of this section);

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

RECORDS TO BE MAINTAINED

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

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803 - STUDENT TRANSPORTATION AND BUS SAFETY POLICY

I. PURPOSE

This policy aims to establish expectations and policies concerning the safe transportation of PACT Charter School students to and from school.

II. GENERAL STATEMENT OF POLICY

PACT Charter School's policy is to comply with state law regarding student transportation and school bus safety.

III. GENERAL EXPECTATIONS

A. Transportation by a school bus is an eligible student's privilege, not a right. A student's eligibility to ride a school bus may be revoked for violating school bus safety or conduct policies or violating any other law governing student conduct on a school bus. Revocation of a student's bus-riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act. For a student with a disability under the Individuals with Disabilities Education Act, United States Code, title 20, section 1400 et seq., Section 504 of the Rehabilitation Act of 1973, United States Code, title 29, section 794, and the Americans with Disabilities Act, Public Law 101-336, revocation of the student's eligibility to ride the school bus must be consistent with the requirements of those laws.

IV. TRANSPORTATION ELECTION / OPTION

A. PACT Charter School must arrange for the attendance of all pupils living two miles or more from the school unless the transportation privilege has been surrendered or properly revoked. Each year PACT Charter School will elect to provide its own transportation or sub-contract transportation services.

B. When a student enrolls in PACT Charter School, the school shall provide the parent with transportation information. Parents may be asked by PACT Charter School to voluntarily forego a student's school transportation privileges but are not required to do so.

V. THE ELECTION FOR PACT CHARTER SCHOOL PROVIDED TRANSPORTATION

A. If PACT Charter School elects to provide transportation for its students, the transportation will be provided within PACT's designated transportation routes in which PACT Charter School services.

B. For students who reside outside the designated transportation routes in which PACT Charter School services, PACT Charter School is not required to provide or pay for transportation between the student's residence and the designated bus routes PACT Charter School services. PACT Charter School may reimburse a parent for the costs of transportation from the student's residence to the location of the nearest designated bus stop that PACT Charter School services if the student is from a family whose income is at or below the poverty level, as determined by the federal government. The

reimbursement may not exceed the student's actual cost of transportation or 15 cents per mile traveled, whichever is less. Reimbursement may not be paid for more than 250 miles per week.

C. When providing its own transportation, PACT Charter School will utilize one or more of the following methods:

1. Contract with the resident district

2. Contract with another school district

3. Contract with a privately-owned school bus company

4. Contract with the parents of the students

5. Purchasing bus passes from a public transit agency (recommended for Secondary students only)

6. Use of bus(es) owned by the school (if any)

VI. THE ELECTION FOR THE RESIDENT DISTRICT PROVIDED TRANSPORTATION

A. If PACT Charter School does not elect to provide transportation, transportation for students enrolled at PACT Charter School will be provided by the resident district in which PACT Charter School is located, according to Minnesota Statutes sections 123B.88, subdivision 6, and 124D.03, subdivision 8. If the resident district provides the transportation, the scheduling of routes, manner and method of transportation, control and discipline of the pupils, and any other matter relating to the transport of pupils shall be within the sole discretion, control, and management of the resident district.

VII. ASSIGNED BUS AND STOP

A. Students are assigned to specific buses and stops by the bus company we contract. Home pick-up or drop-off locations will only be assigned when there is a safety concern. Parents or guardians will receive a notice before the start of the school year that contains transportation information such as pick-up and drop-off locations, bus numbers, and times.

B. A student who does not use the bus for ten consecutive school days will be removed from the bus stop.

C. A student who is not assigned to a particular bus or stop, but wishes to ride home with another bussed student, may only do so with written parental permission provided by both students involved. Permission notes must be turned into the school office, where a bus pass will be issued for the student to give the bus driver.

D. Bus routes and scheduled time stops will be posted on the school website.

VIII. BUS ROUTES AND STOPS

A. Bus stops and routes are designed to consider safety, efficiency, least cost, and shortest overall ride times.

B. PACT transportation boundaries include the Anoka-Hennepin School District, the east side of the Elk River School District near Trott Brook Pkwy and 182nd Ave, and the south side of the St. Francis School District near the Oak Park Preserve Park.

C. Attempts will be made to establish stops in neighborhoods within the cities of Ramsey and Anoka.

D. Park and ride stops will be established as needed in areas outside of the cities of Ramsey and Anoka.

E. Every effort will be made to establish bus routes so that no student rides for more than 75 minutes each way. However, there is no guarantee this will always hold true for everyone on every route.

F. Every effort will be made for bus routes to be set up to run in the same order for morning stops and afternoon stops. This will allow students with a longer ride in the morning to have a shorter ride in the afternoon and vice versa.

G. Bus stops are established at the discretion of the bus company management with input from the school. School bus drivers do not have the authority to change or add a bus stop.

H. Bus stops are reviewed annually and changed as necessary to meet the needs of the majority of students requesting transportation.

I. Students should plan to be at the scheduled bus stop five minutes before pick-up time.

J. Parents should plan to be at the scheduled bus stop five minutes before drop-off time.

K. Students will only be dropped off if a parent or guardian is at the bus stop unless parental consent for a student to walk is on file with PACT's contracted transportation company.

L. Parents missing the assigned drop-off stop may safely drive to another stop on the route and wait for the bus to arrive. Students may then depart the bus to meet their parent or guardian.

M. Students with no parent available to meet them at their bus stop will be returned to school for parent pick-up.

IX. SAFETY TRAINING

A. PACT Charter School will provide school bus safety training as required by Minnesota law and this policy.

B. PACT Charter School will provide its students enrolled in kindergarten through grade 10 with age-appropriate school bus safety training covering the following concepts:

1. Transportation by school bus is a privilege and not a right;

2. Policies for student conduct and school bus safety;

3. Appropriate conduct while on the school bus;

4. The danger zones surrounding a school bus;

5. Procedures for safely boarding and leaving a school bus;

6. Procedures for safe street or road crossing; and

7. School bus evacuation.

C. Timing of Training

D. Kindergarten through grade 6 enrolled during the first two weeks. Students enrolled in kindergarten through grade 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training competencies by the end of the third week of school. PACT Charter School may provide kindergarten pupils with bus safety training before the first day of school.

E. Grades 7 through 10 enrolled during the first two weeks. Students enrolled in grades 7-10 during the first or second week of school who have not previously received school bus safety training must receive the training or receive bus safety instructional materials by the end of the sixth week of school.

F. Students enrolled after the second week of school. Students enrolled in kindergarten through grade 10 who are transported by school bus and have not received training in their previous school district shall undergo bus safety training or receive bus safety instructional materials within four weeks of the first day of attendance.

G. Ongoing training. PACT Charter School will provide students enrolled in kindergarten through grade 3 school bus safety training twice during the school year. If students are transported by school bus, PACT Charter School shall conduct a school bus safety drill at least once during the school year.

H. Accommodations for Safety Training. PACT Charter School will make reasonable accommodations for the school bus safety training of pupils known to speak English as a second language and pupils with disabilities.

X. PROCEDURES TO BE DEVELOPED

A. Development of Procedures.

1. If PACT Charter School elects to provide transportation for its students, the Administration shall develop and implement comprehensive, written procedures governing pupil transportation safety. The procedures must include:

a) Provisions for appropriate student bus safety;

b) Rules governing student conduct on school buses and in school bus loading and unloading areas;

c) A statement of parent or guardian responsibilities relating to school bus safety;

d) A system for reporting school bus accidents or misconduct and a method for dealing with local law enforcement officials in cases of criminal conduct on a school bus;

e) A discipline policy to address violations of school bus safety rules, including procedures for revoking a student's bus riding privileges in cases of serious or repeated misconduct;

f) A system for integrating school bus misconduct records with other discipline records;

g) Operating rules and procedures; and

h) Emergency procedures.

B. Reportable offenses. A "reportable offense" means misbehavior on a bus that causes immediate and substantial danger to self or surrounding persons or property. The Superintendent of Schools, the school transportation safety director, or other designated school official shall immediately report to the local law enforcement agency having jurisdiction where the misbehavior occurred if the reporting school official knows or has reason to believe that a student has committed a reportable offense on a school bus or in a bus loading or unloading area. The reporting school official shall issue a report to the commissioner of public safety concerning the incident upon request of the commissioner.

XI. APPOINTMENT OF SCHOOL SAFETY TRANSPORTATION COORDINATOR

A. If PACT Charter School elects to provide transportation for its students, the Superintendent of Schools shall designate a school transportation safety coordinator to oversee and implement pupil transportation safety policies. The transportation coordinator shall have day-to-day responsibility for pupil transportation safety.

Legal References:

Minn. Stat. §124E.15, paras (b) to (d) (Charter school law)

Minn. Stat. §121A.59 (Bus Transportation general provisions)

Minn. Stat. §§123B.90 -.91 (School Bus Safety Training and Transportation Director)

Minn. Stat. §169.4582 (Reportable Offenses)

Resources: The Commissioner of Education is required by law to have developed and to maintain a comprehensive list of school bus safety training instructional materials for pupils who ride the bus that includes a bus safety curriculum for both classroom and practical instruction.

816 - VIDEO SURVEILLANCE POLICY

I. PURPOSE

The PACT School Board of Directors wishes to maintain students, staff, and visitors' health, welfare, and safety while on school property. The protection of school property is an important function of the school. The School Board of Directors recognizes that video/electronic surveillance systems may serve as a deterrent to prohibited activity and assist with monitoring and investigating activity on school property.

II. GENERAL STATEMENT OF POLICY

A. Placement

1. School district buildings and grounds may be equipped with video cameras. 2. If the buildings and grounds are equipped with video cameras, a conspicuous notice will be posted to notify students, staff, and the public that they may be recorded. The notice may read, *"Warning: This facility employs video surveillance equipment for security purposes. This equipment may or may not be monitored at any time."*

2. Video surveillance will not be used in bathrooms or locker rooms, although monitoring may occur in hallways in the vicinity of bathrooms or locker rooms. Cameras will not be used in private offices but may be used in classrooms with notices being posted.

III. Use of Videotape

A. Video will be viewed only by the appropriate school building administrator (and/or designee). The building administrator will use the video to assist in determining whether or not an incident actually occurred, and if so, the severity of the incident. Information obtained from the video that reveals unlawful actions or actions that break school rules or policies may be brought to the attention of law enforcement and appropriate action may be taken.

B. Neither the parent/guardian of the student that has been videotaped nor the student will be allowed to view the tape, following data privacy laws, unless the student is the subject on the videotape. Upon written request by a parent/guardian, and in accordance with the Minnesota Government Data Practice Act (MGDPA), the parent/guardian may view the video in question where their child(ren) are the subject of the video. The video must be watched with school administration present, and no video recording or photography may be captured of the video.

C. The administrator (and/or designee) will be responsible for the security of the video equipment and for the handling of the recorded information. The video will be reviewed by the administrator (and/or designee) on an as-needed basis and will remain on the server for six months or until storage is full, whichever occurs first. It will then automatically replace itself on a first-on, first-off basis.

D. A video will be released only in conformance with the Minnesota Government Data Practices Act, Minnesota Statute Chapter 13 and the Family Educational Rights and

Privacy Act, 20 U.S.C. §1232g and the rules and/or regulations defined by the school.

E. The video recording equipment will be stored in a secure location with limited access. It will also be available through password-protected Internet access.

PACT Charter School

Original Creation Date: November 15, 2006
Last Approved By: PACT Charter School Board of Directors
Last Approved Date:
Year Reviewed:

PACT Charter School

2026-2027 Teacher Calendar

Important Dates:

AUGUST

13-14	New Teacher Workshop
17	Teacher First Day
18	Secondary Back-to-School Open House
20	Elementary Back-to-School Open House
24	First Day of School - Students

SEPTEMBER (Character Trait: Respect)

OCTOBER (Character Trait: Citizenship)

15-16	MEA Break
22	End of Quarter 1

NOVEMBER (Character Trait: Gratitude)

23-27	Thanksgiving Break

DECEMBER (Character Trait: Compassion)

22-31	Winter Break

JANUARY (Character Trait: Integrity)

1	Winter Break
14	End Semester 1
18	Martin Luther King, Jr. Day

FEBRUARY (Character Trait: Cooperation)

15	Presidents Day

MARCH (Character Trait: Self-Control)

18	End of Quarter 3
29-31	Spring Break

APRIL (Character Trait: Responsibility)

1-2	Spring Break

MAY (Character Trait: Perseverance)

26	Last Day of School (K-12)
26	End Semester 2
27	HS Graduation
27	Last Day for Teachers

2026-2027 Non-School Fridays:

8/28, 9/4, 9/25, 10/2, 10/23, 11/6, 11/13, 12/4, 12/8, 1/1, 1/15, 1/29, 2/12, 3/5, 3/19, 3/26, 4/2, 4/16, 4/23, 5/7, 5/21

Days:

Q1: 39 | Q2: 38 | Q3: 39 | Q4: 38

July 2026

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

August 2026

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

September 2026

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

October 2026

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

November 2026

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

December 2026

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

January 2027

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

February 2027

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

March 2027

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

April 2027

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

May 2027

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

June 2027

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

Color Key:

- No school - Teachers and Students
- Important date
- Conference Comp Day
- Teacher full-day
- Teacher Full PD-day
- Teacher Half PD Day
- New Teacher Workshop

Day Counts:

Student days grades K-12	154
Teacher contracted days	177

The first 5 school days canceled for weather are e-Learning days for grades 6-12. Grades K-5 do not make up those dates. Make-up days after that are April 23 and May 7.

Evening Responsibilities:

Back to School (1/2 day) = Dec. 18 PM

Parent Teacher Conferences (2 days) - Oct. 2 / Feb. 12

Elementary - 8 hours of evening activities

Secondary - 4 hours of evening activities

Secondary Only - HS Graduation (1/2 day)
*January 15 and March 19 PM = 8 hours of evening activities

School Board Approved:

CONTRACTUAL AGREEMENT
between
CAPERNAUM PEDIATRIC THERAPY, INC.
and
PACT CHARTER SCHOOL

This Agreement is between Capernaum Pediatric Therapy, Inc., 6625 Lyndale Avenue South, Suite 430, Richfield, MN 55423, hereafter referred to as "CPT" and **Pact Charter School, 7250 East Ramsey Parkway, Ramsey, MN 55303** hereafter referred to as "SCHOOL."

A. Relationship
CPT and SCHOOL agree that their relationship is that of independent contractors and not that of employer or principal and agent. SCHOOL retains professional and administrative responsibility for services rendered. CPT shall have no responsibility to maintain or store any records of any student under this Agreement.

B. Objective
The objective of the Agreement is to insure that students with disabilities who have IEP/IFSP/IIPS documenting the need for such services have appropriate **occupational therapy services** by a licensed occupational therapist and/or certified occupational therapy assistant, that high standards of professional practice and safety are maintained, and that there is compliance with all appropriate Federal and State regulations governing the operation of SCHOOL.

C. Certification
CPT represents that it is registered with the State of Minnesota and employs therapists who are licensed by and in good standing under the laws of the State of Minnesota and have passed a background study.

D. Scope of Service

1. In this Agreement, SCHOOL is requesting CPT's services to be provided at SCHOOL with a caseload of students determined by SCHOOL and within the predetermined hours between SCHOOL and CPT (24 between the 2 schools). CPT will utilize school technology to document services provided, progress notes, and other information regarding plans and services of assigned caseload. New students during the year are not guaranteed services without a written agreement adjusting the hours and contract ceiling.

2. CPT will bill SCHOOL at the agreed upon rate specified in Section E for the following:

    a) All services rendered on behalf of the child including direct service, indirect service, consults, teacher/paraprofessional instruction, IEPs, equipment adjustments, evaluations, note writing, parent/community contacts, etc.
    b) Administrative meetings concerning therapy services. SCHOOL will need to have predetermined dates and times for meetings, so as to facilitate attendance of CPT therapists.
    c) Mileage and travel time between sites if required by SCHOOL (mileage at $0.72 per mile which may be adjusted from time to time).
    d) Mode of service, upon request of SCHOOL, may take place in person or via telemedicine using a HIPAA and FERPA compliant telemedicine platform, the cost of which is covered by SCHOOL.
    e) Billing will be provided on a monthly basis. Should SCHOOL be in default (have not met the responsibilities listed in section E), a written notice shall be sent to AnnaRae

Klopfer, Director of Special Education of PACT Charter School, at the address set forth in the introduction paragraph.

3. CPT agrees to provide services in accordance with established policies of school system and within the plan of care as established by the physician and IEP team.

4. CPT agrees to provide a time log which may be reviewed at the time reimbursement is made by SCHOOL.

5. CPT will complete assessments as needed which shall be kept at the school by SCHOOL.

6. CPT agrees not to transfer students who were originally referred to him/her as a result of this Agreement to his/her private practice or other service providers unless the services needed are not available through SCHOOL or it is clearly in the best interest of the client to do so.

7. CPT will consult with professional and direct service staff as required to provide the most comprehensive service to the child and participate in conferences as needed.

8. CPT agrees to participate in third party billing as required by SCHOOL.

E. SCHOOL Responsibilities

1. SCHOOL will pay CPT in the amount of $80.63 per service hour (not to exceed $82,000 per school year). Payment for services rendered will be made within 30 days after receipt of bill. If the costs exceed the contract ceiling, without a written agreement to amend the contract from both parties, the contractor does so at their own risk.

2. SCHOOL will assure the complete access of all appropriate client records within SCHOOL to CPT for the performance of duties described herein.

3. SCHOOL will assure access to a secure Wi-Fi connection and the programs necessary for the therapist to complete all the required documentation (this may include training on the program) including periodic updates, IEP, etc.

4. SCHOOL will provide test materials, equipment, computer programs or apps, supplies, and space in a safe, clean and appropriate area for therapy.

5. The Director of Special Education or designee shall have oversight of the contracted services including Fire Drills, Tornado Drills, Lock Down Drills and expectations when school is closed for inclement weather.

F. Limited Insurance

SCHOOL will carry liability insurance covering the scope of its services, staff, and facilities in terms of medical malpractice and negligence. SCHOOL will also carry its own general liability and workers compensation. CPT agrees to obtain and maintain, during the Agreement's term, or any extension or renewal thereof, professional liability insurance in the minimum amount of One Million Dollars ($1,000,000) per occurrence and Three Million Dollars ($3,000,000) aggregate coverage for any personnel assigned pursuant to this Agreement. CPT will also carry its own general liability and worker's compensation.

G. Limited Liability and Indemnification

CPT and SCHOOL are solely responsible for the actions and omissions of its own staff. CPT will defend and indemnify SCHOOL for any claims based on acts or omissions of its own staff "to the

extent permitted by law." SCHOOL will defend and indemnify CPT for any claims based on the acts or omissions of its own staff "to the extent permitted by law." Each party is responsible for its own negligence.

H. Confidentiality

CPT will protect and maintain the confidentiality of pupil records and patient health care records that SCHOOL maintains, as required by federal, state, and local laws, rules, regulations, ordinances, directives, guidelines, policies, and procedures relating to student confidentiality. This provision shall continue to be effective after the termination of this Agreement. Upon termination of this Agreement, CPT will return to SCHOOL all records, documentation, and other items that were used, created, or controlled by CPT during the term of this Agreement.

I. Non-Discrimination

CPT does not discriminate against persons with regard to age, race, color, religion, sex, ethnic/national origin, citizenship, disability, veteran status, marital status, sexual orientation and familial status, public assistance, and pregnancy status. It is company policy not to discriminate against these qualified individuals in regard to application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment. Additionally, the Americans with Disabilities Act (ADA) requires employers to reasonably accommodate qualified individuals with disabilities. It is the policy of CPT to comply with all federal, state, and local laws concerning the employment of persons with disabilities. CPT will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of the job in question.

J. Modification of Contract

No waiver or modification of this Agreement or of any covenant, condition, or limitation herein contained shall be valid unless in writing and duly executed by the party to be charged therewith and no evidence of any waiver or modification shall be offered or received in any proceeding between the parties unless in writing.

K. Notices

All notices under this Agreement will be in writing and will be delivered by personal service, facsimile or certified mail, postage prepaid, or overnight courier to such address as may be designated from time to time by the relevant party, which initially shall be the address set forth below. Any notice sent by U.S or certified mail will be deemed to have been given three (3) days after the date on which it is mailed. All other notices will be deemed given when received. No objection may be made to the manner of delivery of any notice actually received in writing by an authorized agent of a party:

AnnaRae Klopfer, Director of Special Education
PACT Charter School
7250 East Ramsey Parkway
Ramsey, MN 55303

Bonna Olson, PT, Administrator
Capernaum Pediatric Therapy, Inc.
6625 Lyndale Avenue South, Suite 430
Richfield, MN 55423

L. Arbitration

In the event of any dispute, claim, question, or disagreement arises from or relating to the Agreement or the breach thereof, the parties hereto shall use their best effort to settle such dispute, claim, question, or disagreement. To this effect, they shall consult and negotiate with each other in good faith and attempt to reach a just and equitable solution agreed upon by both parties. If the parties do not reach a solution within a period of sixty days, upon notice by either party to the other, all disputes, claims, questions, or disagreements shall be settled via arbitration or mediation.

M. Termination
This Agreement may be terminated by either party upon a two-month written notice delivered to the other party.

N. Period of Agreement
This is the entire Agreement. The agreement shall be in existence for the period of July 1, 2026 through June 30, 2027. SCHOOL and CPT may mutually agree to extend the term of this contract annually in writing.

O. Force Majeure Clause
Neither party shall be held responsible for any delay or failure in performance of any part of this agreement to the extent such delay or failure is caused by fire, flood, explosion, war, embargo, government requirement, civil or military authority, act of God, or other similar causes beyond its control and without the fault or negligence of the delayed or non-performing party. The affected party will notify the other part in writing within ten (10) days after the beginning of any such cause that would affect its performance. Notwithstanding, if a party's performance is delayed for a period exceeding thirty (30) days from the date the other party receives notice under this paragraph, the non-affected party will have the right without any liability to the other party, to terminate this agreement.

P. Waiver
Either party's failure to insist upon strict performance of any provision or to exercise any right under this Agreement shall not be deemed as a relinquishment or waiver of the same, unless consented to in writing. Such consent shall not constitute a general waiver or relinquishment throughout the entire term of the agreement.

Q. Severability
If any portion, provision, or part of this Agreement is held, determined, or adjudicated to be invalid, unenforceable, or void for any reason whatsoever, each such portion, provision, or part shall be severed from the remaining portions, provisions, or parts of this Agreement and shall not affect the validity or enforceability of any remaining portions, provisions, or parts.

R. Special Education Provisions
The Services provided are specially designed instruction, at not cost to the parents, to meet the unique needs of a student with a disability or related services in order for a child with a disability to benefit from specially designed instruction.

S. Governing Law

This Agreement will be governed by and construed in accordance with the laws of the State of Minnesota, without regard to conflict of law principles.

Wherefore, this agreement was entered into on the date set forth below and undersigned, by execution hereof, represent that they are authorized to enter into this Agreement on behalf of the respective parties and state that this Agreement has been read by them and that the undersigned undertand and fully agree to each, all and every provision hereof, and hereby acknowledge receipt of a copy hereof.

Bonna R. Olson Capernaum Pediatric Therapy, Inc.	(SCHOOL/Representative name)
Date	Date

Agenda Date	Last Name/Agency	First Name	Position	Current Pay Rate	New Pay Rate	Fiscal Year	Effective Date of change	Payroll Effective Date
6/4/2026	Solem	Jodi	Resignation: Night Custodian	$ 18.02		2025-2026 School Year	05/21/2026	**6/10/2026**
6/4/2026	William	Griffin	Resignation: Assistant Coach- Football	$2,200/Season		2025-2026 School Year	05/05/2026	**5/25/2026**
6/4/2026	Geist	Johanna	Resignation: SpEd Paraprofessional	$ 18.36		2025-2026 School Year	05/21/2026	**6/10/2026**
6/4/2026	Gutzkow	Gabby	Resignation: Dance Coach	$5,502.50/Yr		2025-2026 School Year	05/08/2026	**5/25/2026**
6/4/2026	Olson	Kasey	Resignation: JV Dance Coach	$3,520/Yr		2025-2026 School Year	05/26/2026	**6/10/2026**
6/4/2026	Johnson	Jodi	Resignation: Elementary Food Services	$ 15.15		2025-2026 School Year	05/22/2026	**6/10/2026**

School Board Approval:

Date:

PACT Charter School

PACT Charter School Monthly Financials

APRIL 2026

PACT Charter School Financial Highlights

APRIL 2026

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:

- $6,126,463 Cash balance at end of the month
- $1,616,637 State Receivables which represents an initial estimate for the beginning of the accrual for the current year hold back
- ($172,994) State Receivables which represents the remaining amount due to the school from the state 10% holdback of the prior school year
- $1,358,989 Salary and Benefits Payables estimated. This is for summer salaries as of month-end.
- $0 Accounts Payable balances as of the end of the month

Income Statement

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

- Adopted Budget: 1467 ADM
- Revised Budget: 1451 ADM
- Actual ADM 1461
- 83% Percent of the fiscal year completed
- 82% YTD revenue as a percent of budget based on the revised projection.
- 77% YTD expenses as a percent of budget based on the revised projection.
- $5,517,500 Projected year end fund balance
- 28% Projected ending fund balance as a % of expense budget

Cash Flow:

- Estimated cash balance as of June 30, 2026

  $ 5,107,515
- Days cash on hand projected as of June 30, 2026

  105

Debt Covenant Ratios:

- **Required debt service coverage ratio at June 30, 2026: = / >**

  1.10
- Projected debt service coverage ratio at June 30, 2026:

  1.50

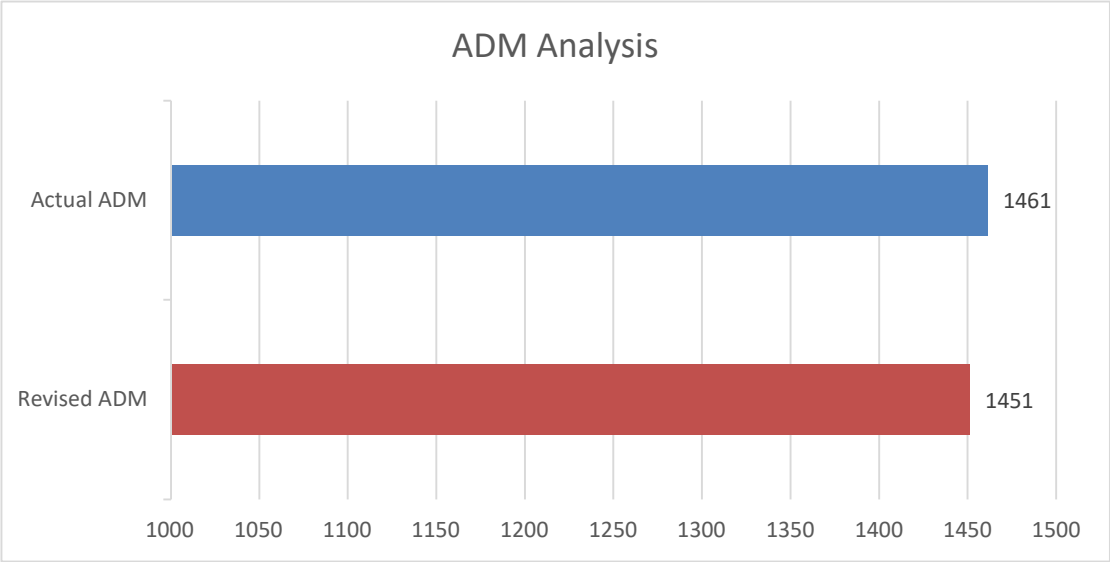
- **Required days cash on hand (cash only) at June 30, 2026: = / >**

  45
- Projected days cash on hand without receivables at June 30, 2026:

  105
- Projected days cash on hand with receivables at June 30, 2026:

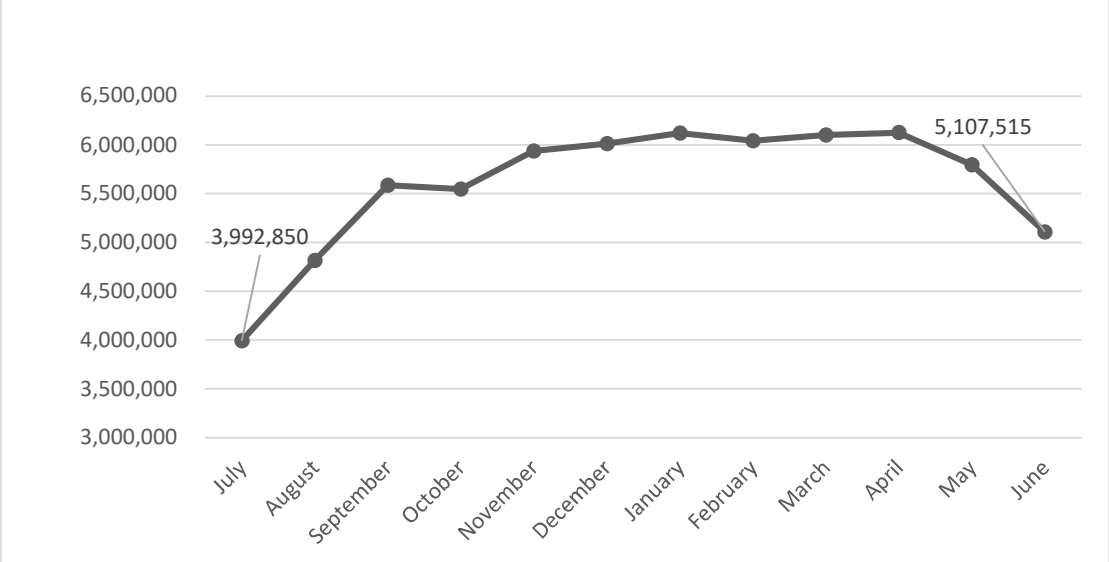
  149

Enrollment/ADM's



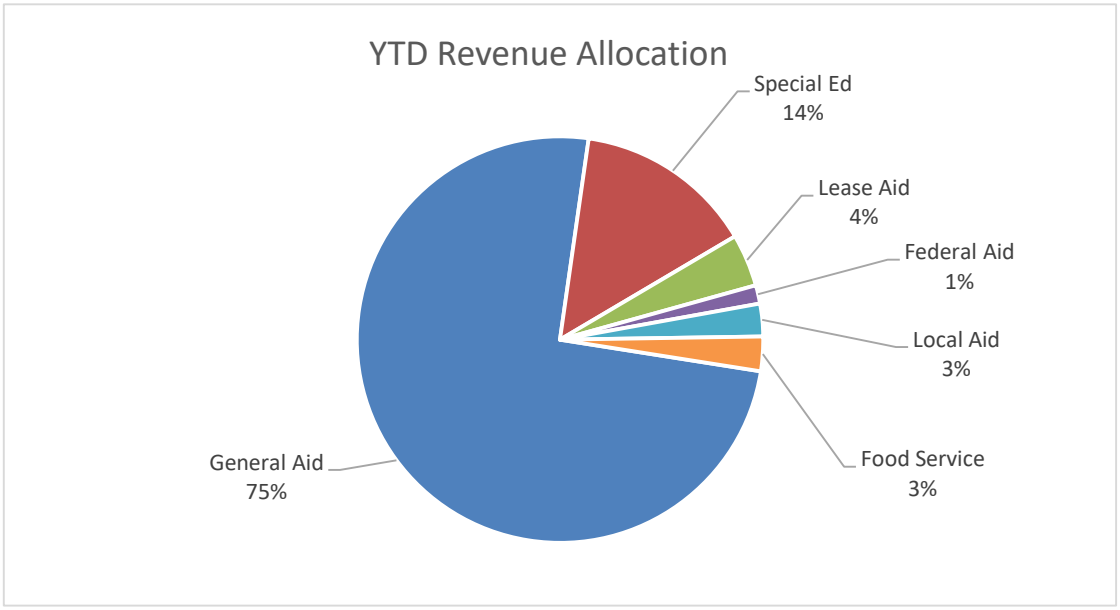
Monitoring the school's budgeted ADM vs. the actual ADM is one of the most important analytical revenue reviews. Variance from the budgeted ADM must be reviewed and understood.

Cash Flow Projection



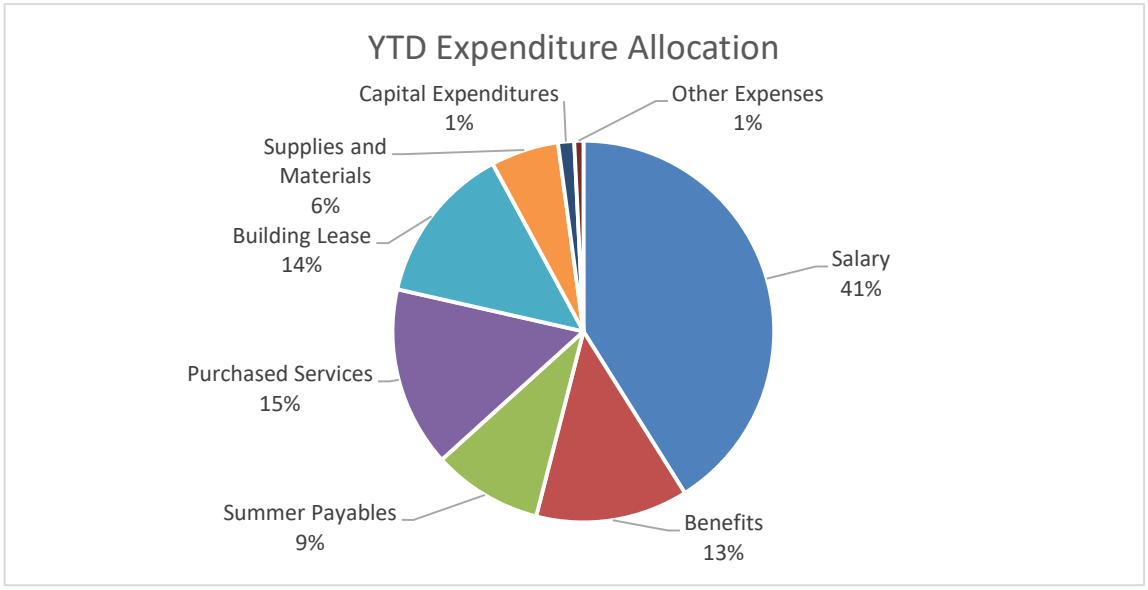
PACT Charter School's cash balance is expected to increase during fiscal 2026.

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 April 30, 2026

Assets		**As of Month-End**
Cash	$	6,126,463
MDE Receivable - Current year estimate		1,616,637
MDE Receivable - Prior year		(172,994)
Due From Other Funds		152,619
Prepaids		2,618
Total Assets	$	7,725,343
Liabilities		
Salary and Benefits Payable	$	1,358,989
Total Liabilities	$	1,358,989
Fund Balance		
Beginning - Audited	$	4,540,985
Change in Fund Balance		1,825,369
Ending- Projected	$	6,366,354
Total Liabilities and Fund Balance	$	7,725,343

Current year based on estimated, primarily for ADM numbers.

PACT Charter School
Income Statement Summary
As of April 30, 2026

83% Year Complete

	Adopted Budget - 1467 ADM	Revised Budget - 1451 ADM	Monthly Activity	Year to Date	% of Budget
Revenue					
State Aids	$ 18,901,723	$ 19,181,804	$ 1,418,120	$ 15,914,774	83.0%
Federal Aids	655,748	703,424	81,936	426,463	60.6%
Local	419,571	612,438	25,300	506,747	82.7%
Total	$ 19,977,042	$ 20,497,666	$ 1,525,356	$ 16,847,984	82.2%
Expense					
Salary	$ 8,612,904	$ 9,023,028	$ 762,043	$ 6,170,021	68.4%
Benefits	2,994,819	3,150,795	239,726	1,936,957	61.5%
Summer Payables	-	-	-	1,400,935	NA
Total Salaries/Benefits Payable	$ 11,607,723	$ 12,173,823	$ 1,001,768	$ 9,507,914	78.1%
Purchased Services	3,019,356	3,074,289	285,600	2,295,181	74.7%
Supplies and Materials	1,487,611	1,349,809	57,709	863,887	64.0%
Building Lease	2,458,292	2,458,292	203,638	2,036,375	82.8%
Capital Expenditures	231,000	250,000	15,774	203,437	81.4%
Other Expenses	178,226	214,938	604	115,821	65.0%
Total	$ 18,982,208	$ 19,521,151	$ 1,565,092	$ 15,022,615	77.0%
Change in Fund Balance	$ 994,834	$ 976,515	$ (39,737)	$ 1,825,369	
Beginning Fund Balance	$ 4,540,985	$ 4,540,985	$ 4,540,985	$ 4,540,985	
Ending- Projected	$ 5,535,819	$ 5,517,500	$ 4,501,249	$ 6,366,354	
FB as a % of Exp	29%	28%			
Debt Service Coverage Ratio	1.50	1.50			

PACT Charter School
Detail Revenue
As of April 30, 2026

83% Year Complete

	Adopted Budget - 1467 ADM	Revised Budget - 1451 ADM	Monthly Activity	Year to Date	% of Budget
General Fund					
State Aid					
General Aid	$ 13,215,594	$ 13,183,432	$ 691,622	$ 10,745,990	82%
Endowment	81,897	99,471	-	102,730	103%
Special Education	2,753,029	2,970,019	693,261	2,354,714	79%
ADSIS	114,821	101,584	-	-	0%
Lease Aid	2,100,823	2,075,594	-	691,346	33%
Literacy Incentive	51,791	68,391	-	61,552	90%
Library Aid	20,000	16,260	-	-	0%
Student Support Aid	20,000	48,044	-	-	0%
Cybersecurity Grant	-	15,000	-	15,000	100%
Chater Additional (Long Term Facility Maintena	211,042	208,507	-	-	0%
Unemployment Aid	-	59,448	-	54,003	91%
State Aid Receivables*	-	-	-	1,616,637	N/A
Total State Aid	$ 18,568,997	$ 18,845,750	$ 1,384,883	$ 15,641,973	83%
Federal Aid					
Title I	$ 145,244	$ 184,922	$ 34,329	$ 110,502	60%
Title II	21,684	27,941	-	9,401	34%
Title III	-	11,164	9,818	10,998	98.5%
Special Education	166,421	160,948	11,643	91,791	57%
Special Education - Preschool Age	6,800	247	759	2,638	1068%
Special Education - CEIS	30,568	30,321	5,312	19,147	63%
	$ 370,717	$ 415,543	$ 61,862	$ 244,477	59%
Local Aid and Donation					
Interest	$ 40,000	$ 125,965	$ 15,308	$ 121,076	96.1%
Donations and Other	10,000	40,165	8,169	57,510	143.2%
Athletic and Activity Fees	232,200	232,200	943	208,056	89.6%
Fees for Services	20,000	25,000	(436)	32,054	128.2%
MA Billing	-	30,000	-	-	0.0%
Rental Income	-	41,665	1,125	8,350	20.0%
	$ 302,200	$ 494,995	$ 25,110	$ 427,047	86%
Total General Fund Revenue	$ 19,241,914	$ 19,756,288	$ 1,471,855	$ 16,313,497	83%
Food Service Fund					
State Revenue	$ 332,726	$ 336,054	$ 33,237	$ 272,802	81%
Federal Revenue	285,031	287,881	20,074	181,985	63%
Food Sales	7,171	7,243	149	1,067	15%
Total Food Service Revenue	$ 624,928	$ 631,178	$ 53,461	$ 455,854	72%
Community Service Fund					
Community Service Fees	$ 110,200	$ 110,200	$ 40	$ 78,634	71%
Total Community Service Revenue	$ 110,200	$ 110,200	$ 40	$ 78,634	71%
Total Revenue- All Funds	$ 19,977,042	$ 20,497,666	$ 1,525,356	$ 16,847,984	82%

PACT Charter School
Detail Expense
As of April 30, 2026

FYTD: 83%

		Adopted Budget - 1467 ADM	Revised Budget - 1451 ADM	Monthly Activity	Year to Date	% of Budget
Admin and Operations						
100	Salaries	$ 2,402,837	$ 2,432,311	$ 129,814	$ 1,207,281	50%
200	Benefits	865,021	875,632	36,679	448,812	51%
305	Contracted Services	422,134	422,134	39,207	320,250	76%
315	Repairs & Maintenance for Technology	-	-	140	498	0%
320	Communication	34,782	47,340	5,286	39,644	84%
329	Postage	5,100	5,100	566	3,896	76%
330	Utility	281,400	281,400	23,004	214,334	76%
340	Insurance	119,700	119,700	-	64,747	54%
350	Repairs & Maintenance	174,094	174,094	5,183	90,298	52%
360	Transportation	943,940	981,698	177	745,375	76%
366	Professional Development	5,669	5,669	306	3,552	63%
401	General Supplies	296,229	296,229	7,536	90,231	30%
405	Purchased Software (405/406)	-	65,000	25	52,024	80%
490	Food	-	-	-	459	0%
500	Furniture & Equipment	68,250	38,250	-	13,064	34%
555	Technology Equipment	105,000	150,000	13,170	141,513	94%
570	Building Lease	2,458,292	2,458,292	203,638	2,036,375	83%
820	Dues & Memberships	132,265	167,977	604	95,354	57%
	Total Admin and Operations	**$ 8,314,713**	**$ 8,520,826**	**$ 465,332**	**$ 5,567,707**	65%
Instructional Support and Services						
100	Salaries	$ 3,446,404	$ 3,665,846	388,528	3,027,908	83%
200	Benefits	1,240,705	1,319,704	127,608	945,300	72%
1XX/2XX	Summer Payable	-	-	-	884,017	NA
305	Contracted Services	10,500	10,500	15,131	24,123	230%
360	Transportation - Field Trips	35,464	35,464	4,953	16,062	45%
366	Professional Development	18,895	25,000	-	21,160	85%
369	Field Trips and Registration	28,156	28,156	1,584	10,446	37%
394	PSEO-CIS Tuition Payments	158,731	158,731	-	3,020	2%
401	General Supplies	53,923	59,315	4,589	46,218	78%
405	Purchased Software (405/406)	-	15,000	-	6,801	45%
406	Instructional Software License	-	75,125	250	69,971	93%
430	Instructional Supplies	210,000	100,000	452	51,707	52%
460	Textbooks & Workbooks	90,449	140,000	9,155	116,422	83%
461	Standardized Tests	203,670	20,000	-	-	0%
490	Food	-	-	66	1,377	0%
500	Furniture & Equipment	47,250	47,250	2,604	35,660	75%
555	Technology Equipment	-	-	-	1,200	0%
820	Dues & Memberships	-	-	-	865	0%
898	Scholarships	-	-	-	1,000	0%
	Total Instructional Support and Services	**$ 5,544,147**	**$ 5,700,091**	**$ 554,920**	**$ 5,263,257**	92%

PACT Charter School
Detail Expense
As of April 30, 2026

FYTD: 83%

		Adopted Budget - 1467 ADM	Revised Budget - 1451 ADM	Monthly Activity	Year to Date	% of Budget
Activities						
100	Salaries	$ 346,875	$ 331,875	$ 16,047	$ 169,852	51%
200	Benefits	69,375	66,375	2,994	29,971	45%
305	Contracted Services	72,015	75,616	14,153	70,112	93%
335	Operating Leases	-	-	2,356	7,856	0%
350	Repairs & Maintenance	-	-	-	2,334	0%
360	Transportation	76,824	109,824	11,982	101,051	92%
366	Travel & Conferences	-	-	-	100	0%
369	Registrations	30,833	30,833	4,390	13,560	44%
401	General Supplies	108,783	48,783	2,365	35,730	73%
490	Food	-	-	-	411	0%
580	Lease	10,500	10,500	-	12,000	114%
820	Dues and Memberships	41,961	41,961	-	18,602	44%
	Total Activities	**757,166**	**715,767**	**54,287**	**461,579**	64%
ADSIS Program						
100	Salaries	$ 146,902	$ 129,523	$ 15,599	$ 122,310	94%
200	Benefits	52,885	46,628	5,912	39,824	85%
401	General Supplies	5,250	5,250	-	-	0%
	Total ADSIS Program	**205,037**	**181,401**	**21,511**	**162,133**	89%
Special Education						
100	Salaries	$ 1,993,592	$ 2,178,975	$ 186,501	$ 1,414,534	65%
200	Benefits	717,693	784,431	57,581	410,835	52%
1XX/2XX	Summer Payable	-	-		516,918	NA
305	Contracted Services	20,698	20,698	571	8,749	42%
360	Transportation - SPED & HHM	298,303	321,362	151,806	401,507	125%
366	Travel & Conferences	-	-	-	3,072	0%
394	Payments to Other Agencies	223,318	164,801	4,036	101,775	62%
405	Purchased Software	4,200	6,000	-	4,855	81%
406	Purchased Software- Instructional	-	4,000	-	2,738	68%
430	Instructional Supplies	23,550	23,550	-	20,146	86%
500	Furniture & Equipment	-	4,000	-	-	0%
820	Dues & Memberships	4,000	5,000	-	-	0%
	Total Special Education	**$ 3,285,354**	**$ 3,512,817**	**$ 400,495**	**$ 2,885,130**	82%
Title Programs						
100	Salaries	$ 93,012	$ 106,176	$ 12,767	$ 100,004	94%
200	Benefits	33,484	38,223	6,347	42,994	112%
366	Travel & Conferences	-	-	-	1,745	0%
406	Purchased Software	-	-	-	75	0%
460	Textbooks & Workbooks	-	-	-	11,829	0%
490	Food	-	-	-	29	0%
	Total Title Programs	**126,496**	**144,399**	**19,114**	**156,676**	109%
Total General Fund Expenditures		**$ 18,232,913**	**$ 18,775,301**	**$ 1,515,658**	**$ 14,496,482**	77%

PACT Charter School
Detail Expense
As of April 30, 2026

FYTD: 83%

		Adopted Budget - 1467 ADM	Revised Budget - 1451 ADM	Monthly Activity	Year to Date	% of Budget
Food Service Fund						
100	Salaries	$ 78,282	$ 80,630	$ 9,747	$ 76,085	94%
200	Benefits	15,656	19,802	2,605	19,222	97%
305	Contracted Expense	-	-	218	979	0%
401	General Supplies	15,507	15,507	1,872	11,737	76%
490	Food	462,200	462,200	31,400	332,409	72%
495	Milk	-	-	-	4,070	0%
500	Furniture & Equipment	15,750	15,750	-	-	0%
820	Dues & Memberships	2,100	2,100	-	1,058	50%
	Total Food	**$ 589,495**	**$ 595,989**	**$ 45,842**	**$ 445,561**	75%
Community Ed Fund						
100	Salaries	$ 105,000	$ 97,692	$ 3,040	$ 52,048	53%
200	Benefits	37,800	35,169	508	15,404	44%
401	General Supplies	17,000	17,000	-	3,588	21%
	Total Community Ed	**159,800**	**149,861**	**3,592**	**80,573**	**54%**
	Total Expense- All Funds	$ 18,982,208	$ 19,521,151	$ 1,565,092	$ 15,022,615	77%

PACT Charter School 2 Months Remaining
CashFlow
As of April 30, 2026

Cash Receipts	Revised Budget	Monthly Activity	Year to Date	May	June	Total	Remaining
State Aids- CY	$ 18,845,750	$ 1,384,883	$ 14,025,335	$ 1,386,524	$ 1,384,861	$ 16,796,720	$ 2,049,030
State Aids- PY	(172,994)	-	-	83,188	-	83,188	-
Federal	415,543	61,862	244,477	-	76,979	321,457	94,086
Local	605,195	25,150	505,681	47,269	47,269	600,219	-
Food Service	631,178	53,461	455,854	83,279	83,279	622,412	8,766
Total Inflows	$ 20,324,672	$ 1,525,356	$ 15,231,347	$ 1,600,260	$ 1,592,389	$ 18,423,996	$ 2,151,882
Expense							
Salary	$ 9,023,028	$ 762,043	$ 6,170,021	$ 751,919	$ 1,101,919	$ 8,023,859	$ 999,169
Benefits	3,150,795	224,473	1,936,957	262,566	262,566	2,462,090	688,705
Purchased Services	3,074,289	285,600	2,295,181	389,554	389,554	3,074,289	-
Supplies and Materials	1,349,809	57,709	863,887	242,961	242,961	1,349,809	-
Building Lease	2,458,292	203,638	2,036,375	210,959	210,959	2,458,292	-
Capital Expenditures	250,000	15,774	203,437	23,281	23,281	250,000	-
Other Expenses	214,938	604	115,821	49,559	49,559	214,938	-
Accounts Payable	-	-	-	-	-	-	-
Total Outflows	$ 19,521,151	$ 1,549,840	$ 13,621,680	$ 1,930,799	$ 2,280,799	$ 17,833,277	$ 1,687,874

Change in Cash	$ (330,538)	$ (688,410)	
Beginning	$ 6,126,463	$ 5,795,925	**Days Cash on Hand**
Line of Credit	$ -	$ -	**105**
Ending- Projected	$ 5,795,925	$ 5,107,515	

NOTES TO THE FINANCIAL STATEMENTS

APRIL 2026

- The financials statements are drafted on an accrual basis of accounting.
- The school's budget is based on full accrual projections as of the end of the fiscal year.
- Salary and Benefits Payables estimated. This is for summer salaries as of month-end.
- This report is unaudited and is prepared for internal use only.

PACT Charter School

Receipt Listing Report with Detail by Deposit

Deposit	Co	Bank	Batch	Rct No	Receipt Type	St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
3421	4008	VIL	I0426A														
4.15.26 IDEAS Payment				4068	Credit	A	04/15/26		Check	1	IDEAS Payment						
							4008 R 01 005 000		000 740	360	State Special Ed Aid					693,260.78	0.00
							4008 B 01 121 000				CONCURRENT ENROLLME					937.22	0.00
															Receipt Total:	$694,198.00	$0.00
															Deposit Total:	**$694,198.00**	**$0.00**
3422	4008	VIL	C0426A														
4.15.26 SWIFT				4069	Credit	A	04/15/26		Check	1	SERVS Payments						
							4008 R 01 005 000		000 420	400	FIN420					759.39	0.00
															Receipt Total:	$759.39	$0.00
															Deposit Total:	**$759.39**	**$0.00**
3423	4008	VIL	C0426A														
4.21.26 SWIFT				4070	Credit	A	04/21/26		Check	1	Food Service						
							4008 R 02 005 000		000 701	471	HHFKA					823.50	0.00
							4008 R 02 005 000		000 701	471	School Lunch-Fed					4,026.00	0.00
							4008 R 02 005 000		000 701	472	Free/Reduced Lunch-Fed					11,086.40	0.00
							4008 R 02 005 000		000 705	476	School Breakfast-Fed					4,138.46	0.00
							4008 R 02 005 000		000 705	300	State School Breakfast					5,116.06	0.00
							4008 R 02 005 000		000 701	300	State School Lunch					28,121.34	0.00
															Receipt Total:	$53,311.76	$0.00
															Deposit Total:	**$53,311.76**	**$0.00**
3424	4008	VIL	C0426A														
4.23.26 SWIFT				4071	Credit	A	04/23/26		Check	1	Misc						
							4008 B 01 121 000				SpEd Tuition Billing					605,109.44	0.00
															Receipt Total:	$605,109.44	$0.00
															Deposit Total:	**$605,109.44**	**$0.00**
3425	4008	VIL	C0426A														
4.10.26 COBRA				4072	Credit	A	04/10/26		Check	1	Misc						
							4008 R 01 005 000		000 000	099	4.10.26 COBRA					923.76	0.00
															Receipt Total:	$923.76	$0.00
															Deposit Total:	**$923.76**	**$0.00**

Deposit Co	Bank	Batch	Rct No	Receipt Type	St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
3426	4008	VIL	C0426A													
4.30.26 Square Space			4073	Credit	A	04/30/26		Check	1	Misc						
				4008 R 01 005 000 850 000 099						Misc Local Revenue - DECA					17.17	0.00
				4008 R 01 005 000 850 000 099						Misc Local Revenue - DECA					17.17	0.00
				4008 R 01 005 000 850 000 099						Misc Local Revenue - DECA					17.17	0.00
				4008 R 01 005 000 850 000 099						Misc Local Revenue - DECA					158.43	0.00
				4008 R 01 005 000 850 000 099						Misc Local Revenue - DECA					166.82	0.00
				4008 R 01 005 000 850 000 099						Misc Local Revenue - DECA					228.07	0.00
				4008 R 01 005 000 850 000 099						Misc Local Revenue - DECA					72.58	0.00
				4008 R 01 005 000 850 000 099						Misc Local Revenue - DECA					110.81	0.00
				4008 R 01 005 000 850 000 099						Misc Local Revenue - DECA					214.51	0.00
				4008 R 01 005 000 850 000 099						Misc Local Revenue - DECA					113.36	0.00
				4008 R 01 005 000 850 000 099						Misc Local Revenue - DECA					72.58	0.00
				4008 R 01 005 000 850 000 099						Misc Local Revenue - DECA					31.43	0.00
				4008 R 01 005 000 850 000 099						Misc Local Revenue - DECA					65.50	0.00
				4008 R 01 005 000 850 000 099						Misc Local Revenue - DECA					70.94	0.00
				4008 R 01 005 000 850 000 099						Misc Local Revenue - DECA					99.23	0.00
				4008 R 01 005 000 850 000 099						Misc Local Revenue - DECA					59.68	0.00
				4008 R 01 005 000 850 000 099						Misc Local Revenue - DECA					17.17	0.00
				4008 R 01 005 000 850 000 099						Misc Local Revenue - DECA					19.06	0.00
				4008 R 01 005 000 850 000 099						Misc Local Revenue - DECA					28.52	0.00
														Receipt Total:	$1,580.20	$0.00
														Deposit Total:	**$1,580.20**	**$0.00**
3427	4008	VIL	C0426A													
4.9.26 School Deposit			4074	Credit	A	04/09/26		Check	1	Misc						
				4008 R 01 005 000 000 000 096						Donation to Weightroom					300.00	0.00
				4008 R 01 005 000 000 000 096						Donation to PACT					1,000.00	0.00
				4008 R 01 100 203 900 000 050						4th grade FT - The Works					196.00	0.00
				4008 R 01 100 203 900 000 050						3rd grade FT - Science Muse					180.00	0.00
				4008 E 01 005 110 000 000 305						Background Check					8.00	0.00
				4008 R 04 005 505 000 321 050						Community Ed Club					40.00	0.00
				4008 R 01 300 292 061 000 050						MS Confrence Girls Basketba					759.00	0.00
				4008 R 01 300 292 035 000 096						Donation for baseball gear					301.95	0.00
				4008 R 01 005 000 000 000 096						Panthers Booster Scholarshi					500.00	0.00
				4008 E 01 300 292 000 000 305						Boys & Girls Meet Refund					300.00	0.00

PACT Charter School

Receipt Listing Report with Detail by Deposit

Deposit	Co	Bank	Batch	Rct No	Receipt Type	St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
3427	4008	VIL	C0426A														
4.9.26 School Deposit				4074	Credit	A	04/09/26		Check	1	Misc						
							4008 R 01 300 211 369 000 050				ACT Test Fee					69.50	0.00
							4008 R 01 005 000 000 000 050				Chromebook Insurance					60.00	0.00
							4008 R 01 005 000 000 000 099				Miscellanous Revenue					681.27	0.00
															Receipt Total:	$4,395.72	$0.00
															Deposit Total:	**$4,395.72**	**$0.00**
3428	4008	VILM															
4.30.26 Interest				4075	Credit	A	04/30/26		Wire	1	Interest Earned						
							4008 R 01 005 000 000 000 092				Interest Earnings 4.30.26					15,282.71	0.00
															Receipt Total:	$15,282.71	$0.00
															Deposit Total:	**$15,282.71**	**$0.00**
3429	4008	VILM															
4.30.26 Interest				4076	Credit	V	04/30/26		Wire	1	Interest Earned						
							4008 R 01 005 000 000 000 092				Interest Earnings 4.30.26					25.50	0.00
															Receipt Total:	$25.50	$0.00
															Deposit Total:	**$25.50**	**$0.00**
3431	4008	VIL															
IDEAS & SWIFT 4.28.2026				4077	Credit	A	04/30/26		Wire	1	IDEAS Payment						
							4008 R 01 005 000 000 000 211				General Education Aid					169,701.00	0.00
							4008 R 01 005 000 000 425 400				FIN425					5,312.19	0.00
							4008 R 01 005 000 000 419 400				FIN419					11,642.79	0.00
							4008 R 01 005 000 000 417 400				FIN417					9,817.84	0.00
							4008 R 01 005 000 000 401 400				ESEA Title I Part A					34,329.41	0.00
															Receipt Total:	$230,803.23	$0.00
															Deposit Total:	**$230,803.23**	**$0.00**
3432	4008	VILM															
Wrong Bank				4078	Credit	V	04/30/26		Check-V	1	Interest Earned						
							4008 R 01 005 000 000 000 092									(25.50)	0.00
															Receipt Total:	($25.50)	$0.00
															Deposit Total:	**($25.50)**	**$0.00**

PACT Charter School

Receipt Listing Report with Detail by Deposit

Deposit	Co	Bank	Batch	Rct No	Receipt Type	St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
3433	4008	VIL															
4.30.26 Interest				4079	Credit	A	04/30/26		Wire	1	Interest Earned						
							4008 R 01 005 000 000 000 092				Interest Earnings					25.50	0.00
															Receipt Total:	$25.50	$0.00
															Deposit Total:	**$25.50**	**$0.00**
3434	4008	VIL															
School Deposit 4.23.2026				4080	Credit	A	04/30/26		Check	1	Misc						
							4008 R 01 300 292 031 000 060				Boys Basketball Section Tick					810.00	0.00
															Receipt Total:	$810.00	$0.00
															Deposit Total:	**$810.00**	**$0.00**
3435	4008	VIL															
School Deposit 4.28.2026				4084	Credit	A	04/30/26		Check	1	Misc						
							4008 R 01 005 000 000 000 093				B&B Rental Northgate Churcl					495.00	0.00
							4008 R 01 300 292 063 000 050				Coach Bush Reimb Panter B					360.00	0.00
							4008 R 01 100 203 900 000 050				Gr 1-6 FT Student Pmts					10.00	0.00
							4008 R 01 005 000 000 000 096				Moore Scholiarship					500.00	0.00
							4008 E 01 100 203 000 000 460				Credit on MCGrawHIll Acct					382.39	0.00
							4008 R 01 005 000 850 000 099				ParentPortion ATL Trip DECA					1,613.80	0.00
							4008 R 01 100 203 900 000 050				Gr 1-6 FT Student Pmts					37.50	0.00
															Receipt Total:	$3,398.69	$0.00
															Deposit Total:	**$3,398.69**	**$0.00**
3436	4008	VIL															
April 2026 Infinite Campus				4081	Credit	A	04/30/26		Wire	1	Food Service						
							4008 R 02 005 000 000 701 601				Lunch Sales To Pupils					149.48	0.00
															Receipt Total:	$149.48	$0.00
															Deposit Total:	**$149.48**	**$0.00**
3437	4008	VIL															
April Merchant Bankcd				4082	Credit	A	04/30/26		Wire	1	Misc						
							4008 R 01 005 000 000 000 096				April 2026 Merchant Bankcd					608.33	0.00
															Receipt Total:	$608.33	$0.00
															Deposit Total:	**$608.33**	**$0.00**

PACT Charter School

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
3439	4008	VIL														
School Deposit 5.7.2026			4083	Credit	A	04/30/26		Check	1	Misc						
						4008 R 01 005 000 000 000 099				Box Tops for Education					32.90	0.00
						4008 R 01 300 292 037 000 096				Golf Bag EmbroiPanter Boos					82.17	0.00
						4008 R 01 100 201 900 000 050				Gr K FT Student Pmts					14.00	0.00
						4008 R 01 005 000 000 000 099				REC Foundation					380.00	0.00
						4008 R 01 300 292 061 000 050				MS Basketball MCSAA Reim					744.10	0.00
						4008 R 01 100 203 900 000 050				Gr 1-6 FT Student Pmts					10.00	0.00
						4008 R 01 300 292 061 000 050				MS Basketball MCSAA Sales					26.00	0.00
						4008 R 01 005 000 000 000 093				Northgate Church					630.00	0.00
														Receipt Total:	$1,919.17	$0.00
														Deposit Total:	**$1,919.17**	**$0.00**
														Report Total:	$1,613,275.38	$0.00

PACT Charter School

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 04/01/2026-4/30/2026 Period: 202610-202610 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
VIL		1003		MN DEPT. OF REVENUE		Wire
			B 01 215 002	MN TAX WITHHELD		$12,936.92
			B 02 215 002	MN TAX WITHHELD		$104.86
			B 04 215 002	MN TAX WITHHELD		$15.80
PO#:		Voucher #: 39693	Invoice	Invoice No: S2026190	4/10/2026	Paid Amt: $13,057.58
						Check Amount: $13,057.58
VIL		1004		IRS		Wire
			B 01 215 001	FEDERAL TAX WITHHELD		$24,901.95
			B 02 215 001	FEDERAL TAX WITHHELD		$167.64
			B 04 215 001	FEDERAL TAX WITHHELD		$24.01
			B 01 215 003	FICA		$55,329.18
			B 02 215 003	FICA		$746.84
			B 04 215 003	FICA		$66.38
PO#:		Voucher #: 39695	Invoice	Invoice No: S2026190	4/10/2026	Paid Amt: $81,236.00
						Check Amount: $81,236.00
VIL		2003		LEVY MN REVENUE		Wire
			B 01 215 014	GARNISHMENTS		$70.61
PO#:		Voucher #: 39690	Invoice	Invoice No: S2026190	4/10/2026	Paid Amt: $70.61
						Check Amount: $70.61
VIL		ABANK		ASSOCIATED BANK		Wire
			B 01 215 000	GENERAL		$3,507.52
PO#:		Voucher #: 39688	Invoice	Invoice No: S2026190	4/10/2026	Paid Amt: $3,507.52
						Check Amount: $3,507.52
VIL		CAPITA		CAPITAL BANK & TRUST		Wire
			B 01 215 006	TSA		$4,206.61
PO#:		Voucher #: 39689	Invoice	Invoice No: S2026190	4/10/2026	Paid Amt: $4,206.61
						Check Amount: $4,206.61
VIL		MSRS		MN STATE RETIREMENT SYSTEM		Wire
			B 01 215 000	GENERAL		$508.00
			B 01 215 005	PERA WITHHELD		$3,874.16
PO#:		Voucher #: 39691	Invoice	Invoice No: S2026190	4/10/2026	Paid Amt: $4,382.16
						Check Amount: $4,382.16
VIL		PERA		PERA		Wire
			B 01 215 005	PERA WITHHELD		$15,024.79
			B 02 215 005	PERA WITHHELD		$699.08

PACT Charter School

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 04/01/2026-4/30/2026 Period: 202610-202610 Void Status: N

Bank	Check No	Code	Rcd	Vendor			Pmt/Void Date		Pmt Type	
VIL		PERA		PERA					Wire	
			B 04 215 005		PERA WITHHELD			$18.36		
PO#:		Voucher #:	39692	Invoice	Invoice No:	S2026190	4/10/2026		Paid Amt:	$15,742.23
									Check Amount:	$15,742.23
VIL		TRA		TRA					Wire	
			B 01 215 004		TRA WITHHELD			$47,122.90		
			B 04 215 004		TRA WITHHELD			$54.54		
PO#:		Voucher #:	39694	Invoice	Invoice No:	S2026190	4/10/2026		Paid Amt:	$47,177.44
									Check Amount:	$47,177.44
VIL		1003		MN DEPT. OF REVENUE					Wire	
			B 01 215 002		MN TAX WITHHELD			$12,731.13		
			B 02 215 002		MN TAX WITHHELD			$97.18		
			B 04 215 002		MN TAX WITHHELD			$79.37		
PO#:		Voucher #:	39810	Invoice	Invoice No:	S2026200	4/24/2026		Paid Amt:	$12,907.68
									Check Amount:	$12,907.68
VIL		1004		IRS					Wire	
			B 01 215 001		FEDERAL TAX WITHHELD			$22,681.59		
			B 02 215 001		FEDERAL TAX WITHHELD			$150.43		
			B 04 215 001		FEDERAL TAX WITHHELD			$59.22		
			B 01 215 003		FICA			$54,346.41		
			B 02 215 003		FICA			$710.14		
			B 04 215 003		FICA			$398.14		
PO#:		Voucher #:	39812	Invoice	Invoice No:	S2026200	4/24/2026		Paid Amt:	$78,345.93
									Check Amount:	$78,345.93
VIL		ABANK		ASSOCIATED BANK					Wire	
			B 01 215 000		GENERAL			$3,424.18		
PO#:		Voucher #:	39806	Invoice	Invoice No:	S2026200	4/24/2026		Paid Amt:	$3,424.18
									Check Amount:	$3,424.18
VIL		CAPITA		CAPITAL BANK & TRUST					Wire	
			B 01 215 006		TSA			$4,206.61		
PO#:		Voucher #:	39807	Invoice	Invoice No:	S2026200	4/24/2026		Paid Amt:	$4,206.61
									Check Amount:	$4,206.61
VIL		MSRS		MN STATE RETIREMENT SYSTEM					Wire	
			B 01 215 000		GENERAL			$508.00		

Check Number: 0-2147483647 Payment Date: 04/01/2026-4/30/2026 Period: 202610-202610 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		$3,886.69		
PO#:		Voucher #:	39808	Invoice	Invoice No: S2026200	4/24/2026		Paid Amt:	$4,394.69
								Check Amount:	$4,394.69
VIL		PERA		PERA			Wire		
			B 01 215 005		PERA WITHHELD		$14,295.35		
			B 02 215 005		PERA WITHHELD		$665.47		
			B 04 215 005		PERA WITHHELD		$327.57		
PO#:		Voucher #:	39809	Invoice	Invoice No: S2026200	4/24/2026		Paid Amt:	$15,288.39
								Check Amount:	$15,288.39
VIL		TRA		TRA			Wire		
			B 01 215 004		TRA WITHHELD		$46,891.73		
			B 04 215 004		TRA WITHHELD		$46.74		
PO#:		Voucher #:	39811	Invoice	Invoice No: S2026200	4/24/2026		Paid Amt:	$46,938.47
								Check Amount:	$46,938.47
VIL		1004		IRS			Wire		
			B 01 215 003		FICA		$426.89		
PO#:		Voucher #:	39687	Invoice	Invoice No: Z2026180	4/10/2026		Paid Amt:	$426.89
								Check Amount:	$426.89
VIL		COMPA		COMPANION			Wire		
			B 01 215 012		LIFE & SHORT--TERM DISABILITY		$902.26		
PO#:		Voucher #:	39826	Invoice	Invoice No: DT040126	4/1/2026		Paid Amt:	$902.26
								Check Amount:	$902.26
VIL		STANDF		THE STANDARD			Wire		
			B 01 215 011		4.1.26 Vision		$1,466.20		
PO#:		Voucher #:	39827	Invoice	Invoice No: DT040126	4/1/2026		Paid Amt:	$1,466.20
								Check Amount:	$1,466.20
VIL		HEALYC		HEALTHIEST YOU			Wire		
			B 01 215 012		TELA-MEDICINE		$670.00		
PO#:		Voucher #:	39828	Invoice	Invoice No: 20260469	4/2/2026		Paid Amt:	$670.00
								Check Amount:	$670.00
VIL		STANDF		THE STANDARD			Wire		
			B 01 215 011		4.3.26 Vision		$19.20		
PO#:		Voucher #:	39830	Invoice	Invoice No: DT040326	4/3/2026		Paid Amt:	$19.20
								Check Amount:	$19.20

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
VIL		USBANI		US BANK		Wire
			E 01 005 850 000 348 570	ESCROW ACCT #142347000 Rent April 2026	$203,637.50	
PO#:		Voucher #:	39829 Invoice	Invoice No: DT040326	4/3/2026	Paid Amt: $203,637.50
						Check Amount: $203,637.50
VIL		DELTAD		DELTA DENTAL		Wire
			B 01 215 007	EMPLOYEE DENTAL INS.	$9,015.71	
PO#:		Voucher #:	39832 Invoice	Invoice No: DT040726	4/7/2026	Paid Amt: $9,015.71
						Check Amount: $9,015.71
VIL		CENTEI		CENTERPOINT ENERGY		Wire
			E 01 005 810 000 000 330	GAS UTILITY ACCT#6403409231-8	$1,897.37	
PO#:		Voucher #:	39833 Invoice	Invoice No: DT040826	4/8/2026	Paid Amt: $1,897.37
						Check Amount: $1,897.37
VIL		CENTEI		CENTERPOINT ENERGY		Wire
			E 01 005 810 000 000 330	GAS UTILITY ACCT#5959697-3	$2,736.53	
PO#:		Voucher #:	39834 Invoice	Invoice No: DT04082026	4/8/2026	Paid Amt: $2,736.53
						Check Amount: $2,736.53
VIL		1145		UNITED HEALTHCARE		Wire
			B 01 215 016	Health Insurace	$84,159.11	
PO#:		Voucher #:	39840 Invoice	Invoice No: DT04102026	4/10/2026	Paid Amt: $84,159.11
						Check Amount: $84,159.11
VIL		1145		UNITED HEALTHCARE		Wire
			B 01 215 016	Health Insurace	$32,387.20	
PO#:		Voucher #:	39839 Invoice	Invoice No: DT041026	4/10/2026	Paid Amt: $32,387.20
						Check Amount: $32,387.20
VIL		CONNE		CONNEXUS ENERGY		Wire
			E 01 005 810 000 000 330	ELECTRIC UTILITY	$216.54	
PO#:		Voucher #:	39835 Invoice	Invoice No: DT041026	4/10/2026	Paid Amt: $216.54
						Check Amount: $216.54
VIL		MNASS		MN ASSOC. OF CHARTER SCHOOLS		Wire
			E 01 005 010 000 000 820	MACS Membership Fees	$603.75	
PO#:		Voucher #:	39838 Invoice	Invoice No: DT041026	4/10/2026	Paid Amt: $603.75
						Check Amount: $603.75
VIL		USBANI		US BANK		Wire
			E 01 005 108 000 000 405	3.13.26 Jotform	$24.50	
			E 01 300 211 000 000 430	3.13.26 Walmart	$39.30	
			E 01 100 201 000 000 401	3.16.26 Amazon	$57.98	

Check Number: 0-2147483647 Payment Date: 04/01/2026-4/30/2026 Period: 202610-202610 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
VIL		USBANI		US BANK		Wire
			E 01 300 298 055 000 401	3.17.26 Half Price Banners	$429.56	
			E 01 300 211 000 000 490	3.17.26 Walmart	$65.86	
			E 01 005 105 000 000 401	3.17.26 Amazon	$39.20	
			E 01 005 810 000 000 401	3.18.26 Kully Supply	$277.42	
			E 01 300 211 000 000 430	3.18.26 Amazon	$313.46	
PO#:		Voucher #: 39825	Invoice	Invoice No: DT031926B 4/10/2026		Paid Amt: $1,247.28
						Check Amount: $1,247.28
VIL		1213		WRIGHT EXPRESS FLEET		Wire
			E 01 005 760 000 733 440	Fuel	$176.52	
PO#:		Voucher #: 39844	Invoice	Invoice No: DT041526 4/15/2026		Paid Amt: $176.52
						Check Amount: $176.52
VIL		STANDF		THE STANDARD		Wire
			B 01 215 011	4.16.26 Vision	$737.44	
PO#:		Voucher #: 39831	Invoice	Invoice No: DT041626 4/16/2026		Paid Amt: $737.44
						Check Amount: $737.44
VIL		ACEINC		ACE SOLID WASTE, INC.		Wire
			E 01 005 810 000 000 330	TRASH / RECYCLE - April	$1,506.12	
PO#:		Voucher #: 39841	Invoice	Invoice No: DT042026 4/20/2026		Paid Amt: $1,506.12
						Check Amount: $1,506.12
VIL		ACEINC		ACE SOLID WASTE, INC.		Wire
			E 01 005 810 000 000 330	TRASH / RECYCLE - April	$1,217.46	
PO#:		Voucher #: 39842	Invoice	Invoice No: DT04202026 4/20/2026		Paid Amt: $1,217.46
						Check Amount: $1,217.46
VIL		CONNE		CONNEXUS ENERGY		Wire
			E 01 005 810 000 000 330	ELECTRIC UTILITY	$7,806.84	
PO#:		Voucher #: 39836	Invoice	Invoice No: DT04212026 4/21/2026		Paid Amt: $7,806.84
						Check Amount: $7,806.84
VIL		CONNE		CONNEXUS ENERGY		Wire
			E 01 005 810 000 000 330	ELECTRIC UTILITY	$7,623.43	
PO#:		Voucher #: 39837	Invoice	Invoice No: DT042126 4/21/2026		Paid Amt: $7,623.43
						Check Amount: $7,623.43
VIL		ASSURI		ASSURITY		Wire
			B 01 215 011	ACCIDENT & HOSPITAL INS.	$931.66	
PO#:		Voucher #: 39843	Invoice	Invoice No: DT042326 4/23/2026		Paid Amt: $931.66
						Check Amount: $931.66

PACT Charter School

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 04/01/2026-4/30/2026 Period: 202610-202610 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	ACH Manager HV - April 2026	$59.60	
PO#:		Voucher #:	39873 Invoice	Invoice No: DT04302026	4/30/2026	Paid Amt: $59.60
						Check Amount: $59.60
VIL		1012		Merch Bankcard		Wire
			E 01 005 110 000 000 305	Monthly Bank Card Fees - April 2026	$1,151.54	
PO#:		Voucher #:	39874 Invoice	Invoice No: DT04302026	4/30/2026	Paid Amt: $1,151.54
						Check Amount: $1,151.54
VIL	47421	OSTENI		ANN OSTENDORF		Check
			E 01 100 203 000 000 401	Reimbrusement - 4th Grade Concert Supplies	$64.20	
PO#:		Voucher #:	39616 Invoice	Invoice No: DT032026	4/1/2026	Paid Amt: $64.20
						Check Amount: $64.20
VIL	47422	1180		Annie Gullett		Check
			R 04 005 505 000 321 050	Refund - Chess Club	$140.00	
PO#:		Voucher #:	39617 Invoice	Invoice No: DT031926	4/1/2026	Paid Amt: $140.00
						Check Amount: $140.00
VIL	47423	1181		Barbara Gail Nichols		Check
			R 04 005 505 000 321 050	Refund - Chess Club	$140.00	
PO#:		Voucher #:	39618 Invoice	Invoice No: DT031926	4/1/2026	Paid Amt: $140.00
						Check Amount: $140.00
VIL	47424	BORDE		BORDERLINES PAVEMENT MAINTENANCE		Check
			E 01 005 810 000 000 305	Snow Plowing	$3,140.00	
PO#:		Voucher #:	39619 Invoice	Invoice No: 10038574	4/1/2026	Paid Amt: $3,140.00
			E 01 005 810 000 000 305	Snow Plowing	$3,605.00	
PO#:		Voucher #:	39620 Invoice	Invoice No: 10038575	4/1/2026	Paid Amt: $3,605.00
						Check Amount: $6,745.00
VIL	47425	BRAWE		BRADLEY WEBER		Check
			E 01 300 292 061 000 305	7MS GBB Tourney Games	$455.00	
PO#:		Voucher #:	39621 Invoice	Invoice No: DT032126	4/1/2026	Paid Amt: $455.00
						Check Amount: $455.00
VIL	47426	BUCKE		BUCKEYE CLEANING CENTERS		Check
			E 01 005 810 000 000 401	Trash Bags	$35.55	
PO#:		Voucher #:	39622 Invoice	Invoice No: 90745258	4/1/2026	Paid Amt: $35.55
						Check Amount: $35.55

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
VIL	47427	1182		Emma Espinoza		Check
			R 04 005 505 000 321 050	Refund - Dance Class Cancelled		$140.00
PO#:	Voucher #:	39623	Invoice	Invoice No: DT032326	4/1/2026	Paid Amt: $140.00
						Check Amount: $140.00
VIL	47428	1184		Hayley Kersten		Check
			R 04 005 505 000 321 050	Refund - Chess Club		$140.00
PO#:	Voucher #:	39628	Invoice	Invoice No: DT031926	4/1/2026	Paid Amt: $140.00
						Check Amount: $140.00
VIL	47429	1157		Hilda Janette Takata		Check
			E 01 300 298 067 000 305	Speech Judge		$85.00
PO#:	Voucher #:	39632	Invoice	Invoice No: DT031726	4/1/2026	Paid Amt: $85.00
						Check Amount: $85.00
VIL	47430	HOPPRI		HOPE PRINTING, INC.		Check
			E 01 300 292 061 000 401	Girl's Basketball Banner		$20.00
PO#:	Voucher #:	39629	Invoice	Invoice No: 56156	4/1/2026	Paid Amt: $20.00
						Check Amount: $20.00
VIL	47431	1183		Inna Safranschi		Check
			R 04 005 505 000 321 050	Refund - Reading Club		$140.00
PO#:	Voucher #:	39624	Invoice	Invoice No: DT031926	4/1/2026	Paid Amt: $140.00
						Check Amount: $140.00
VIL	47432	INNOVA		INNOVATIVE OFFICE SOLUTIONS, LLC		Check
			E 01 005 105 000 000 401	Office Supplies		$135.01
PO#:	Voucher #:	39625	Invoice	Invoice No: IN5083221	4/1/2026	Paid Amt: $135.01
						Check Amount: $135.01
VIL	47433	IEA35		INSTITUTE FOR ENVIRONMENTAL ASSMT		Check
			E 01 005 810 000 000 305	Environmental Services		$1,450.00
PO#:	Voucher #:	39626	Invoice	Invoice No: 0061831	4/1/2026	Paid Amt: $1,450.00
			E 01 005 810 000 000 305	Environmental Services		$3,150.00
PO#:	Voucher #:	39627	Invoice	Invoice No: 0061832	4/1/2026	Paid Amt: $3,150.00
						Check Amount: $4,600.00
VIL	47434	1162		Jessica Schmitz		Check
			E 01 300 298 067 000 305	Speech Judge		$85.00
PO#:	Voucher #:	39498	Invoice	Invoice No: DT022626	4/1/2026	Paid Amt: $85.00
						Check Amount: $85.00

Check Number: 0-2147483647 Payment Date: 04/01/2026-4/30/2026 Period: 202610-202610 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
VIL	47435	JOSTEN		JOSTENS, INC		Check
			E	01 300 211 372 000 401 Graduation Outfits		$1,984.00
PO#:		Voucher #:	39633	Invoice	Invoice No: 39253434	4/1/2026
						Paid Amt: $1,984.00
						Check Amount: $1,984.00
VIL	47436	JULGRA		JULIE GRAWEY		Check
			R	04 005 505 000 321 050 Refund - Reading Club		$140.00
PO#:		Voucher #:	39634	Invoice	Invoice No: DT031926	4/1/2026
						Paid Amt: $140.00
						Check Amount: $140.00
VIL	47437	1187		Kaevion Moss		Check
			E	04 005 505 000 321 305 Youth Basketball Referee		$100.00
PO#:		Voucher #:	39635	Invoice	Invoice No: DT102525	4/1/2026
						Paid Amt: $100.00
						Check Amount: $100.00
VIL	47438	1188		Korn Ferry		Check
			E	01 005 110 000 000 305 Consultant Fee		$1,600.00
PO#:		Voucher #:	39638	Invoice	Invoice No: 1590220446	4/1/2026
						Paid Amt: $1,600.00
						Check Amount: $1,600.00
VIL	47439	KRAUA		KRAUS-ANDERSON INSURANCE		Check
			E	01 005 105 000 000 305 CUST #10703 / PREMIER HR CONSULT SRV		$600.00
PO#:		Voucher #:	39639	Invoice	Invoice No: 57889	4/1/2026
						Paid Amt: $600.00
						Check Amount: $600.00
VIL	47440	LAUMIL		LAUREN MILLER		Check
			R	04 005 505 000 321 050 Refund - Reading Club		$140.00
PO#:		Voucher #:	39640	Invoice	Invoice No: DT031926	4/1/2026
						Paid Amt: $140.00
						Check Amount: $140.00
VIL	47441	1165		Mary Seegers		Check
			E	01 300 292 031 000 305 Basketball Game Worker		$70.00
PO#:		Voucher #:	39510	Invoice	Invoice No: DT030426	4/1/2026
						Paid Amt: $70.00
						Check Amount: $70.00
VIL	47442	1189		Mckenzie Schlief		Check
			R	04 005 505 000 321 050 Refund - Q4 Dance Class Cancelled		$140.00
PO#:		Voucher #:	39641	Invoice	Invoice No: DT032326	4/1/2026
						Paid Amt: $140.00
						Check Amount: $140.00
VIL	47443	1190		Melrose High School		Check
			E	01 300 298 067 000 369 Melrose Speech Extravaganza Entry Fee		$216.00
PO#:		Voucher #:	39642	Invoice	Invoice No: DT032326	4/1/2026
						Paid Amt: $216.00
						Check Amount: $216.00

Check Number: 0-2147483647 Payment Date: 04/01/2026-4/30/2026 Period: 202610-202610 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
VIL	47444	METRO		METRO SALES, INC.		Check
			E	01 005 105 000 000 401 Staple Refill		$120.60
PO#:		Voucher #:	39643	Invoice	Invoice No: INV3041004	4/1/2026	Paid Amt: $120.60
						Check Amount: $120.60
VIL	47445	1191		Mikayla Pineuski		Check
			R	04 005 505 000 321 050 Refund - Chess Club Withdraw		$140.00
PO#:		Voucher #:	39644	Invoice	Invoice No: DT032326	4/1/2026	Paid Amt: $140.00
						Check Amount: $140.00
VIL	47446	1192		Pamela Rassah		Check
			R	04 005 505 000 321 050 Refund - Q4 Dance Class Cancelled		$140.00
PO#:		Voucher #:	39645	Invoice	Invoice No: DT032326	4/1/2026	Paid Amt: $140.00
						Check Amount: $140.00
VIL	47447	RAQKLI		RAQUEL KLISMITH		Check
			R	04 005 505 000 321 050 Refund - Chess Club		$140.00
PO#:		Voucher #:	39646	Invoice	Invoice No: DT031926	4/1/2026	Paid Amt: $140.00
						Check Amount: $140.00
VIL	47448	1193		Ren Law		Check
			E	01 300 298 067 000 305 Speech Judge		$85.00
PO#:		Voucher #:	39647	Invoice	Invoice No: DT031626	4/1/2026	Paid Amt: $85.00
						Check Amount: $85.00
VIL	47449	1194		Runnell Sonpon		Check
			R	04 005 505 000 321 050 Refund - Q4 Dance Class Cancelled		$140.00
PO#:		Voucher #:	39648	Invoice	Invoice No: DT032326	4/1/2026	Paid Amt: $140.00
						Check Amount: $140.00
VIL	47450	SARWH		SARA WHITBY		Check
			E	01 300 298 067 000 305 Speech Judge		$340.00
PO#:		Voucher #:	39649	Invoice	Invoice No: D031626	4/1/2026	Paid Amt: $340.00
						Check Amount: $340.00
VIL	47451	STAPLE		STAPLES		Check
			E	02 005 770 000 701 401 Napkins		$54.40
PO#:		Voucher #:	39651	Invoice	Invoice No: 60588170768	4/1/2026	Paid Amt: $54.40
			E	02 005 770 000 701 401 Trays		$635.84
PO#:		Voucher #:	39652	Invoice	Invoice No: 6058810770	4/1/2026	Paid Amt: $635.84
			E	01 005 810 000 000 401 Tissue		$317.40
PO#:		Voucher #:	39653	Invoice	Invoice No: 6058810772	4/1/2026	Paid Amt: $317.40

Check Number: 0-2147483647 Payment Date: 04/01/2026-4/30/2026 Period: 202610-202610 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
VIL	47451	STAPLE		STAPLES		Check
			E 01 005 810 000 000 401	Tissue		$163.17
PO#:		Voucher #:	39654	Invoice	Invoice No: 6058810774	4/1/2026
						Paid Amt: $163.17
						Check Amount: $1,170.81
VIL	47453	1178		The Stepping Stone Group		Check
			E 01 005 420 000 740 394	School Psychologist - MacKenzie Welch 23.50		$735.00
			E 01 100 420 000 740 394	School Psychologist - MacKenzie Welch 23.50		$1,085.00
			E 01 300 420 000 740 394	School Psychologist - MacKenzie Welch 23.50		$1,470.00
PO#:		Voucher #:	39658	Invoice	Invoice No: M0280185	4/1/2026
						Paid Amt: $3,290.00
						Check Amount: $3,290.00
VIL	47454	1195		Trevor Johnson		Check
			E 01 300 292 061 000 305	MS GBB Tourney Games		$455.00
PO#:		Voucher #:	39659	Invoice	Invoice No: DT032126	4/1/2026
						Paid Amt: $455.00
						Check Amount: $455.00
VIL	47455	ULINE		ULINE		Check
			E 02 005 770 000 701 401	Parchment Paper		$100.14
PO#:		Voucher #:	39660	Invoice	Invoice No: 205296904	4/1/2026
						Paid Amt: $100.14
						Check Amount: $100.14
VIL	47456	ZENEDU		ZEN EDUCATE INC		Check
			E 01 300 211 000 000 305	SUBSTITUTE SERVICE 3/11/26		$269.38
PO#:		Voucher #:	39662	Invoice	Invoice No: INV-30886	4/1/2026
						Paid Amt: $269.38
			E 01 100 420 000 740 307	SpEd Paraprofessional - Jea Jackson		$3,380.00
PO#:		Voucher #:	39663	Invoice	Invoice No: INV-31191	4/1/2026
						Paid Amt: $3,380.00
			E 01 300 211 000 000 305	SUBSTITUTE SERVICE 3/3/26		$238.08
PO#:		Voucher #:	39664	Invoice	Invoice No: INV-31637	4/1/2026
						Paid Amt: $238.08
						Check Amount: $3,887.46
VIL	47457	STERLI		STERLING TROPHY, INC.		Check
			E 01 300 292 031 000 401	Plaques		$177.00
PO#:		Voucher #:	39656	Invoice	Invoice No: 36687	4/7/2026
						Paid Amt: $177.00
			E 01 300 292 000 000 401	Plaques And Awards		$128.00
PO#:		Voucher #:	39657	Invoice	Invoice No: 36691	4/7/2026
						Paid Amt: $128.00
						Check Amount: $305.00
VIL	47458	AMERTI		AMERICAN STUDENT TRANSPORTATION		Check
			E 01 300 298 067 733 360	Speech Transportation		$2,223.90
PO#:		Voucher #:	39700	Invoice	Invoice No: AST621017	4/15/2026
						Paid Amt: $2,223.90

Check Number: 0-2147483647 Payment Date: 04/01/2026-4/30/2026 Period: 202610-202610 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
VIL	47458	AMERTI		AMERICAN STUDENT TRANSPORTATION		Check		
			E 01 005 760 000 723 360	March Transportation		$95,634.00		
PO#:	Voucher #:	39736	Invoice	Invoice No: 620929	4/15/2026		Paid Amt:	$95,634.00
			E 01 100 203 900 733 360	Field Trip Transportation		$2,852.34		
PO#:	Voucher #:	39701	Invoice	Invoice No: AST621045	4/15/2026		Paid Amt:	$2,852.34
			E 01 100 203 900 733 360	Field Trip Transportation		$2,101.05		
PO#:	Voucher #:	39702	Invoice	Invoice No: AST621046	4/15/2026		Paid Amt:	$2,101.05
			E 01 005 760 000 723 360	March Transportation - SpEd		$56,172.16		
PO#:	Voucher #:	39735	Invoice	Invoice No: 620928	4/15/2026		Paid Amt:	$56,172.16
							Check Amount:	$158,983.45
VIL	47459	1200		Angela Albrecht		Check		
			R 01 300 292 032 000 050	Refund - MS Flag Football		$260.00		
PO#:	Voucher #:	39737	Invoice	Invoice No: DT040626	4/15/2026		Paid Amt:	$260.00
							Check Amount:	$260.00
VIL	47460	BUCKE		BUCKEYE CLEANING CENTERS		Check		
			E 01 005 810 000 000 401	Cleaning Supplies		$1,033.81		
PO#:	Voucher #:	39703	Invoice	Invoice No: 90746696	4/15/2026		Paid Amt:	$1,033.81
			E 01 005 810 000 000 401	Cleaning Supplies		$600.00		
PO#:	Voucher #:	39738	Invoice	Invoice No: 90749037	4/15/2026		Paid Amt:	$600.00
			E 01 005 810 000 000 401	Cleaning Supplies		$96.96		
PO#:	Voucher #:	39739	Invoice	Invoice No: 90749565	4/15/2026		Paid Amt:	$96.96
							Check Amount:	$1,730.77
VIL	47461	1064		Cady Building Maintenance Inc		Check		
			E 01 005 810 000 000 305	April Cleaning Services		$7,790.00		
PO#:	Voucher #:	39704	Invoice	Invoice No: 4994856	4/15/2026		Paid Amt:	$7,790.00
							Check Amount:	$7,790.00
VIL	47462	1201		Carsten Schmidt		Check		
			R 01 300 292 065 000 050	Refund - MS Softball		$260.00		
PO#:	Voucher #:	39740	Invoice	Invoice No: DT040626	4/15/2026		Paid Amt:	$260.00
							Check Amount:	$260.00
VIL	47463	1052		Claudia D. Hawley, Inc		Check		
			E 01 100 405 000 740 394	Audiology Consulting - March		$281.25		
PO#:	Voucher #:	39696	Invoice	Invoice No: 3569	4/15/2026		Paid Amt:	$281.25
							Check Amount:	$281.25

PACT Charter School

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 04/01/2026-4/30/2026 Period: 202610-202610 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
VIL	47464	COMCA		COMCAST BUSINESS		Check	
			E 01 005 105 281 000 320	Ethernet Service		$2,061.97	
PO#:	Voucher #:	39741	Invoice	Invoice No: 268041296	4/15/2026	Paid Amt:	$2,061.97
						Check Amount:	$2,061.97
VIL	47465	1042		CORY WARNER		Check	
			E 01 300 292 035 000 401	Reimbursement - Baseball & Softball Scorebo		$23.97	
			E 01 300 292 065 000 401	Reimbursement - Baseball & Softball Scorebo		$23.97	
PO#:	Voucher #:	39742	Invoice	Invoice No: DT040826	4/15/2026	Paid Amt:	$47.94
						Check Amount:	$47.94
VIL	47466	EDFINM		EdFinMN LLC		Check	
			E 01 005 110 000 000 305	PCS-PACT ACCTG SRVC - April		$10,250.00	
PO#:	Voucher #:	39705	Invoice	Invoice No: 18542	4/15/2026	Paid Amt:	$10,250.00
			E 01 005 110 000 000 305	Payment Credit		$4,948.80	
PO#:	Voucher #:	39706	Credit	Invoice No: 18542C	4/15/2026	Paid Amt:	($4,948.80)
						Check Amount:	$5,301.20
VIL	47467	GROTH		GROTH MUSIC SCHOOL-SERVICE		Check	
			E 01 300 258 358 000 430	Music Supplies		$9.90	
PO#:	Voucher #:	39708	Invoice	Invoice No: 3889319	4/15/2026	Paid Amt:	$9.90
			E 01 300 258 358 000 430	Music Supplies		$89.40	
PO#:	Voucher #:	39707	Invoice	Invoice No: 3886450	4/15/2026	Paid Amt:	$89.40
						Check Amount:	$99.30
VIL	47468	GRPHL		GROUP HEALTH NON-PATIENT A/R		Check	
			E 01 300 292 000 000 305	AT Services November 2025		$9,927.50	
PO#:	Voucher #:	39732	Invoice	Invoice No: 9481072	4/15/2026	Paid Amt:	$9,927.50
						Check Amount:	$9,927.50
VIL	47469	HEALYC		HEALTHIEST YOU		Check	
			B 01 215 012	Insurance Coverage		$945.00	
PO#:	Voucher #:	39709	Invoice	Invoice No: 2026030999426	4/15/2026	Paid Amt:	$945.00
						Check Amount:	$945.00
VIL	47470	1157		Hilda Janette Takata		Check	
			E 01 300 298 067 000 305	Speech Judge		$85.00	
PO#:	Voucher #:	39710	Invoice	Invoice No: DT033026	4/15/2026	Paid Amt:	$85.00
						Check Amount:	$85.00
VIL	47471	IEA35		INSTITUTE FOR ENVIRONMENTAL ASSMT		Check	
			E 01 005 810 000 000 305	Environmental Services		$662.36	
PO#:	Voucher #:	39743	Invoice	Invoice No: 00062421	4/15/2026	Paid Amt:	$662.36

Check Number: 0-2147483647 Payment Date: 04/01/2026-4/30/2026 Period: 202610-202610 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
VIL	47471	IEA35		INSTITUTE FOR ENVIRONMENTAL ASSMT		Check
			E	01 005 810 000 000 305 Environmental Services		$1,050.00
PO#:		Voucher #:	39744	Invoice	Invoice No: 00062422 4/15/2026	Paid Amt: $1,050.00
						Check Amount: $1,712.36
VIL	47472	1162		Jessica Schmitz		Check
			E	01 300 298 067 000 305 Speech Judge		$85.00
PO#:		Voucher #:	39711	Invoice	Invoice No: DT033026 4/15/2026	Paid Amt: $85.00
						Check Amount: $85.00
VIL	47473	1202		Joe Vanasse		Check
			R	01 300 292 032 000 050 Refund - MS Flag Football		$260.00
PO#:		Voucher #:	39745	Invoice	Invoice No: DT040626 4/15/2026	Paid Amt: $260.00
						Check Amount: $260.00
VIL	47474	JOHSAI		JOHANNA SANTIAGO		Check
			R	01 300 292 032 000 050 Refund - MS Flag Football		$260.00
PO#:		Voucher #:	39746	Invoice	Invoice No: DT040626 4/15/2026	Paid Amt: $260.00
						Check Amount: $260.00
VIL	47475	JUNTES		JUNE TESSUM		Check
			E	04 005 505 000 321 305 Q4 Basketball Class Sub		$43.50
PO#:		Voucher #:	39712	Invoice	Invoice No: DT032626 4/15/2026	Paid Amt: $43.50
						Check Amount: $43.50
VIL	47476	1188		Korn Ferry		Check
			E	01 005 110 000 000 305 Consultant Fee		$4,000.00
PO#:		Voucher #:	39713	Invoice	Invoice No: 1590222058 4/15/2026	Paid Amt: $4,000.00
						Check Amount: $4,000.00
VIL	47477	LARELE		LARKIN ELECTRONICS		Check
			E	01 005 108 000 000 315 Technology		$140.00
PO#:		Voucher #:	39747	Invoice	Invoice No: DT030526 4/15/2026	Paid Amt: $140.00
						Check Amount: $140.00
VIL	47478	1203		Megan Anderson		Check
			R	01 300 292 032 000 050 Refund - MS Flag Football		$260.00
PO#:		Voucher #:	39748	Invoice	Invoice No: DT040626 4/15/2026	Paid Amt: $260.00
						Check Amount: $260.00
VIL	47479	METRO		METRO SALES, INC.		Check
			E	01 005 105 000 000 401 Staple Refills		$228.20
PO#:		Voucher #:	39749	Invoice	Invoice No: INV3058572 4/15/2026	Paid Amt: $228.20
						Check Amount: $228.20

Check Number: 0-2147483647 Payment Date: 04/01/2026-4/30/2026 Period: 202610-202610 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
VIL	47480	MIDPLA		MIDWEST PLAYSCAPES INC.		Check
			E 01 100 203 071 000 401	Playground Equipment		$4,202.75
PO#:		Voucher #:	39714 Invoice	Invoice No: 11408	4/15/2026	Paid Amt: $4,202.75
						Check Amount: $4,202.75
VIL	47481	TRUEMI		MRI SOFTWARE LLC		Check
			E 01 005 110 000 000 305	Background Checks		$31.16
PO#:		Voucher #:	39715 Invoice	Invoice No: MRIUS2740696	4/15/2026	Paid Amt: $31.16
			E 01 005 110 000 000 305	Background Checks		$54.53
PO#:		Voucher #:	39716 Invoice	Invoice No: MRIUS2740697	4/15/2026	Paid Amt: $54.53
						Check Amount: $85.69
VIL	47482	1078		North Star DAPE Consulting		Check
			E 01 100 404 000 740 394	DAPE Services 3/9/26 - 3/20/26		$500.00
			E 01 300 404 000 740 394	DAPE Services 3/9/26 - 3/20/26		$450.00
PO#:		Voucher #:	39698 Invoice	Invoice No: 1062	4/15/2026	Paid Amt: $950.00
			E 01 100 404 000 740 394	DAPE Services 2/23/26 - 3/8/26		$700.00
			E 01 300 404 000 740 394	DAPE Services 2/23/26 - 3/8/26		$600.00
PO#:		Voucher #:	39697 Invoice	Invoice No: 1057	4/15/2026	Paid Amt: $1,300.00
						Check Amount: $2,250.00
VIL	47483	BACKO		PAMELA BACKOWSKI		Check
			E 01 300 292 037 000 401	Sup/Mat Non-Instr. - Golf		$962.14
PO#:		Voucher #:	39750 Invoice	Invoice No: DT040626	4/15/2026	Paid Amt: $962.14
						Check Amount: $962.14
VIL	47484	PREMIE		PREMIER KITCHEN INC.		Check
			E 02 005 770 000 701 490	Breakfast		$3,379.88
PO#:		Voucher #:	39752 Invoice	Invoice No: 41338	4/15/2026	Paid Amt: $3,379.88
			E 02 005 770 000 701 490	Lunch 3/16/26 - 3/31/26		$21,586.60
			E 02 005 770 000 701 490	Commodity Credit		($8,000.00)
PO#:		Voucher #:	39751 Invoice	Invoice No: 41337	4/15/2026	Paid Amt: $13,586.60
						Check Amount: $16,966.48
VIL	47485	ELLI		Red River Press Inc.		Check
			E 01 300 211 000 000 406	Ellii Organizational Per-Teacher Plan		$250.00
PO#:		Voucher #:	39753 Invoice	Invoice No: 34455	4/15/2026	Paid Amt: $250.00
						Check Amount: $250.00
VIL	47486	ROBHIL		ROBERT B HILL CO.		Check
			E 01 005 810 000 000 401	WATER SOFTENER SALT		$245.55
PO#:		Voucher #:	39717 Invoice	Invoice No: 443414	4/15/2026	Paid Amt: $245.55

Check Number: 0-2147483647 Payment Date: 04/01/2026-4/30/2026 Period: 202610-202610 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
VIL	47486	ROBHIL		ROBERT B HILL CO.		Check
			E	01 005 810 000 000 401 WATER SOFTENER SALT		$139.36
PO#:		Voucher #:	39718	Invoice	Invoice No: 443429 4/15/2026	Paid Amt: $139.36
						Check Amount: $384.91
VIL	47487	1105		Ross Peters		Check
			E	01 005 810 000 000 401 Reimbursement - Keys		$5.98
PO#:		Voucher #:	39754	Invoice	Invoice No: DT040626 4/15/2026	Paid Amt: $5.98
						Check Amount: $5.98
VIL	47488	SARWH		SARA WHITBY		Check
			E	01 300 298 067 000 305 Speech Judge		$85.00
PO#:		Voucher #:	39720	Invoice	Invoice No: DT033026 4/15/2026	Paid Amt: $85.00
						Check Amount: $85.00
VIL	47489	1198		Sarah Collin		Check
			R	01 300 292 032 000 050 Refund - MS Flag Football		$130.00
PO#:		Voucher #:	39719	Invoice	Invoice No: DT033026 4/15/2026	Paid Amt: $130.00
						Check Amount: $130.00
VIL	47490	SCHIND		SCHINDLER ELEVATOR CORPORATION		Check
			E	01 005 810 510 000 350 Elevator Maintenance		$571.59
PO#:		Voucher #:	39721	Invoice	Invoice No: 4626280519 4/15/2026	Paid Amt: $571.59
						Check Amount: $571.59
VIL	47491	1199		Shawn Stancer		Check
			E	01 300 292 037 000 401 Golf Polo		$580.00
PO#:		Voucher #:	39722	Invoice	Invoice No: 1342 4/15/2026	Paid Amt: $580.00
						Check Amount: $580.00
VIL	47492	SQUWA		SQUIRES, WALDSPURGER, & MACE P.A.		Check
			E	01 005 010 200 000 305 LEGAL SERVICE - December		$983.50
PO#:		Voucher #:	39723	Invoice	Invoice No: 28255 4/15/2026	Paid Amt: $983.50
			E	01 005 010 200 000 305 LEGAL SERVICE - February		$1,590.50
PO#:		Voucher #:	39755	Invoice	Invoice No: 29083 4/15/2026	Paid Amt: $1,590.50
						Check Amount: $2,574.00
VIL	47493	STAPLE		STAPLES		Check
			E	02 005 770 000 701 401 Forks		$77.32
PO#:		Voucher #:	39725	Invoice	Invoice No: 6059467958 4/15/2026	Paid Amt: $77.32
			E	02 005 770 000 701 401 Foam Trays		$158.96
PO#:		Voucher #:	39757	Invoice	Invoice No: 6060365313 4/15/2026	Paid Amt: $158.96

PACT Charter School

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 04/01/2026-4/30/2026 Period: 202610-202610 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
VIL	47493	STAPLE		STAPLES		Check
			E 01 005 105 000 000 401	Copy Paper		$1,579.60
PO#:	Voucher #:	39758	Invoice	Invoice No: 6060365314	4/15/2026	Paid Amt: $1,579.60
			E 02 005 770 000 701 401	Paper Bags		$80.37
PO#:	Voucher #:	39726	Invoice	Invoice No: 6059467960	4/15/2026	Paid Amt: $80.37
			E 02 005 770 000 701 401	Paper Bags		$107.16
PO#:	Voucher #:	39727	Invoice	Invoice No: 6059467962	4/15/2026	Paid Amt: $107.16
			E 02 005 770 000 701 401	Foam Bowls		$44.40
PO#:	Voucher #:	39728	Invoice	Invoice No: 6059467964	4/15/2026	Paid Amt: $44.40
			E 02 005 770 000 701 401	Foam Bowls		$44.40
PO#:	Voucher #:	39729	Invoice	Invoice No: 6059467965	4/15/2026	Paid Amt: $44.40
			E 01 005 810 000 000 401	Maintenance Supplies		$341.89
PO#:	Voucher #:	39724	Invoice	Invoice No: 6059467956	4/15/2026	Paid Amt: $341.89
			E 02 005 770 000 701 401	Foam Trays		$158.96
PO#:	Voucher #:	39756	Invoice	Invoice No: 6060365312	4/15/2026	Paid Amt: $158.96
						Check Amount: $2,593.06
VIL	47494	1117		Teresa Widen		Check
			E 01 005 105 000 000 366	Mileage Reimbursement		$128.76
PO#:	Voucher #:	39759	Invoice	Invoice No: DT020126	4/15/2026	Paid Amt: $128.76
						Check Amount: $128.76
VIL	47495	1178		The Stepping Stone Group		Check
			E 01 005 420 000 740 394	School Psychologist - MacKenzie Welch 10.75		$210.00
			E 01 100 420 000 740 394	School Psychologist - MacKenzie Welch 10.75		$945.00
			E 01 300 420 000 740 394	School Psychologist - MacKenzie Welch 10.75		$350.00
PO#:	Voucher #:	39699	Invoice	Invoice No: M0281503	4/15/2026	Paid Amt: $1,505.00
						Check Amount: $1,505.00
VIL	47496	TRAPET		TRACY PETERS		Check
			E 01 005 050 000 000 366	Mileage Reimbursement		$177.63
PO#:	Voucher #:	39731	Invoice	Invoice No: DT033026	4/15/2026	Paid Amt: $177.63
						Check Amount: $177.63
VIL	47497	OFFEQI		U.S. BANK EQUIPMENT FINANCE		Check
			E 01 005 110 000 000 560	Credit		$1,294.45
PO#:	Voucher #:	39661	Credit	Invoice No: 574782520	4/15/2026	Paid Amt: ($1,294.45)
			E 01 100 203 000 000 560	ACCT #883462- COPIERS LEASE PMT-3/25/2		$2,603.79
PO#:	Voucher #:	39760	Invoice	Invoice No: 578936395	4/15/2026	Paid Amt: $2,603.79
						Check Amount: $1,309.34

PACT Charter School

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 04/01/2026-4/30/2026 Period: 202610-202610 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
VIL	47498	VEXR		Vex Robotics, INC		Check
			E 01 300 298 034 000 401	Robotics Supplies		$390.81
PO#:		Voucher #:	39761 Invoice	Invoice No: 855603	4/15/2026	Paid Amt: $390.81
						Check Amount: $390.81
VIL	47499	ZENEDU		ZEN EDUCATE INC		Check
			E 01 100 420 000 740 307	SpEd Paraprofessional - Kola Tubosun 7.42		$227.72
			E 01 100 420 000 740 307	SpEd Paraprofessional - Rand Moneer 7.42		$227.72
PO#:		Voucher #:	39733 Invoice	Invoice No: INV-31944	4/15/2026	Paid Amt: $455.44
			E 01 300 211 000 000 305	SUBSTITUTE SERVICE 3/26/26		$515.57
PO#:		Voucher #:	39734 Invoice	Invoice No: INV-31945	4/15/2026	Paid Amt: $515.57
						Check Amount: $971.01
VIL	47500	AMERTI		AMERICAN STUDENT TRANSPORTATION		Check
			E 01 300 292 065 733 360	Softball Transportation		$460.95
PO#:		Voucher #:	39762 Invoice	Invoice No: AST621129	4/23/2026	Paid Amt: $460.95
			E 01 300 292 037 733 360	Golf Transportation		$985.95
PO#:		Voucher #:	39765 Invoice	Invoice No: AST621139	4/23/2026	Paid Amt: $985.95
			E 01 300 292 035 733 360	Baseball Transportation		$618.45
PO#:		Voucher #:	39763 Invoice	Invoice No: AST621154	4/23/2026	Paid Amt: $618.45
			E 01 300 292 065 733 360	Softball Transportation		$989.10
PO#:		Voucher #:	39764 Invoice	Invoice No: AST62113	4/23/2026	Paid Amt: $989.10
						Check Amount: $3,054.45
VIL	47501	1204		Angela Levercom		Check
			R 01 300 292 065 000 050	Refund - Double Charged Softball Registration		$375.00
PO#:		Voucher #:	39766 Invoice	Invoice No: DT042026	4/23/2026	Paid Amt: $375.00
						Check Amount: $375.00
VIL	47502	1125		Apex Water And Process Inc		Check
			E 01 005 810 000 000 305	Water Treatment		$330.00
PO#:		Voucher #:	39767 Invoice	Invoice No: AR128877	4/23/2026	Paid Amt: $330.00
						Check Amount: $330.00
VIL	47503	1207		AT&T Mobility		Check
			E 01 005 105 000 000 320	Emergency Phones & Walkie Talkies		$2,720.24
PO#:		Voucher #:	39773 Invoice	Invoice No: DT033126	4/23/2026	Paid Amt: $2,720.24
						Check Amount: $2,720.24

Check Number: 0-2147483647 Payment Date: 04/01/2026-4/30/2026 Period: 202610-202610 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
VIL	47504	1205		Bao Nhu Molina		Check
			R 01 100 203 900 000 050	Refund - Dbl Charged for Como Zoo Field Trip		$7.56
PO#:		Voucher #:	39768 Invoice	Invoice No: DT041026	4/23/2026	Paid Amt: $7.56
						Check Amount: $7.56
VIL	47505	CORME		CORPORATE MECHANICAL, INC.		Check
			E 01 005 810 540 000 350	EC HVAC Maintenance		$2,886.00
PO#:		Voucher #:	39769 Invoice	Invoice No: W93334	4/23/2026	Paid Amt: $2,886.00
						Check Amount: $2,886.00
VIL	47506	1206		Elizabeth Olson		Check
			E 01 300 298 067 000 305	Speech Judge		$170.00
PO#:		Voucher #:	39770 Invoice	Invoice No: DT041326	4/23/2026	Paid Amt: $170.00
						Check Amount: $170.00
VIL	47507	FASTSI		FAST SIGNS		Check
			E 01 005 810 000 000 401	Playground Signs #337-45029		$276.86
PO#:		Voucher #:	39772 Invoice	Invoice No: DT042026	4/23/2026	Paid Amt: $276.86
						Check Amount: $276.86
VIL	47508	1208		In the Game MN LLC		Check
			E 01 300 292 037 000 305	Golf Practice Simulators		$630.00
PO#:		Voucher #:	39775 Invoice	Invoice No: 1023	4/23/2026	Paid Amt: $630.00
			E 01 300 292 037 000 305	Golf Practice Simulators		$2,100.00
PO#:		Voucher #:	39774 Invoice	Invoice No: 1016	4/23/2026	Paid Amt: $2,100.00
						Check Amount: $2,730.00
VIL	47509	IEA35		INSTITUTE FOR ENVIRONMENTAL ASSMT		Check
			E 01 005 810 000 000 305	IAQ Staff Survey		$1,950.00
PO#:		Voucher #:	39777 Invoice	Invoice No: 00062584	4/23/2026	Paid Amt: $1,950.00
			E 01 005 810 000 000 305	2026 Short-Term Radon Testing		$6,400.00
PO#:		Voucher #:	39778 Invoice	Invoice No: 00062717	4/23/2026	Paid Amt: $6,400.00
			E 01 005 810 000 000 305	EHS Consulting		$1,094.00
PO#:		Voucher #:	39776 Invoice	Invoice No: 0062718	4/23/2026	Paid Amt: $1,094.00
						Check Amount: $9,444.00
VIL	47510	JOSTEN		JOSTENS, INC		Check
			E 01 300 211 372 000 401	Graduation Medals		$184.77
PO#:		Voucher #:	39779 Invoice	Invoice No: 797798	4/23/2026	Paid Amt: $184.77
						Check Amount: $184.77

Check Number: 0-2147483647 Payment Date: 04/01/2026-4/30/2026 Period: 202610-202610 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
VIL	47511	1209		Kelly Kostecki		Check
			R 01 300 292 039 000 050	Refund - Moved from HS to MS Trap		$195.00
PO#:	Voucher #:	39780	Invoice	Invoice No: DT041626	4/23/2026	Paid Amt: $195.00
						Check Amount: $195.00
VIL	47512	1188		Korn Ferry		Check
			E 01 005 110 000 000 305	AP Temp Coverage		$4,000.00
PO#:	Voucher #:	39781	Invoice	Invoice No: 1590223739	4/23/2026	Paid Amt: $4,000.00
						Check Amount: $4,000.00
VIL	47513	KRAUA		KRAUS-ANDERSON INSURANCE		Check
			E 01 005 105 000 000 305	CUST #10703 / PREMIER HR CONSULT SRV		$600.00
PO#:	Voucher #:	39782	Invoice	Invoice No: 57890	4/23/2026	Paid Amt: $600.00
						Check Amount: $600.00
VIL	47514	LAPREA		LAPREA EDUCATION, INC		Check
			E 01 100 203 000 000 460	EC Curriculum		$9,537.15
PO#:	Voucher #:	39783	Invoice	Invoice No: INV-1907	4/23/2026	Paid Amt: $9,537.15
						Check Amount: $9,537.15
VIL	47515	MAINFL		MAIN FLORAL LLC		Check
			E 01 300 298 056 000 401	NHS/NJHS Ceremony		$90.00
PO#:	Voucher #:	39784	Invoice	Invoice No: 10842	4/23/2026	Paid Amt: $90.00
						Check Amount: $90.00
VIL	47516	MAPLA		MAPLE LAKE HIGH SCHOOL		Check
			E 01 300 298 067 000 369	Speech Registration Fees		$154.00
PO#:	Voucher #:	39785	Invoice	Invoice No: DT040726	4/23/2026	Paid Amt: $154.00
						Check Amount: $154.00
VIL	47517	1197		MetLife		Check
			B 01 215 018	March PFL		$1,578.17
			B 01 215 018	March PML		$4,959.95
PO#:	Voucher #:	39786	Invoice	Invoice No: DT030126	4/23/2026	Paid Amt: $6,538.12
						Check Amount: $6,538.12
VIL	47518	MIDPLA		MIDWEST PLAYSCAPES INC.		Check
			E 01 005 810 510 000 350	Slide Installation		$875.00
PO#:	Voucher #:	39787	Invoice	Invoice No: 11408i	4/23/2026	Paid Amt: $875.00
						Check Amount: $875.00

Check Number: 0-2147483647 Payment Date: 04/01/2026-4/30/2026 Period: 202610-202610 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
VIL	47519	MGFC		MINNETONKA GAME & FISH CLUB-TREASURER		Check
			E 01 300 292 039 000 369	Trap 2026 HS League Fee	$3,132.00	
PO#:	Voucher #:	39789	Invoice	Invoice No: DT041526	4/23/2026	Paid Amt: $3,132.00
						Check Amount: $3,132.00
VIL	47520	1210		Mintahoe Catering & Events		Check
			E 01 300 298 050 000 335	PROM Catering & Venue	$2,356.27	
PO#:	Voucher #:	39788	Invoice	Invoice No: E115154	4/23/2026	Paid Amt: $2,356.27
						Check Amount: $2,356.27
VIL	47521	1144		MSHSL Region 5A		Check
			E 01 300 298 053 000 305	Choir Solo & Ensemble Contest	$50.00	
PO#:	Voucher #:	39795	Invoice	Invoice No: DT031326	4/23/2026	Paid Amt: $50.00
						Check Amount: $50.00
VIL	47522	1144		MSHSL Region 5A		Check
			E 01 300 292 031 000 369	Boys Basketball Home Section Game Cash Sa	$810.00	
PO#:	Voucher #:	39794	Invoice	Invoice No: DT041326	4/23/2026	Paid Amt: $810.00
						Check Amount: $810.00
VIL	47523	1211		Naomi Saunier		Check
			R 01 300 292 039 000 050	Refund - MS Trap Registration Price Change	$140.00	
PO#:	Voucher #:	39790	Invoice	Invoice No: DT041726	4/23/2026	Paid Amt: $140.00
						Check Amount: $140.00
VIL	47524	NATKOI		NATHAN KOERING		Check
			E 01 300 298 050 000 305	PROM DJ SERVICES	$500.00	
PO#:	Voucher #:	39771	Invoice	Invoice No: 25	4/23/2026	Paid Amt: $500.00
						Check Amount: $500.00
VIL	47525	RESERV		PITNEY BOWES BANK INC		Check
			E 01 005 105 000 000 329	POSTAGE METER FUNDS REFILL Acct# 001	$200.00	
PO#:	Voucher #:	39797	Invoice	Invoice No: DT042026	4/23/2026	Paid Amt: $200.00
						Check Amount: $200.00
VIL	47526	PBGLOI		PITNEY BOWES GLOBAL FINANCIAL SRVC LLC		Check
			E 01 005 105 000 000 329	ACCT #0011612057 / POSTAGE METER QTR	$183.96	
PO#:	Voucher #:	39791	Invoice	Invoice No: 3107834803	4/23/2026	Paid Amt: $183.96
			E 01 005 105 000 000 329	ACCT #0011612057 / POSTAGE METER QTR	$181.89	
PO#:	Voucher #:	39792	Invoice	Invoice No: 3107828304	4/23/2026	Paid Amt: $181.89
						Check Amount: $365.85

Check Number: 0-2147483647 Payment Date: 04/01/2026-4/30/2026 Period: 202610-202610 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
VIL	47527	REGN4/		REGION 4A		Check
			E 01 300 298 067 000 369	Speech Registration Fees		$294.00
PO#:		Voucher #:	39793 Invoice	Invoice No: DT040726	4/23/2026	Paid Amt: $294.00
						Check Amount: $294.00
VIL	47528	1175		Sarah Heineman		Check
			R 01 005 000 000 000 099	Refund - Chaperone Fee for Safety Patrol Trip		$10.93
PO#:		Voucher #:	39796 Invoice	Invoice No: DT041726	4/23/2026	Paid Amt: $10.93
						Check Amount: $10.93
VIL	47529	STAPLE		STAPLES		Check
			E 02 005 770 000 701 401	Gloves		$92.38
PO#:		Voucher #:	39798 Invoice	Invoice No: 6061282360	4/23/2026	Paid Amt: $92.38
			E 02 005 770 000 701 401	Breakfast bags		$83.19
PO#:		Voucher #:	39799 Invoice	Invoice No: 6061282362	4/23/2026	Paid Amt: $83.19
			E 02 005 770 000 701 401	Plastic Spoons		$40.42
PO#:		Voucher #:	39800 Invoice	Invoice No: 6061282359	4/23/2026	Paid Amt: $40.42
			E 01 005 810 000 000 401	EC TP & Tissues		$487.11
PO#:		Voucher #:	39801 Invoice	Invoice No: 6061282361	4/23/2026	Paid Amt: $487.11
						Check Amount: $703.10
VIL	47530	STARTF		STAR TRIBUNE		Check
			E 02 005 770 000 701 305	Invitation for Bid - Vended School Meals		$218.40
PO#:		Voucher #:	39802 Invoice	Invoice No: IN13728	4/23/2026	Paid Amt: $218.40
						Check Amount: $218.40
VIL	47531	TRAHOI		TRANSPERFECT REMOTE INTERPRETING, INC.		Check
			E 01 005 105 000 000 305	Interpreting Services		$50.00
PO#:		Voucher #:	39803 Invoice	Invoice No: 138753	4/23/2026	Paid Amt: $50.00
						Check Amount: $50.00
VIL	47532	ZENEDU		ZEN EDUCATE INC		Check
			E 01 100 203 000 000 305	SUBSTITUTE SERVICE 4/8/26 - 4/9/26		$153.44
			E 01 100 420 000 740 307	ELEM SPED PARAPROFESSIONAL - KELLY		$115.09
PO#:		Voucher #:	39804 Invoice	Invoice No: INV32731	4/23/2026	Paid Amt: $268.53
			E 01 300 211 000 000 305	SUBSTITUTE SERVICE 4/6/26 - 4/10/26		$1,230.95
PO#:		Voucher #:	39805 Invoice	Invoice No: INV-32745	4/23/2026	Paid Amt: $1,230.95
						Check Amount: $1,499.48
VIL	47533	1179		MetLife		Check
			B 01 215 008	LIFE		$624.52

Check Number: 0-2147483647 Payment Date: 04/01/2026-4/30/2026 Period: 202610-202610 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
VIL	47533	1179		MetLife		Check		
			B 01 215 009	STD & LTD		$4,176.39		
PO#:		Voucher #:	39599	Invoice	Invoice No: DT031726	4/24/2026	Paid Amt:	$4,800.91
			B 01 215 008	LIFE		$628.92		
			B 01 215 009	STD		$532.76		
PO#:		Voucher #:	39602	Invoice	Invoice No: DT02262026	4/24/2026	Paid Amt:	$1,161.68
			B 01 215 008	LIFE		$628.92		
			B 01 215 009	STD		$532.76		
PO#:		Voucher #:	39600	Invoice	Invoice No: DT022026	4/24/2026	Paid Amt:	$1,161.68
			B 01 215 008	LIFE		$628.92		
			B 01 215 009	STD		$532.76		
PO#:		Voucher #:	39601	Invoice	Invoice No: DT021926	4/24/2026	Paid Amt:	$1,161.68
							Check Amount:	$8,285.95
VIL	47534	1197		MetLife		Check		
			B 01 215 018	February PFL &PML		$6,438.68		
PO#:		Voucher #:	39603	Invoice	Invoice No: DT020126	4/24/2026	Paid Amt:	$6,438.68
			B 01 215 018	January PFL & PML		$6,035.78		
PO#:		Voucher #:	39604	Invoice	Invoice No: DT010126	4/24/2026	Paid Amt:	$6,035.78
							Check Amount:	$12,474.46
VIL	47535	AMERTI		AMERICAN STUDENT TRANSPORTATION		Check		
			E 01 300 292 065 733 360	Softball Transportation		$421.58		
PO#:		Voucher #:	39813	Invoice	Invoice No: AST621189	4/27/2026	Paid Amt:	$421.58
			E 01 300 292 037 733 360	Golf Transportation		$539.70		
PO#:		Voucher #:	39815	Invoice	Invoice No: AST621224	4/27/2026	Paid Amt:	$539.70
			E 01 300 292 035 733 360	Baseball Transportation		$485.63		
PO#:		Voucher #:	39814	Invoice	Invoice No: AST621211	4/27/2026	Paid Amt:	$485.63
			E 01 300 292 065 733 360	Softball Transportation		$1,012.20		
PO#:		Voucher #:	39817	Invoice	Invoice No: AST621268	4/27/2026	Paid Amt:	$1,012.20
			E 01 300 298 067 733 360	Speech Transportation		$1,524.08		
PO#:		Voucher #:	39816	Invoice	Invoice No: AST621235	4/27/2026	Paid Amt:	$1,524.08
							Check Amount:	$3,983.19
VIL	47536	1052		Claudia D. Hawley, Inc		Check		
			E 01 005 110 000 000 305	Finance Charge		$25.13		
PO#:		Voucher #:	39818	Invoice	Invoice No: 3563A	4/27/2026	Paid Amt:	$25.13
							Check Amount:	$25.13

Check Number: 0-2147483647 Payment Date: 04/01/2026-4/30/2026 Period: 202610-202610 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
VIL	47537	DAVPO\		DAVID POWERS		Check
			E 01 300 292 065 000 305	Softball Umpire		$95.00
PO#:		Voucher #:	39819 Invoice	Invoice No: 3569	4/27/2026	Paid Amt: $95.00
						Check Amount: $95.00
VIL	47538	JEFLINI		JEFFERSON LINES		Check
			E 01 300 292 063 733 360	Volleyball Transportation		$1,300.00
PO#:		Voucher #:	39820 Invoice	Invoice No: 16047	4/27/2026	Paid Amt: $1,300.00
						Check Amount: $1,300.00
VIL	47539	1212		Jeremy Donaldson		Check
			E 01 300 292 065 000 305	Softball Umpire		$95.00
PO#:		Voucher #:	39821 Invoice	Invoice No: DT042126	4/27/2026	Paid Amt: $95.00
						Check Amount: $95.00
VIL	47540	PREMIE		PREMIER KITCHEN INC.		Check
			E 02 005 770 000 701 490	Lunch 4/1/26 - 4/15/26		$22,433.62
			E 02 005 770 000 701 490	Commodity Credit		($8,000.00)
PO#:		Voucher #:	39822 Invoice	Invoice No: 41381	4/27/2026	Paid Amt: $14,433.62
						Check Amount: $14,433.62
VIL	47541	1089		Tim Huffman		Check
			E 01 300 292 035 000 305	Baseball Umpire		$130.00
PO#:		Voucher #:	39823 Invoice	Invoice No: DT042126	4/27/2026	Paid Amt: $130.00
						Check Amount: $130.00
VIL	47542	ZENEDU		ZEN EDUCATE INC		Check
			E 01 300 211 000 000 305	SUBSTITUTE SERVICE 4/13/26 - 4/17/26		$1,230.95
PO#:		Voucher #:	39824 Invoice	Invoice No: DT042226	4/27/2026	Paid Amt: $1,230.95
						Check Amount: $1,230.95
VIL	47543	ADREN\		ADRENALINE SPORTS CENTER		Check
			E 01 100 203 900 000 369	5th Grade Field Trip		$720.00
PO#:		Voucher #:	39845 Invoice	Invoice No: PACT-2026-4	4/30/2026	Paid Amt: $720.00
						Check Amount: $720.00
VIL	47544	AMERTI		AMERICAN STUDENT TRANSPORTATION		Check
			E 01 300 292 035 733 360	Baseball Transportation		$425.00
PO#:		Voucher #:	39847 Invoice	Invoice No: AST621314	4/30/2026	Paid Amt: $425.00
			E 01 300 292 065 733 360	Softball Transportation		$100.00
PO#:		Voucher #:	39848 Invoice	Invoice No: AST621295	4/30/2026	Paid Amt: $100.00
			E 01 300 292 037 733 360	Golf Transportation		$500.00
PO#:		Voucher #:	39846 Invoice	Invoice No: AST621335	4/30/2026	Paid Amt: $500.00

Check Number: 0-2147483647 Payment Date: 04/01/2026-4/30/2026 Period: 202610-202610 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
VIL	47544	AMERTI		AMERICAN STUDENT TRANSPORTATION		Check
			E 01 300 292 035 733 360	Baseball Transportation		$395.00
PO#:	Voucher #:	39849	Invoice	Invoice No: AST621294	4/30/2026	Paid Amt: $395.00
						Check Amount: $1,420.00
VIL	47545	1214		Anoka Ramsey Community College		Check
			E 01 300 211 000 000 305	Concurrent Enrollment 2025-2026		$9,000.00
PO#:	Voucher #:	39866	Invoice	Invoice No: CI0000020791	4/30/2026	Paid Amt: $9,000.00
						Check Amount: $9,000.00
VIL	47546	BUCKE		BUCKEYE CLEANING CENTERS		Check
			E 01 005 810 000 000 401	Paper Towels, Vac & Trash Bags		$1,283.81
PO#:	Voucher #:	39851	Invoice	Invoice No: 90753939	4/30/2026	Paid Amt: $1,283.81
			E 01 005 810 000 000 401	Paper Towels & Trash Bags		$671.58
PO#:	Voucher #:	39850	Invoice	Invoice No: 90753849	4/30/2026	Paid Amt: $671.58
						Check Amount: $1,955.39
VIL	47547	CITVIEV		CITY VIEW ELECTRIC INC.		Check
			E 01 005 810 510 000 350	Keyswitch installation		$850.00
PO#:	Voucher #:	39852	Invoice	Invoice No: 702113	4/30/2026	Paid Amt: $850.00
						Check Amount: $850.00
VIL	47548	JEFLINI		JEFFREY LINDSTROM		Check
			E 01 300 292 035 000 305	Baseball Umpire		$130.00
PO#:	Voucher #:	39853	Invoice	Invoice No: DT042726	4/30/2026	Paid Amt: $130.00
						Check Amount: $130.00
VIL	47549	JERPOI		JEREMY POPEJOY		Check
			E 01 300 292 031 000 305	Basketball Book		$240.00
PO#:	Voucher #:	39854	Invoice	Invoice No: DT031626	4/30/2026	Paid Amt: $240.00
						Check Amount: $240.00
VIL	47550	JESMUI		JESSICA MUELLNER		Check
			R 01 300 211 000 000 050	Activities Family Max Refund		$375.00
PO#:	Voucher #:	39867	Invoice	Invoice No: DT031726	4/30/2026	Paid Amt: $375.00
						Check Amount: $375.00
VIL	47551	1215		Joanna Goeing		Check
			E 01 100 201 000 000 401	Reimbursement - K Grad T-Shirt		$7.82
PO#:	Voucher #:	39868	Invoice	Invoice No: DT042826	4/30/2026	Paid Amt: $7.82
						Check Amount: $7.82

Check Number: 0-2147483647 Payment Date: 04/01/2026-4/30/2026 Period: 202610-202610 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
VIL	47552	JOSRYI		JOSEPH RYDEL		Check
			E 01 300 292 035 000 305	Baseball Umpire		$130.00
PO#:		Voucher #:	39855 Invoice	Invoice No: DT042726	4/30/2026	Paid Amt: $130.00
						Check Amount: $130.00
VIL	47553	1216		Joshua Hase		Check
			R 01 300 211 000 000 050	Activities Family Max Refund		$200.00
PO#:		Voucher #:	39869 Invoice	Invoice No: DT031726	4/30/2026	Paid Amt: $200.00
						Check Amount: $200.00
VIL	47554	JOSTEN		JOSTENS, INC		Check
			E 01 300 211 372 000 401	Graduation Stoles		$47.30
PO#:		Voucher #:	39856 Invoice	Invoice No: 39695232	4/30/2026	Paid Amt: $47.30
			E 01 300 211 372 000 401	Graduation Gowns		$88.20
PO#:		Voucher #:	39857 Invoice	Invoice No: 39694741	4/30/2026	Paid Amt: $88.20
						Check Amount: $135.50
VIL	47555	METRO		METRO SALES, INC.		Check
			E 01 005 105 000 000 401	Copier Staples Refill		$228.20
PO#:		Voucher #:	39858 Invoice	Invoice No: INV3075769	4/30/2026	Paid Amt: $228.20
						Check Amount: $228.20
VIL	47556	MNZOO		MINNESOTA ZOO		Check
			E 01 100 203 900 000 369	1st Grade Field Trip		$864.00
PO#:		Voucher #:	39859 Invoice	Invoice No: 6873881	4/30/2026	Paid Amt: $864.00
						Check Amount: $864.00
VIL	47557	1217		North Hennepin Community College		Check
			E 01 300 211 000 000 305	Concurrent Enrollment 2025-2026		$3,000.00
PO#:		Voucher #:	39870 Invoice	Invoice No: CI0000020832	4/30/2026	Paid Amt: $3,000.00
						Check Amount: $3,000.00
VIL	47558	1218		Sean Sutter		Check
			R 01 300 211 000 000 050	Activities Family Max Refund		$370.00
PO#:		Voucher #:	39871 Invoice	Invoice No: DT031726	4/30/2026	Paid Amt: $370.00
						Check Amount: $370.00
VIL	47559	SHI		SHI INTERNATIONAL CORP		Check
			E 01 005 105 281 000 555	Laptops		$13,170.00
PO#:		Voucher #:	39860 Invoice	Invoice No: B20510446	4/30/2026	Paid Amt: $13,170.00
						Check Amount: $13,170.00

PACT Charter School

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 04/01/2026-4/30/2026 Period: 202610-202610 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
VIL	47560	SQUWA		SQUIRES, WALDSPURGER, & MACE P.A.		Check		
			E 01 005 010 200 000 305	LEGAL SERVICE - MARCH		$2,091.50		
PO#:	Voucher #:	39872	Invoice	Invoice No: 29479	4/30/2026		Paid Amt:	$2,091.50
							Check Amount:	$2,091.50
VIL	47561	STAPLE		STAPLES		Check		
			E 02 005 770 000 701 401	Foam Tray		$370.17		
PO#:	Voucher #:	39861	Invoice	Invoice No: 6061736566	4/30/2026		Paid Amt:	$370.17
			E 02 005 770 000 701 401	Foam Trays		$164.52		
PO#:	Voucher #:	39862	Invoice	Invoice No: 6061736568	4/30/2026		Paid Amt:	$164.52
			E 02 005 770 000 701 401	Spoons & Forks		$120.66		
PO#:	Voucher #:	39863	Invoice	Invoice No: 6061736569	4/30/2026		Paid Amt:	$120.66
			E 02 005 770 000 701 401	Foam Trays		$164.52		
PO#:	Voucher #:	39864	Invoice	Invoice No: 6061736565	4/30/2026		Paid Amt:	$164.52
			E 02 005 770 000 701 401	Foam Trays		$164.52		
PO#:	Voucher #:	39865	Invoice	Invoice No: 6061736567	4/30/2026		Paid Amt:	$164.52
							Check Amount:	$984.39
							Report Total:	$1,087,020.89

PACT Charter School

Receipt Listing Report with Detail by Deposit

Deposit	Co	Bank	Batch	Rct No	Receipt Type	St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
3421	4008	VIL	I0426A														
4.15.26 IDEAS Payment				4068	Credit	A	04/15/26		Check	1	IDEAS Payment						
							4008 R 01 005 000		000 740	360	State Special Ed Aid					693,260.78	0.00
							4008 B 01 121 000				CONCURRENT ENROLLME					937.22	0.00
															Receipt Total:	$694,198.00	$0.00
															Deposit Total:	**$694,198.00**	**$0.00**
3422	4008	VIL	C0426A														
4.15.26 SWIFT				4069	Credit	A	04/15/26		Check	1	SERVS Payments						
							4008 R 01 005 000		000 420	400	FIN420					759.39	0.00
															Receipt Total:	$759.39	$0.00
															Deposit Total:	**$759.39**	**$0.00**
3423	4008	VIL	C0426A														
4.21.26 SWIFT				4070	Credit	A	04/21/26		Check	1	Food Service						
							4008 R 02 005 000		000 701	471	HHFKA					823.50	0.00
							4008 R 02 005 000		000 701	471	School Lunch-Fed					4,026.00	0.00
							4008 R 02 005 000		000 701	472	Free/Reduced Lunch-Fed					11,086.40	0.00
							4008 R 02 005 000		000 705	476	School Breakfast-Fed					4,138.46	0.00
							4008 R 02 005 000		000 705	300	State School Breakfast					5,116.06	0.00
							4008 R 02 005 000		000 701	300	State School Lunch					28,121.34	0.00
															Receipt Total:	$53,311.76	$0.00
															Deposit Total:	**$53,311.76**	**$0.00**
3424	4008	VIL	C0426A														
4.23.26 SWIFT				4071	Credit	A	04/23/26		Check	1	Misc						
							4008 B 01 121 000				SpEd Tuition Billing					605,109.44	0.00
															Receipt Total:	$605,109.44	$0.00
															Deposit Total:	**$605,109.44**	**$0.00**
3425	4008	VIL	C0426A														
4.10.26 COBRA				4072	Credit	A	04/10/26		Check	1	Misc						
							4008 R 01 005 000		000 000	099	4.10.26 COBRA					923.76	0.00
															Receipt Total:	$923.76	$0.00
															Deposit Total:	**$923.76**	**$0.00**

Deposit Co	Bank	Batch	Rct No	Receipt Type	St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
3426	4008	VIL	C0426A													
4.30.26 Square Space			4073	Credit	A	04/30/26		Check	1	Misc						
				4008 R 01 005 000 850 000 099						Misc Local Revenue - DECA					17.17	0.00
				4008 R 01 005 000 850 000 099						Misc Local Revenue - DECA					17.17	0.00
				4008 R 01 005 000 850 000 099						Misc Local Revenue - DECA					17.17	0.00
				4008 R 01 005 000 850 000 099						Misc Local Revenue - DECA					158.43	0.00
				4008 R 01 005 000 850 000 099						Misc Local Revenue - DECA					166.82	0.00
				4008 R 01 005 000 850 000 099						Misc Local Revenue - DECA					228.07	0.00
				4008 R 01 005 000 850 000 099						Misc Local Revenue - DECA					72.58	0.00
				4008 R 01 005 000 850 000 099						Misc Local Revenue - DECA					110.81	0.00
				4008 R 01 005 000 850 000 099						Misc Local Revenue - DECA					214.51	0.00
				4008 R 01 005 000 850 000 099						Misc Local Revenue - DECA					113.36	0.00
				4008 R 01 005 000 850 000 099						Misc Local Revenue - DECA					72.58	0.00
				4008 R 01 005 000 850 000 099						Misc Local Revenue - DECA					31.43	0.00
				4008 R 01 005 000 850 000 099						Misc Local Revenue - DECA					65.50	0.00
				4008 R 01 005 000 850 000 099						Misc Local Revenue - DECA					70.94	0.00
				4008 R 01 005 000 850 000 099						Misc Local Revenue - DECA					99.23	0.00
				4008 R 01 005 000 850 000 099						Misc Local Revenue - DECA					59.68	0.00
				4008 R 01 005 000 850 000 099						Misc Local Revenue - DECA					17.17	0.00
				4008 R 01 005 000 850 000 099						Misc Local Revenue - DECA					19.06	0.00
				4008 R 01 005 000 850 000 099						Misc Local Revenue - DECA					28.52	0.00
														Receipt Total:	$1,580.20	$0.00
														Deposit Total:	**$1,580.20**	**$0.00**
3427	4008	VIL	C0426A													
4.9.26 School Deposit			4074	Credit	A	04/09/26		Check	1	Misc						
				4008 R 01 005 000 000 000 096						Donation to Weightroom					300.00	0.00
				4008 R 01 005 000 000 000 096						Donation to PACT					1,000.00	0.00
				4008 R 01 100 203 900 000 050						4th grade FT - The Works					196.00	0.00
				4008 R 01 100 203 900 000 050						3rd grade FT - Science Muse					180.00	0.00
				4008 E 01 005 110 000 000 305						Background Check					8.00	0.00
				4008 R 04 005 505 000 321 050						Community Ed Club					40.00	0.00
				4008 R 01 300 292 061 000 050						MS Confrence Girls Basketba					759.00	0.00
				4008 R 01 300 292 035 000 096						Donation for baseball gear					301.95	0.00
				4008 R 01 005 000 000 000 096						Panthers Booster Scholarshi					500.00	0.00
				4008 E 01 300 292 000 000 305						Boys & Girls Meet Refund					300.00	0.00

PACT Charter School

Receipt Listing Report with Detail by Deposit

Deposit	Co	Bank	Batch	Rct No	Receipt Type	St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
3427	4008	VIL	C0426A														
4.9.26 School Deposit				4074	Credit	A	04/09/26		Check	1	Misc						
							4008 R 01 300 211 369 000 050				ACT Test Fee					69.50	0.00
							4008 R 01 005 000 000 000 050				Chromebook Insurance					60.00	0.00
							4008 R 01 005 000 000 000 099				Miscellanous Revenue					681.27	0.00
															Receipt Total:	$4,395.72	$0.00
															Deposit Total:	**$4,395.72**	**$0.00**
3428	4008	VILM															
4.30.26 Interest				4075	Credit	A	04/30/26		Wire	1	Interest Earned						
							4008 R 01 005 000 000 000 092				Interest Earnings 4.30.26					15,282.71	0.00
															Receipt Total:	$15,282.71	$0.00
															Deposit Total:	**$15,282.71**	**$0.00**
3429	4008	VILM															
4.30.26 Interest				4076	Credit	V	04/30/26		Wire	1	Interest Earned						
							4008 R 01 005 000 000 000 092				Interest Earnings 4.30.26					25.50	0.00
															Receipt Total:	$25.50	$0.00
															Deposit Total:	**$25.50**	**$0.00**
3431	4008	VIL															
IDEAS & SWIFT 4.28.2026				4077	Credit	A	04/30/26		Wire	1	IDEAS Payment						
							4008 R 01 005 000 000 000 211				General Education Aid					169,701.00	0.00
							4008 R 01 005 000 000 425 400				FIN425					5,312.19	0.00
							4008 R 01 005 000 000 419 400				FIN419					11,642.79	0.00
							4008 R 01 005 000 000 417 400				FIN417					9,817.84	0.00
							4008 R 01 005 000 000 401 400				ESEA Title I Part A					34,329.41	0.00
															Receipt Total:	$230,803.23	$0.00
															Deposit Total:	**$230,803.23**	**$0.00**
3432	4008	VILM															
Wrong Bank				4078	Credit	V	04/30/26		Check-V	1	Interest Earned						
							4008 R 01 005 000 000 000 092									(25.50)	0.00
															Receipt Total:	($25.50)	$0.00
															Deposit Total:	**($25.50)**	**$0.00**

PACT Charter School

Receipt Listing Report with Detail by Deposit

Deposit	Co	Bank	Batch	Rct No	Receipt Type	St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
3433	4008	VIL															
4.30.26 Interest				4079	Credit	A	04/30/26		Wire	1	Interest Earned						
							4008 R 01 005 000 000 000 092				Interest Earnings					25.50	0.00
															Receipt Total:	$25.50	$0.00
															Deposit Total:	**$25.50**	**$0.00**
3434	4008	VIL															
School Deposit 4.23.2026				4080	Credit	A	04/30/26		Check	1	Misc						
							4008 R 01 300 292 031 000 060				Boys Basketball Section Tick					810.00	0.00
															Receipt Total:	$810.00	$0.00
															Deposit Total:	**$810.00**	**$0.00**
3435	4008	VIL															
School Deposit 4.28.2026				4084	Credit	A	04/30/26		Check	1	Misc						
							4008 R 01 005 000 000 000 093				B&B Rental Northgate Churcl					495.00	0.00
							4008 R 01 300 292 063 000 050				Coach Bush Reimb Panter B					360.00	0.00
							4008 R 01 100 203 900 000 050				Gr 1-6 FT Student Pmts					10.00	0.00
							4008 R 01 005 000 000 000 096				Moore Scholiarship					500.00	0.00
							4008 E 01 100 203 000 000 460				Credit on MCGrawHIll Acct					382.39	0.00
							4008 R 01 005 000 850 000 099				ParentPortion ATL Trip DECA					1,613.80	0.00
							4008 R 01 100 203 900 000 050				Gr 1-6 FT Student Pmts					37.50	0.00
															Receipt Total:	$3,398.69	$0.00
															Deposit Total:	**$3,398.69**	**$0.00**
3436	4008	VIL															
April 2026 Infinite Campus				4081	Credit	A	04/30/26		Wire	1	Food Service						
							4008 R 02 005 000 000 701 601				Lunch Sales To Pupils					149.48	0.00
															Receipt Total:	$149.48	$0.00
															Deposit Total:	**$149.48**	**$0.00**
3437	4008	VIL															
April Merchant Bankcd				4082	Credit	A	04/30/26		Wire	1	Misc						
							4008 R 01 005 000 000 000 096				April 2026 Merchant Bankcd					608.33	0.00
															Receipt Total:	$608.33	$0.00
															Deposit Total:	**$608.33**	**$0.00**

PACT Charter School

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
3439	4008	VIL														
School Deposit 5.7.2026			4083	Credit	A	04/30/26		Check	1	Misc						
						4008 R 01 005 000 000 000 099				Box Tops for Education					32.90	0.00
						4008 R 01 300 292 037 000 096				Golf Bag EmbroiPanter Boos					82.17	0.00
						4008 R 01 100 201 900 000 050				Gr K FT Student Pmts					14.00	0.00
						4008 R 01 005 000 000 000 099				REC Foundation					380.00	0.00
						4008 R 01 300 292 061 000 050				MS Basketball MCSAA Reim					744.10	0.00
						4008 R 01 100 203 900 000 050				Gr 1-6 FT Student Pmts					10.00	0.00
						4008 R 01 300 292 061 000 050				MS Basketball MCSAA Sales					26.00	0.00
						4008 R 01 005 000 000 000 093				Northgate Church					630.00	0.00
														Receipt Total:	$1,919.17	$0.00
														Deposit Total:	**$1,919.17**	**$0.00**
														Report Total:	$1,613,275.38	$0.00

PACT Charter School

Budget and Finance Committee
Minutes
May 11, 2026

Facilitated by: Tracy Peters, BFC vice-chair and PACT COO
Submitted by: Tracy Peters, BFC vice-chair and PACT COO

ATTENDANCE

Name	Position	Arrival	Departure
Tracy Peters	Committee Vice-Chair | COO | Parent	5:49 pm	6:21 pm
Nathan Plack	Treasurer | Parent	5:49 pm	6:21 pm
Shane Ewanika	Member | Parent	5:49 pm	6:21 pm
Peter Meidal	Member | Parent	5:49 pm	6:21 pm
Bridget Peterson	Contracted CFO	5:49 pm	6:21 pm
Nathan Flansburg	Superintendent	5:49 pm	6:21 pm

I. CALL TO ORDER | PACT PLEDGE

Ms. Peters called the April 13, 2026 BFC meeting to order at 5:36 p.m.

II. ADMINISTRATIVE BUSINESS

A. Approval of Reviewed Claims

Shane Ewanika recommended the approval of claims batches A0426-A, A0426-B, A0426-C, A0426-D, and A0426-E. Peter Meidal seconded the recommendation.

B. PACT Board Financial Report

Documents provided in the packet. Bridget Peterson, CFO highlighted the following:

- Cash Balance as of the reporting period is steady at $6,126,463 for April 30, 2026.
- Cash Balance is projected to be $5,517,500 at year end of June 30, 2026.
- Projected Days Cash on Hand (at June 30, 2026) is 105 days.
- Projected Days Cash on Hand with Receivables (at June 30, 2026) is 149 days.

Shane Ewanika recommended the approval of the financials as presented. Peter Meidal seconded the recommendation.

C. Enrollment Update

Dr. Flansburg shared an update on PACT enrollment, including online enrollment numbers.

D. Longevity Pay

Dr. Flansburg explained longevity pay and the elimination of it moving forward, by adding it to the salary range.

E. Conflict of Interest

Dr. Flansburg shared the conflict of interest form and asked that members review and return to PACT.

E. BFC Schedule for FY27

Dr. Flansburg shared the draft schedule for FY27, which moves the BFC meeting to Thursday nights. Beginning in June 2026, meetings will meet virtually.

VII. ADJOURNMENT

The meeting adjourned at 6:21 p.m.

Regular Session
Thursday, May 7, 2026 7:00 PM Central

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

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

Present: 8, Absent: 1.

1. Call To Order

2. Roll Call

3. Pledge of Allegiance

4. Approval of Agenda and Consent Agenda
Motion to approve the full agenda as presented. This motion, made by Jason Busch and seconded by Nicole Kallod, Carried.
Chad Lucas: Absent, Jason Busch: Yea, Ryan Heineman: Yea, Nicole Kallod: Yea, Amanda Mackereth: Yea, Ann Ostendorf: Yea, Nathan Plack: Yea, Nicole Rhoad: Yea, Danae Trauth: Yea
Yea: 8, Nay: 0, Absent: 1

- 4.a. Policy Updates
- 4.b. Human Resource Services
  - 4.b.i. Staff and Salary changes
- 4.c. Financials
- 4.d. BFC Minutes
- 4.e. Board Minutes
- 4.f. Enrollment Update

5. Reports from Organizations
- 5.a. PACT Student Council Representative

6. Recognitions and Retirements
- 6.a. PACT Employee of the Month

7. Teaching and Learning

7.a. PACT Spotlight Presentation

7.b. DAC Update

7.c. Teaching and Learning Report

8. Administrative Reports and Recommendations

8.a. Superintendent Report

8.a.i. FY27 Budget
Motion to approve the FY27 budget at presented. This motion, made by Jason Busch and seconded by Nathan Plack, Carried.
Chad Lucas: Absent, Jason Busch: Yea, Ryan Heineman: Yea, Nicole Kallod: Yea, Amanda Mackereth: Yea, Ann Ostendorf: Yea, Nathan Plack: Yea, Nicole Rhoad: Yea, Danae Trauth: Yea
Yea: 8, Nay: 0, Absent: 1

8.a.ii. Budget - 5 year
Motion to approve the 5 year budget as presented. This motion, made by Nathan Plack and seconded by Nicole Rhoad, Carried.
Chad Lucas: Absent, Jason Busch: Yea, Ryan Heineman: Yea, Nicole Kallod: Yea, Amanda Mackereth: Yea, Ann Ostendorf: Yea, Nathan Plack: Yea, Nicole Rhoad: Yea, Danae Trauth: Yea
Yea: 8, Nay: 0, Absent: 1

8.a.iii. Board Elections
Motion to approve the election results as presented. This motion, made by Jason Busch and seconded by Danae Trauth, Carried.
Chad Lucas: Absent, Jason Busch: Yea, Ryan Heineman: Yea, Nicole Kallod: Yea, Amanda Mackereth: Yea, Ann Ostendorf: Yea, Nathan Plack: Yea, Nicole Rhoad: Yea, Danae Trauth: Yea
Yea: 8, Nay: 0, Absent: 1

8.b. Human Resource and Operations Services

8.b.i. IFB - Nutrition Service Contract
Motion to recommend approval with Premier Kitchen for service contract beginning in FY27. This motion, made by Nicole Kallod and seconded by Amanda Mackereth, Carried.
Chad Lucas: Absent, Jason Busch: Yea, Ryan Heineman: Yea, Nicole Kallod: Yea, Amanda Mackereth: Yea, Ann Ostendorf: Yea, Nathan Plack: Yea, Nicole Rhoad: Yea, Danae Trauth: Yea
Yea: 8, Nay: 0, Absent: 1

8.b.ii. EC - Blacktop Maintenance
Motion to approve the EC - Blacktop maintenance bid submitted by Borderlines. This motion, made by Jason Busch and seconded by Nathan Plack, Carried.
Chad Lucas: Absent, Jason Busch: Yea, Ryan Heineman: Yea, Nicole Kallod: Yea, Amanda Mackereth: Yea, Ann Ostendorf: Yea, Nathan Plack: Yea, Nicole Rhoad: Yea, Danae

Trauth: Yea
Yea: 8, Nay: 0, Absent: 1

8.c. Elementary Principal Report

8.d. Secondary Principal Report

8.e. Communication and Community Engagement Report

9. Other Board Action

9.a. Board Chair Report

9.a.i. Superintendent Contract Extension
Motion to approve contract extension for Superintendent Flansburg as presented. This motion, made by Jason Busch and seconded by Amanda Mackereth, Carried.
Chad Lucas: Absent, Jason Busch: Yea, Ryan Heineman: Yea, Nicole Kallod: Yea, Amanda Mackereth: Yea, Ann Ostendorf: Yea, Nathan Plack: Yea, Nicole Rhoad: Yea, Danae Trauth: Yea
Yea: 8, Nay: 0, Absent: 1

9.b. Other Board Reports

10. Adjourn
Call the meeting to close at 911. This motion, made by Jason Busch and seconded by Amanda Mackereth, Carried.
Chad Lucas: Absent, Jason Busch: Yea, Ryan Heineman: Yea, Nicole Kallod: Yea, Amanda Mackereth: Yea, Ann Ostendorf: Yea, Nathan Plack: Yea, Nicole Rhoad: Yea, Danae Trauth: Yea
Yea: 8, Nay: 0, Absent: 1

PACT K-12 Enrollment Report

May-26

Grade Level	Budget	Enrolled	Enrolled vs. Budget	Grade Capacity	Enrolled vs. Grade Capacity	25-26 Waitlist
K	110	110	0	110	0	113
1	115	115	0	115	0	77
2	115	115	0	115	0	70
3	116	116	0	116	0	68
4	116	115	-1	116	-1	86
5	116	116	0	116	0	47
6	120	120	0	120	0	101
7	132	148	16	122	26	0
8	122	122	0	122	0	33
9	124	125	1	128	-3	0
10	113	114	1	128	-14	0
11	91	103	12	128	-25	0
12	61	64	3	128	-64	0
PSEO	0	-20	-20	0	-20	0
Totals	1451	1463	12	1564	-101	595

Monthly Activity - May

Grade Level	February 2026	Added	Withdrew	Total
K	110	0	0	110
1	115	0	0	115
2	115	0	0	115
3	116	0	0	116
4	116	0	1	115
5	116	0	0	116
6	120	0	0	120
7	145	3	0	148
8	122	0	0	122
9	125	0	0	125
10	113	0	0	114
11	103	0	0	103
12	64	0	0	64
PSEO	-20	0	0	-20
Totals	1460	3	1	1463

EMPLOYEE OF THE MONTH

May2026

This certificate is presented to

Kasey Olson

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

Dr. Nathan Flansburg
Superintendent of Schools

PACT
Charter School

PACT
Charter School

Dr. Nathan Flansburg
Superintendent of Schools
763.712.4200
n.flansburg@pactcharter.org

June 2026

School Board of Directors:

It is my distinct pleasure to present Ms. Kasey Olson, Third Grade Teacher, as the May 2026 PACT Charter School Employee of the Month.

Ms. Olson's dedication to PACT is unwavering. As a PACT graduate herself, she is a Panther through and through. Not only does she offer instructional excellence in the classroom, she also coaches the Secondary Dance Team, leading the Pantherettes to competitive success. We are fortunate that Ms. Olson's many talents and gifts are tapped into across the entire K-12 PACT Community. She has deservedly earned the respect of stakeholders across the district.

Ms. Olson is a highly skilled educator. She teaches with energy and enthusiasm in all content areas, engaging her students to be fully immersed in the learning process. Students with diverse needs, to whom education is a struggle in many academic settings, thrive in Ms. Olson's classroom. They feel known and accepted due to the sense of belonging Ms. Olson fosters in her learning environment.

We at PACT have come to rely on Ms. Olson's organization and leadership skills. Her impact as a member of the Building Instructional Leadership Team (BILT) has been inspirational to other members of the Third Grade team and to the school community as a whole. Her positive attitude keeps everyone around her grounded in the joy of our work as educators, even when challenges arise. While leading discussions around teaching and learning in her Professional Learning Community (PLC), Ms. Olson consistently models a student centered approach, focusing on student growth and success.

Ms. Olson's commitment to PACT, support of her team, and desiring the best for all Third Grade students is evident in all that she does. Please join me in congratulating Ms. Kasey Olson as our May 2026 Employee of the Month.

Sincerely,

Dr. Nathan Flansburg
Superintendent of Schools

PACT

District Advisory Committee (DAC) Board Report
June 4, 2026

May 28, 2026 DAC Meeting

DAC Membership: For the 2026-2027 school year, DAC has openings for one elementary teacher and four parent positions on the committee. Amanda Mackereth will shift from being the Board Liaison to serving as our Secondary Teacher representative for a two-year term. **Action Requested:** Board approval for Amanda Mackereth's transition to the Secondary Teacher representative role.

Social Studies and Health Curriculum Adoption: Teresa Widen, Jenelle Moehn, and AnnaRae Klopfer presented the adoption recommendation for Social Studies and Health. DAC members formally support the following selections:

Social Studies Adoption

- **K-5, Grade 7, and Grade 8**: Savvas
- **Grade 6 (Minnesota History)**: General consensus is to continue evaluating a transition from the 2nd to the 3rd of the *Northern Lights* curriculum. A dedicated team will engage in this evaluation during the 2026-2027 school year.
- **Grade 9**: McGraw Hill
- **Grade 10**: TCI

Health Adoption Recommendation

- **K-5**: Quaver Ed Health & PE
- **Middle and High School**: Continued use of Glencoe Health
- **Supplemental & Support Materials**:
    - A professional development rebook of *Character Strong,* alongside the utilization of Tier 1 and Tier 2 materials.
    - Addition of *Smart Talk* cannabis supplemental curriculum
    - Addition of *Pathways to Empower* and *NAMI End the Silence* mental health supplemental curricula.

AI Steering Committee: Teresa Widen presented on the work the AI Steering Committee foundational work. Key milestones achieved thus far include drafting a formal committee vision statement, navigating data privacy protocols, including understanding the "locked office" rule, distinguishing the structural differences between district policy and an AI playbook, and establishing four non-negotiable pillars for PACT: Data Privacy, Human-in-the-Loop, Responsible Use, and Pillars of Learning. The AI Steering Committee will continue its work next year to develop and finalize PACT's AI Playbook.

Digital Learning Specialist: A new Digital Learning Specialist has been added to the PACT community to support leaders, teachers, and students in maximizing technology integration. This position has been filled, and the new hire will officially begin on July 15th. Key responsibilities of this role will include leading staff professional development on technology tools, managing access to and implementation of digital curricula, including AI integration, and partnering with teachers on instructional lesson design to enhance student learning through technology.

Respectfully submitted,

Teresa Widen
DAC Administrative Lead
Executive Director of Teaching and Learning

Jacq. Washburn
DAC Parent Liaison

Executive Summary: Social Studies Curriculum Adoption Proposal

To: PACT School Board **From:** Social Studies Curriculum Review Committee

Date: May 7, 2026 **Subject:** Recommendation for Social Studies Curriculum Adoption

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I. Overview and Purpose

The primary objective of this review was to select a research-based, inquiry-focused social studies curriculum aligned with the Minnesota 2021 Academic Standards. PACT's current social studies curriculum was last reviewed during the 2017-2018 school year and requires updating to meet new state mandates, including a shift toward inquiry-based instruction and the integration of ethnic studies.

II. The Review Process - The committee followed a structured four-phase evaluation model emphasizing collective efficacy and stakeholder feedback:

- **Phase 1 (Sept.):** Conducted a gap analysis and unpacked the new MN 2021 standards to identify necessary instructional shifts.
- **Phase 2 (Nov.):** Developed evaluation rubrics based on best practices and identified top-tier curriculum programs for review.
- **Phase 3 (Jan.):** Reviewed multiple vendors (including Savvas, TCI, and McGraw Hill) and conducted classroom pilots to gather feedback from teachers and parents.
- **Phase 4 (April):** Synthesizing pilot data and rubric scores into a formal recommendation for Board approval.

III. Final Recommendations - Based on committee evaluations, pilot results, and alignment with PACT's mission, the committee recommends the following adoption:

- **K-5, Grade 7 U.S. Studies, Grade 8 Global Studies Curriculum: Savvas Learning Company**.
    - **Elementary (K-5):** Savvas (MyWorld Interactive).
    - **Secondary (7-8):** Savvas (World Geography, US History, etc.).
- **Grade 6 Minnesota History:** Northern Lights (2nd ed) *Team recommends evaluating 3rd edition for possible Fall 2027 implementation.*
- **Grade 9 U.S. History:** McGraw Hill (US History)
- **Grade 10 Government:** TCI (Government Alive!)

IV. Rationale & Benefits

- **Inquiry-Based Design:** Savvas includes "Quests" and inquiry-driven projects that directly support the new state standards.
- **Literacy and Multi-Lingual (ML) Supports:** Each program embeds reading supports and ML resources aligned to WIDA standards, ensuring accessibility for all learners.
- **Disciplinary Literacy:** Primary sources are embedded throughout every lesson, encouraging students to think like historians and scholars.

V. Implementation Timeline - If approved, the implementation roadmap includes:

- **May 28, 2026:** Presentation to the District Advisory Committee (DAC).
- **June 4, 2026:** Final Board Regular Session for adoption.
- **July 2026:** Ordering and delivery of materials.
- **August 2026:** Comprehensive staff training and professional development provided by vendors.
- **Fall 2026:** Full curriculum launch and ongoing standards mapping.

Conclusion: This recommendation ensures PACT students receive a high-quality social studies education that fosters critical thinking and civic engagement while meeting all state requirements.

Executive Summary: Health Curriculum Adoption Proposal

To: PACT School Board **From:** Health Curriculum Review Committee

Date: May 7, 2026 **Subject:** Recommendation for Health Curriculum Adoption

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I. Overview and Purpose
The Health Curriculum Review Committee aims to adopt a research-based, skills-focused program aligned with Minnesota 2025 Standards and 2024 Legislative mandates. PACT's current curriculum, last updated in 2018-2019, requires revisions to include essential education on mental health, vaping prevention, and cannabis substance abuse.

II. The Review Process
The committee followed a rigorous four-phase program evaluation model that prioritized learning and stakeholder feedback:

- **Phase 1 (Sept.):** Conducted a gap analysis and needs assessment, identifying that instruction must shift from "fact recall" to "skill application".
- **Phase 2 (Nov.):** Developed a comprehensive evaluation rubric focusing on clarity, alignment, and skills-based instruction.
- **Phase 3 (Jan.):** Reviewed nine vendors and conducted classroom pilots to gather qualitative feedback from students and teachers.
- **Phase 4 (April):** Synthesizing pilot data into the final recommendation for Board approval.

III. Final Recommendations - Based on rubric scores, pilot results, and alignment with PACT's mission of character and academic excellence, the committee recommends the following adoption:

- **Elementary (K-5): QuaverEd (Quaver Health & PE)** - Extremely user-friendly for teachers, high student engagement through gamification, and strong parent transparency with built-in opt-out/opt-in letters for sensitive topics.
- **Middle & High School (6-12): Glencoe Health McGraw Hill (Glencoe/Total Health)** - Provides deep, comprehensive content for complex topics and includes lesson projects with high-interest areas like vaping and substance abuse. *The team recommends examining Total Health in December 2026 for possible adoption for Fall 2027.*
- **Secondary Supplemental (6-12): Smart Talk Cannabis** - Directly addresses the 2024 legislative mandate and provides specific instruction on how cannabis affects the developing brain and community.
- **District Wide (K-12): Character Strong** - Supports 2025 MN State Standards, aligned with PACT's core values and implementation of MTSS.

IV. Rationale & Benefits

- **Skills-Based Focus:** The recommended programs move instruction toward "the how" of healthy living—teaching students decision-making, advocacy, and self-efficacy.
- **Parental Partnership:** Built-in transparency features ensure parents are informed and have clear choices regarding their child's education in sensitive areas.
- **Teacher Support:** Materials are "teacher-ready," reducing prep time and providing robust scaffolds for diverse learners.

V. Implementation Timeline - If approved, the implementation roadmap includes:

- **May 28, 2026:** Presentation to the District Advisory Committee (DAC).
- **June 4, 2026:** Final Board Regular Session for adoption.
- **July 2026:** Ordering and delivery of materials.
- **August 2026:** Comprehensive staff training and professional development provided by vendors.
- **Fall 2026:** Full curriculum launch and ongoing standards mapping.

Conclusion: This recommendation ensures PACT students receive a high-quality, scientifically accurate health education that empowers them to lead balanced, healthy lives while respecting family values and meeting all state requirements.

PACT Charter School

Teresa Widen
Executive Director of Teaching & Learning | Literacy Lead
763.712.4200, ext.
t.widen@pactcharter.org

To: PACT Charter School Board of Directors
From: Teresa Widen, Executive Director of Teaching and Learning | Literacy Lead
Teaching and Learning Highlights: May 2026

Developing Successful Teams for MnMTSS Implementation: Our district team recently participated in Session 3 of the professional development course, *Developing Successful Teams for MnMTSS Implementation*, a collaborative program facilitated by COMPASS, CAREI at the University of Minnesota, and the Minnesota Department of Education. This session, titled "Taking Action to Improve Teams," focused on strengthening the infrastructure for collaborative linked teams and effectively embedding data-based decision-making (DBDM) across all operational tiers. We evaluated local alignment, analyzed bi-directional communication feedback loops, and identified clear processes to support system-wide fidelity.

AI Steering Committee: The PACT AI Steering Committee met in May 2026 to advance a strategic framework aligned with the district's vision of equipping the community to ethically and responsibly use artificial intelligence to enhance learning. The committee clarified that while School Board Policy establishes legally binding compliance rules, a forthcoming AI Playbook will offer flexible, adaptable guidelines for the classroom. Central to these guardrails is the "Locked Office" rule, which protects data privacy by strictly prohibiting the use of personally identifiable information (PII) in open AI tools, restricting it instead to enterprise-protected, FERPA-compliant platforms like Google Workspace and Gemini. Future implementation will be guided by four core pillars: maintaining humans-in-the-loop, ensuring strict data privacy compliance (FERPA/MGDPA), leveraging a responsible use scale to protect students' "productive struggle," and aligning exposure to developmentally appropriate pillars of learning. The committee will meet again during the 2026-2027 school year to continue the development of PACT's AI Playbook.

Digital Learning Specialist: PACT Charter School is pleased to announce the creation and hiring of the new Digital Learning Specialist position, which will operate under the guidance of the Executive Director of Teaching and Learning to drive the strategic, equitable, and ethical integration of educational technology. Grounded in the national ISTE Standards, this pivotal K-12 role will focus on designing comprehensive professional development for staff, partnering with educators on innovative curriculum design, and providing critical guidance on digital citizenship and student privacy laws. Beyond instructional leadership, the specialist will manage essential application security and data infrastructure for core district systems, including Infinite Campus, Clever, Schoology, and Google Workspace. By bridging instructional support and systems administration, this position will ensure PACT educators are fully equipped to leverage digital tools safely and effectively to enhance personalized learning and foster student success.

MDE Reports: In alignment with state and federal compliance timelines, the administration is conducting its annual review, revision, and submission of foundational accountability documents to the Minnesota Department of Education (MDE).

- **Local Literacy Plan:** Updated annually in accordance with the Minnesota READ Act to outline our district-wide K-12 screening tools, evidence-based structured literacy instruction, and multi-tiered intervention criteria.
- **ESEA Consolidated Title Applications:** Annual funding updates for federal programs (Titles I, II, III, and IV) ensuring strict fiscal and programmatic alignment to support professional growth and equitable student achievement.
- **Submission:** Both plans are currently being audited for data fidelity and will be finalized and submitted to MDE ahead of their respective summer deadlines.

PACT
Charter School

office 763.712.4200
fax 763.712.4201

June 4, 2026

PACT Charter School
Annual Designations for the 2025-2026 school year

1. Designation of Depositories
    a. Village Bank
    b. Minnesota School District Liquid Asset Fund Plus (MSDLAF)
    c. First National Bank of Elk River

2. Designated Bank Signers
    a. Nathan Flansburg, Superintendent
    b. Tracy Peters, Executive Director of Human Resources and Operations
    c. Bridget Peterson, Chief Financial Officer

3. Designation of of Chief Financial Officer
    a. Contracted CFO Bridget Peterson, Timeshare agreement with Rockford Public Schools

4. Delegation of Authority to Make Electronic Funds Transfers
    a. Nathan Flansburg, Superintendent
    b. Tracy Peters, Executive Director of Human Resources and Operations
    c. Bridget Peterson, Chief Financial Officer
        i. Electronic Funds Transfers can be made for:
            1. A claim for payment from an imprest payroll bank account or investment or excess money
            2. Payment of employee payroll direct deposits
            3. Payment of federal, state, and unemployment taxes (deductions and/or benefits)
            4. Payment of contributions to the Teachers Retirement Association (TRA) and to the Public Employee Retirement Association (PERA) (deductions and benefits)
            5. Payment of other payroll-related deductions and benefits (when appropriate)
            6. Vendor payments (when appropriate)

5. MDE Designations
    a. Designate MDE Identified Official with Authority (IOwA)
        i. Nathan A. Flansburg, Superintendent
    b. Title Grant Programs Authorized Representative
        i. Bridget Peterson, Contracted CFO
    c. Designation of Special Education Director

i. AnnaRae Klopfer, Director of Special Education

6. Credit Card Authorization - Employees approved for Credit Cards with credit card limits
    a. Nathan Flansburg, Superintendent, $10,000
    b. Tracy Peters, Executive Director of Human Resources and Operations, $10,000
    c. Shawn Lohse, Principal, Secondary Campus, $10,000
    d. Lara Bronson, Principal, Elementary Campus, $5,000
    e. AnnaRae Klopfer, Director of Special Education, $5,000
    f. Chue Yang, IT Director, $25,000
    g. Toessawat Superat, Technology Coordinator, $25,000

7. Designation of Official Newspaper
    a. ABC Newspapers

8. MSHSL Designated School Board Member
    a. Chad Lucas

9. Designation of Attorney Firm(s)
    a. Squires, Waldspurger & Mace, P.A.
    b. Ratwik, Roszak & Maloney, P.A.

PACT
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Education Identity and Access Management Board Resolution

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local educational agency that uses the Education Identity and Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local educational agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOwA will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties, and will revoke that user's access when it is no longer needed to perform their job duties.

Your school board or equivalent governing board must designate an IOwA to authorize user access to State of Minnesota Education secure websites for your organization. This EDIAM board resolution must be completed and submitted to the Minnesota Department of Education annually, as well as any time there is a change in the assignment of the Identified Official with Authority.

It is strongly recommended that only one person at the local educational agency or organization (the superintendent or exec. director) is designated as the IOwA. The IOwA will grant the IOwA Proxy role(s).

Designation of the Identified Official with Authority for Education Identity and Access Management

Organization Name: PACT Charter School

6-Digit or 9-Digit Organization Number (e.g. 1234-01 or 1234-01-000): 4008-07

Superintendent or Exec. Director Name: Dr. Nathan A. Flansburg

Will act as the IOwA? __X__ Yes _____ No

If no, identify below the individual who will act as the IOwA for your organization.

The Superintendent or Exec. Director recommends the Board authorize the below named individual(s) to act as the Identified Official with Authority (IOwA) for this organization:

Print Name: Dr. Nathan A. Flansburg

Title: Superintendent

Board Member Signature:

Name: _____

Date: _____

Once the EDIAM Board Resolution is completed, scan and email it to: useraccess.mde@state.mn.us

Docusign Envelope ID: 0754126D-8F42-8380-81FF-23A269E9C70B

2026-2027 RESOLUTION FOR MEMBERSHIP IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE
Membership Renewal Form

This form must be completed once for each school in the district.

Must be completed and submitted to MSHSL NOT LATER THAN JULY 31, 2026. Retain one copy for the school files.

RESOLVED, that the Governing Board or Entity of PACT Charter School (Name of School) located in the State of Minnesota delegates the control, supervision and regulation of interscholastic activities and athletics (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

FURTHER RESOLVED, that the school listed is authorized by this, the Governing Board of said school district or school to renew its membership in the Minnesota State High School League; and to participate in the approved interscholastic activities and athletics sponsored by said League and its various subdivisions.

FURTHER RESOLVED, that this Governing Board or Entity hereby adopts the Constitution, Bylaws, Policies, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's *Official Handbook*, on file at the office of the school district or school, or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities and athletics. Further, the administration and responsibility for determining student eligibility and for the supervision of such activities and athletics are assigned to the official representatives identified by this Governing Board or Entity.

Signing this Resolution for Membership affirms that this Governing Board has reviewed all required membership materials provided by the League which defines the purpose and value of education-based activity and athletic and programs and defines each member school's responsibilities.

Member schools must develop and publicize administrative procedures to address eligibility suspensions related to Student Code of Responsibilities (Bylaw 206.2) violations for students participating in activity and athletic programs by member schools.

The above Resolution was adopted by the Governing Board or Entity of this school or district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

The following is taken from the MSHSL Constitution:

208.00 LOCAL CONTROL

208.01 Designated School Representatives
At the beginning of the League's fiscal year, the governing board of each member school shall designate two (2) representatives who are authorized to vote for the member school at all district, region and section meetings and on mail ballots where member schools are called upon to vote.

One of the designated representatives shall be a member of the school's governing board and the other shall be an administrator or full-time faculty member of the member school.

In school districts with multiple schools, the designated representative from the school district's governing body may represent more than one school and is entitled to one vote for each school they represent.

208.02 Designated Activity Representatives
At the beginning of the League's fiscal year, the governing board of each member school shall select individuals to represent its school in the following areas: (a) boys sports; (b) girls sports; (c) speech; and (d) music.

208.03 Local Advisory Committee
Each school is urged to form an advisory committee for League activities. Committee membership is not limited to but shall include a school board member, a student, a parent, and a faculty member, to advise the designated school representatives on all matters relating to the school's membership in the MSHSL.

Docusign Envelope ID: 0754126D-8F42-8380-81FF-23A269E9C70B

PACT Charter School

Name of School (Please Print)

208.01 VOTE ON BEHALF OF THE HIGH SCHOOL

Chad Lucas

(Designated School Board Member – please print)

Dr, Nathan A. Flansburg

(Designated School Representative – please print)

c.lucas.brd@pactcharter.org

Email Address

n.flansburgr@pactcharter.org

Email Address

208.02 ACTIVITY REPRESENTATIVES

Cory Warner

(Boys Sports – please print)

Cory Warner

(Girls Sports – please print)

Cory Warner

(Speech – please print)

Cory Warner

(Music – please print)

208.03 LOCAL ADVISORY COMMITTEE MEMBERS

Chad Lucas

(Board Member—please print)

June Tessum

(Student—please print)

Jason Busch

(Parent—please print)

Tracy Peters

(Faculty Member—please print)

activities@pactcharter.org

(Mailing Representative—please print)

The Mailing Representative is the person to whom mailings go. This is usually the Activity Director.

Print Name: _____
(Clerk/Secretary - Local Governing Board)

Signed: _____
(Clerk/Secretary - Local Governing Board)

Date: _____

Dr. Nathan A. Flansburg

Print Name: _____
(Superintendent or Head of School)

Signed: _____
(Superintendent or Head of School)

Date: _____

Summary View: The ACT District Contract, PACT CHARTER SCHOOL (ACT DISTRICT), 2025-2026, Spring

Showing students who are College Reportable

Group	Year	Admin	Composite		English	Math	Reading	Science	STEM	Writing	ELA
			Valid Number	Mean Score	Mean Score	Mean Score	Mean Score	Mean Score	Mean Score	Mean Score	Mean Score
PACT CHARTER SCHOOL (ACT DISTRICT)	2025-2026	Spring	32	23.5	22.1	23.3	25.2	23.8	23.8	7.5	22.5

PACT Charter School

Tracy Peters
COO, Executive Director of HR & Operations
763.712.4200
t.peters@pactcharter.org

RE: June 4, 2026 Operations Update

Board Members,

As the school year concluded, the operations team focused on closing out spring activities, preparing for summer programming, completing staffing and payroll transitions, and addressing building and technology needs. Work continues across departments to support a smooth transition into summer operations and planning for the 2026-2027 school year.

Activities

- Spring activities have concluded with golf and track sections taking place last week.
- The proposal for activity budget and fees for next school year has been finalized.
- Work is currently underway to build out game schedules for a variety of activities for next school year.

Community Education

- The department has successfully completed Quarter 4 Community Education programming.
- Interviews are underway for the hiring of the new Community Education Coordinator.
- While summer programming is scheduled to begin June 1 at the Secondary, the Block 1 programs will not be running at the Elementary due to low enrollment.

Transportation

- Staff is currently working on setting up ESY transportation for summer sessions beginning June 15.
- Planning is also underway for bus sign-ups for the 2026–2027 school year.
- Kelly Rosen will be taking over the transportation coordination effective July 1.

Human Resources and Payroll

- Summer custodial offers and assignment letters have been distributed.
- Interviews are underway for the hiring of the Operations Coordinator position.
- Staff are working through filling and onboarding all open positions and new employees.
- Payroll is in the process of pre-calculating teacher payrolls for the remainder of their current contracts, while also preparing for the fiscal year rollover.
- Work is underway with updating the financial system to prepare for the payroll date shift as the school moves pay dates to the 15th and the last day of each month.

Facilities

- Summer maintenance work has begun with building needs and repairs assessed over the next couple of weeks and outdoor chores beginning.
- Teacher end of year checkouts have been completed.
- Scheduling of summer custodial help has been drafted.
- Borderlines is scheduled to refinish the parking lot and Concrete Science will install a new crosswalk the week of July 6 at the Elementary Campus.

Information Technology

- IT is going through returned hardware from staff and students.
- Continued security hardening is taking place on PACT's Google accounts through scripting and more robust security policies.
    - These efforts have already stopped phishing attacks before they reached PACT's email environment.
    - IT will continue to engineer additional ways to secure and protect the environment without the need for additional spending.
- Integration and data automation for the Pikmykid online application has been successfully completed.
- Integration with the online platform Accelerate Education has also been completed.

PACT Charter School

Lara J. Bronson, Ed.D.
Elementary Principal
763.712.4200, ext. 1103
l.bronson@pactcharter.org

To: PACT Charter School Board of Directors

From: Dr. Lara Bronson, PACT Elementary Principal

Elementary Highlights: May - June, 2026

1. **Panther Awards:** Thirty-two "Panther Awards" were given out on May 18. The Panther Award is presented to students who faithfully and consistently demonstrate all PACT character traits throughout the school year. These students lead by example through kindness, respect, responsibility, perseverance, honesty, and compassion in both the classroom and the school community. We are very proud of our young Panthers!
2. **Celebration Lunch:** Also on May 18, students were given a lunchtime surprise by entering a fancily-decorated cafeteria - with tablecloths, battery-lit candles, and flowers to add ambiance to their dining experience. Those of us serving lunch were dressed in aprons and bowties. We invited them to "be our guest" as we read a list of accomplishments each grade level achieved in the 2025-2026 school year. A fun way to show students how proud we are of them!
3. **Graduation Walk:** We were delighted to host the PACT graduating class of 2026 by lining the hallways of our school, cheering them on as they walked through the school in their graduation robes. How inspiring for the Elementary Students to see what's ahead in their own educational journey at PACT!
4. **Kindergarten Graduation:** Congratulations to our 110 Kindergarten graduates, class of 2038! The Kindergarten team hosted an incredible event on May 21 for the PACT community, honoring the growth and development of our youngest learners.
5. **Reading Goal Summer 2026:** We officially launched the PACT Summer Reading 2026 initiative, which will help us meet our school's summer goal of reading 2,026 books between now and the middle of August.
6. **Elementary Staff Summer Reading:** Over the summer, staff at the Elementary Campus is taking part in reading The Power of Moments: Why Certain Experiences Have Extraordinary Impact by Chip Heath and Dan Heath. When we come back together in the fall, we will discuss the common elements of what makes a moment extraordinary, and how we can apply those elements into our teaching and learning opportunities at PACT.
7. **Reading & Math Corps Partnership:** We were delighted to receive the student growth data for 2025-2026 from Americorps, highlighting the impact of their tutors on the academic achievement of students. In Reading, 93% of K-3 students being tutored exceeded their targeted reading goal in foundational reading skills. In Math, 100% of K-3 students being tutored improved their benchmark assessment score, and 87% of these students improved by 20% or more, thereby doubling their probability of meeting grade-level benchmarks.
8. **Presentation Opportunity:** I recently found out that my proposal submission for the 2026 Joint Conference for Elementary Literacy and Mathematics put on by the National Council of

Teachers of English (NCTE) and the National Council of Teachers of Mathematics (NCTM) was accepted. The title of my presentation is "Where Joy Meets Precision: Flexible Skill Grouping in Elementary Literacy and Math." The conference is being held in Charlotte, NC in early August.

9. **Professional Development:** Teachers met together numerous times in the month of May to plan for the 2026-2027 school year. They took part in vertical PLCs (grade levels meeting with those above and below them), curriculum ordering and budget planning, class list drafting, and reviewing end-of-year data to determine if student learning goals were met and set new instructional goals for next year.
10. **Initial Data Review:** I look forward to working with the PACT Instructional Cabinet this summer to digest the academic data from the 2025-2026 school year. At first glance, here are some statistics I am able to share: 73% of Grades K-1 Students demonstrated a year's growth in reading while 86% demonstrated a year's growth in Math. 57% of Grades 2-5 Students demonstrated a year's growth in reading while 54% demonstrated a year's growth in Math. The data demonstrates a strong commitment to academic excellence, while also highlighting opportunities to continue to grow. All students deserve a year's growth in a year's time - we are on our way!
11. **End of Year Review & Reflection:** During the month of May, I met with each teacher to review his/her student learning goal achievements. As we discussed successes and challenges, I took pages of notes to highlight what can be replicated in the future and what areas we need to continue to address together. At our last staff meeting of the year, together we reflected on our 2025-2026 schoolwide initiatives, student academic successes, relationships fostered, and character developed. Many stories were shared that highlighted elements of gratitude, inspiration, endurance, and pride in our collective work.
12. **Something fun!** All Elementary Staff received an Educator "Eddie Award" at our last staff meeting of the year. Nominated by their peers, some examples of awards given were the "Last Minute Miracle Worker" Award, the "Human Sunshine" Award, the "PACT Fairy Godmother" Award, the "Master of the Spreadsheet" Award, and the "Calm in the Chaos" Award. We enjoyed celebrating the many ways we work together as a team to create a working environment where both students and staff can thrive!

PACT Charter School

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To: PACT Charter School Board of Directors

Principal Update

Graduation

- We celebrated graduation on May 21st, and it was such a beautiful way to close out the year. On Wednesday students celebrated the seniors with the grad walk at the elementary school, led by our very own Panther mascot. Back at the secondary building, students and staff met in the gym to cheer on the graduates, and we all gathered to watch the grad video together. The morning of Commencement, we served the seniors breakfast and hosted graduation cap decorating. In the evening, Commencement itself was wonderful. Mr. Tossey was the keynote speaker, and students gifted a rose to their parents, and parents granted a cord representing the passing of the torch to students. We were so grateful to share the evening with our graduates' families and friends as we honored their amazing work.

Band and Choir Spring Concerts

- Our 6-12th grade band and choir concerts were such a joy to experience! The 6th graders continue to blow us away with how far they've come. It is amazing to see the progress they've made from the beginning of the year to their final concert. Their excitement and growth were on full display. And the older students were just incredible. Their performances were hands-down the best we've ever seen. From start to finish, the concerts were a reminder of the talent, hard work, and dedication our students bring to the stage. Shout out to Ms. Hedberg and Mr. Reynolds for all their hard work.

Theater Performance of Charlotte's Web

- We wrapped up a wonderful production of *Charlotte's Web*. It was a joy to watch our students on stage. Charlotte's Web was such a fun production for the spring, and we enjoyed welcoming in many families from Elementary to enjoy the show. It was so fun to see those students on campus, and really embodied our goal of being one PACT. The entire drama team did an incredible job, and we are so proud of them..

Awards Night

- We celebrated our students at Awards Night, an evening dedicated to recognizing academic achievement, athletic excellence, and the incredible hard work our students put in throughout the year. We had a record number of students honored for their dedication and accomplishments. We also had a record number of scholarships presented to several well-deserving seniors, highlighting not only their success in school but their potential for the future. It was an awesome opportunity to celebrate our students' accomplishments, and we are so thankful for our community partners that provided scholarships to support our students.

Field Day

- We had a blast at Field Day. It was such a joy to see our students out there giving it their all. We shifted from softball for all students, to a kickball tournament for our middle schoolers, with our traditional softball tournament remaining with our high school students. Advisories went all out with their outfits, and several designed t-shirts that were made through the DECA program. Seventh grade won the kickball tournament while the freshmen took home the win in the softball tournament, in a wild upset, and they absolutely earned it with great teamwork and sportsmanship.

PACT Charter School

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PACT School Board of Directors

Office of Communication and Community Engagement

May 2026 Update

Enrollment and Marketing

- As of May 27, 2026, in-person enrollment for 2026-2027 has 945 K-12 students on the waitlist, up 18 from April.
- As of May 27, 2026, 49 students have accepted seats and registered for the 2026-2027 Online Campus.
- Paid social media advertising for the Online Campus performed well in May, with Meta reporting 62,829 impressions and 880 clicks to the Online Campus website.

Website

- This summer, a full refresh of all four PACT websites is underway. The project includes a thorough review and refinement of existing content, development of previously limited areas, and full preparation of each site for the 2026-2027 school year.

Communication

- May communications included the weekly Pilot, Community Education summer programming, Class of 2026 Commencement preparations, school board meeting notifications and recaps, principal newsletters, kindergarten graduation details, and Online Campus enrollment marketing emails.

Social Media

- Facebook performance increased by 183.3% in May, surpassing 174,500 views.
- Instagram performance increased significantly by 269.5% in May, surpassing 179,400 views.
- Top-performing posts for the month included recognition of the Class of 2026, our Employee of the Month, and staff graduations. Each post received at least 5,000 views, with several reaching 10,000 or more. Celebrating people is always a hit!
- This spring, the staff and I captured a strong content library of photography and videos that will carry us into the summer months. I look forward to continued engagement across our platforms in the weeks ahead before turning the corner mid-July to focus on the new school year.

Community Engagement

- Class of 2026 Commencement: It was a privilege to honor our graduates through social media features, a senior video, and personalized recognition at the ceremony.
- The PACT Family Survey was distributed on Monday, May 4, 2026. Results will be presented to the School Board at the July 2026 meeting.
- PACT Charter School was selected as the Business Spotlight of the month in the City of Ramsey Newsletter and on their LinkedIn page. The City of Ramsey also recognized our *Charlotte's Web* production through their social media channels.

Respectfully submitted by Christine Erntson, Director of Communication and Community Engagement.