

GOODHUE COUNTY EDUCATION DISTRICT BOARD AGENDA

Thursday, January 23, 2025 at 7:00 PM
River Bluff Education Center, Red Wing
395 Guernsey Ln
Red Wing, MN 55066

AGENDA

- I. **Pledge of Allegiance:**
- II. **Call to Order/Adoption of Agenda:**
- III. Annual Reorganization:
- IV. Board Officers: Chair, Vice Chair, Officer of Business Affairs
(Elected Chair and Officer of Business Affairs will need to sign SMART Signature Form)
- V. Board Salaries: Current \$90 regular meetings, \$75 negotiation meetings, \$60 special board meeting. \$300 yearly stipend for Board Chair.

Mileage is set at the current Federal Reimbursement Rate.
- VI. Official Newspaper: Currently Red Wing Republican Eagle
- VII. Official Depository: Merchants Banks in Red Wing, Bremer Bank and MSDLAF
- VIII. Official Legal Advisor: Currently Ratwik, Roszak & Maloney, P.A.
- IX. Board Meeting Calendar: 2025 GCED Board Meeting Calendar

2

GOODHUE COUNTY EDUCATION DISTRICT BOARD MEETING DATES
January – December 2025
7:00 p.m. (unless noted below)
River Bluff Education Center, Red Wing

Review of Bills (come 15 minutes early)

January 23, 2025	Thursday	7:00 p.m.	Jason Lohmann
February 5, 2025	Wednesday	5:00 p.m.	Work Session
February 27, 2025	Thursday	7:00 p.m.	JoLyn Williams
March 27, 2025	Thursday	7:00 p.m.	Adam Dicke
April 17, 2025	Thursday	7:00 p.m.	Marilyn Syverson
May 1, 2025	Thursday	6:00 p.m.	Work Session
May 22, 2025	Thursday	7:00 p.m.	Heath Oeltjen
June 26, 2025	Thursday	7:00 p.m.	Terese Bjornstad
July 24, 2025	Thursday	7:00 p.m.	Jason Lohmann
August 7, 2025	Thursday	6:00 p.m.	Work Session
August 28, 2025	Thursday	7:00 p.m.	JoLyn Williams
September 25, 2025	Thursday	7:00 p.m.	Adam Dicke
October 30, 2025	Thursday	7:00 p.m.	Marilyn Syverson
November 6, 2025	Thursday	7:00 p.m.	Heath Oeltjen
December 4, 2025	Thursday	7:00 p.m.	Terese Bjornstad

*Should a meeting be postponed on short notice due to weather or another serious event, the meeting will be held the following Thursday at the same time in the same location unless otherwise documented in a timely manner.

- X. Meet and Confer Committee: Current Representative is T. Bjornstad
- XI. Policies Committee: Current Representatives are D. Balow & T. Bjornstad
- XII. Insurance Committee: Current Representative is B. Brintnall
- XIII. Negotiations Committee: Current Representatives are J. Lohmann & J. Stehr
- XIV. Technology Committee: Current Representative is J. Lohmann
- XV. Resolution Memberships: MN School Board Association (MSBA), MSBA Policy Continuation, Minnesota Rural Educators Association (MREA) and Southeast Service Cooperative (SSC) and Schools for Equity in Education (SEE)
- XVI. Authorization to invest surplus funds wire transfers within funds: Currently Cheryl Johnson, Executive Director, and Jackie Paradis, Business Manager
- XVII. EDIAM (Education Identity & Access Management) Board Resolution

4



Education Identity & 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 education agency that uses the Education Identity Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local education 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 education agency or organization (the Superintendent or 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 Access Management

Organization Name: Goodhue County Education District

6-Digit or 9-Digit Organization Number (e.g. 1234-01 or 1234-01-000): 6051-61

The Director recommends the Board authorize the below named individual(s) to act as the Identified Official with Authority (IOwA) for this organization:

Print Name: Cheryl Johnson

Title: Executive Director

Board Member Signature:

Name: _____

Date: 1-23-2025

Once the EDIAM Board Resolution is completed, scan and send it to: useraccess.mde@state.mn.us

XVIII. Consent Agenda:

- A. Approval of December 5, 2024, Board Meeting Minutes
- Approval of December 18, 2024, Special Board Meeting Minutes

GOODHUE COUNTY EDUCATION DISTRICT
BOARD MINUTES
Thursday, December 5, 2024 at 7:00 PM
River Bluff Education Center
395 Guernsey Ln.
Red Wing, MN 55066

MEMBERS PRESENT: J. Lohmann, D. Balow, M. Syverson, B. Brintnall, J. Stehr, T. Bjornstad

MEMBERS ABSENT: None

OTHERS: C. Johnson, J. Paradis, C. Luhman

I. Pledge of Allegiance

II. Call to Order/Adoption of Agenda: J. Lohmann called the meeting to order. D. Balow motioned to adopt the agenda. J. Stehr seconded, motion passed 6-0.

III. Consent Agenda: J. Stehr motioned to approve the consent agenda. M. Syverson seconded, motion passed 6-0.

A. Approval of October 24, 2024 Board Meeting Minutes

B. Approval of November 20, 2024, Board Work Session Minutes

C. Approval of Claims: J. Lohmann

D. Staff Updates:

1. **Resignations:** *Allegra Smisek, Director of Cradle to Career & Indian Education, effective 11/19/24*

2. **Terminations:** *Mackenzie Diggins, EL Teacher - Goodhue effective 11/22/24*

3. **New Hire:** *Jeimmy Yusty-Rojas, Director of Cradle to Career effective 1/2/25*

4. **Leave of Absence:** *Jeimmy Yusty-Rojas, Cultural Liaison - RW effective 1/1/2025-6/30/2025*

5. **Re-assignment:**

IV. Public Input: The policy of the education district board is to encourage discussion by persons of subjects related to the management of the district at board meetings. The board shall, as a matter of policy, protect the legal rights to privacy and due process of employees and students. Persons who wish to have a subject discussed at a public board meeting must notify the executive director's office in advance of the board meeting. The person should provide his or her name, address, the name of the group represented (if any), and the subject to be covered or the issue to be addressed. The board retains the discretion to limit discussion of any agenda item to a reasonable period of time as determined by the board.

V. Reports and Communication:

A. Business Manager Report: J. Paradis reported on the 2024-25 budget as of October 31, 2024. We have received \$4,444,910 or 22.65% of the adopted budget, compared to 19.62% on October 31, 2023 and 21.87% on October 31, 2022. We have expended \$4,218,260 or 21.36% of the adopted expense budget, compared to 20.27% at October 31, 2023 and 21.80% at October 31, 2022. Cash flow is looking good through the end of the fiscal year. 2024-25 cash flow has some lower spots through the winter which is usually the case. We will be keeping an eye on it and adjust accordingly. The October bank reconciliation is included in the packet for your information. Enrollment increased by 34 students since October.

B. Review of Agreements, Bylaws and Joint Powers: C. Johnson mentioned that the Superintendent's Advisory Council chose representatives E. Gough, B. Jaszczek and J. Sampson to review the GCED Agreement, Bylaws and Joint Powers Agreements. They understand that the board wants specific dates regarding staffing and program changes. Will bring recommendations back to the board.

C. Limb Lab Pilot Site: C. Johnson gave an overview of the Limb Lab. This is a new work-based learning program that RBEC was selected for a pilot. The program is designed to provide students with practical experience in orthotic production. The Limb Lab will supply the specialized equipment for this work experience and training for the staff involved. Students from all of the programs at RBEC will participate in this work-based experience.

VI. Old Business: There was no old business.

VII. New Business:

A. FY24 Audit Report: C. Johnson introduced Steve Salvesson from Smith, Schafer and Associates. S. Salvesson reported on the FY24 Audit that was conducted in October, 2024. GCED received an

unmodified “clean” opinion on the June 20, 2024 Financial Statements. This provides reasonable, but not absolute, assurance that the District’s financials are free of material misstatement. There were no findings under the Minnesota Legal Compliance. No findings under the Internal Control Letter and no findings with the Single Audit. T. Bjornstad motioned to approve the FY24 Audit. B. Brintnall seconded, motion passed 6-0.

- B. Acceptance of Donations/Grants Resolution:** Grant from the Liz Quackenbush Foundation in the amount of \$1500. Grant from The Jones Family Foundation in the amount of \$10,000 for the RBEC Coffee Shop. C. Johnson mentioned she will have Matt Rodgers present more information on the Liz Quackenbush Foundation donation at the next board meeting. C. Johnson commented that RBEC received two grants to fund a school-based coffee shop run by Liz Diggins’ work-based learning classes, students from the REACH and Pathways programs. The project aims to provide a meaningful and realistic setting for students to practice work skills. A budget was developed and the grants will fully cover the establishment costs. The coffee shop will be operating out of the concession stand that is located in the cafetorium. C. Johnson will have Liz Diggins do a small presentation at the next board meeting. M. Syverson motioned to accept the donations from the Liz Quackenbush Foundation and the Jones Family Foundation. D. Balow seconded, motion passed via a roll call vote. B. Brintnall-yes; J. Stehr-yes; T. Bjornstad-yes; D. Balow-yes; M. Syverson-yes; J. Lohmann-yes.
- C. Acceptance of Donations/Grants Resolution:** Future Forward Impact Grant from the Southeast Service Cooperative in the amount of \$11,500 for the RBEC Coffee Shop. M. Syverson motioned to accept the donation from the Southeast Service Cooperative. D. Balow seconded, motion passed via roll call vote. B. Brintnall-yes; J. Stehr-yes; T. Bjornstad-yes; D. Balow-yes; M. Syverson-yes; J. Lohmann-yes.
- D. Annual Policy Updates - 200 Series including:** C. Johnson mentioned in the GCED Administrative Handbook, this is the year that we review the 100, 200 and 300 policy series. This meeting we will be reviewing the 200 Series. These policies are considered to have non-substantial changes and can be approved in one meeting. Changes include new Minnesota laws and other legal sources or are clerical updates that do not affect the substance of the policy. J. Lohmann asked to pull policy 204 and 205 to further review posting of board minutes language. B. Brintnall motioned to approve all 200 series policies and table policies 204 and 205 until the next board meeting. J. Stehr seconded, motion passed 6-0.

202	Education District Board Officer
203	Operation of the Education District Board - Governing Rules
203.1	Education District Board Procedures; Rules of Order
203.2	Order of the Regular Education District Board Meeting
203.5	Education District Board Meeting Agenda
203.6	Consent Agendas
204	Education District Board Meeting Minutes
205	Open Meetings & Closed Meetings
206	Public Participation in Education District Board Meetings
207	Public Hearings
208	Development, Adoption, and Implementation of Policies
209	Code of Ethics
210	Conflict of Interest - Education District Board Meetings
211	Criminal or Civil Action Against Education District, Education District Board Member, Employee, or Student
213	Education District Board Committees
214	Out-Of-State Travel by Education District Board Members

VIII. Other: C. Johnson thanked the three board members that will be going off the GCED board.

IX. Comments: Board/Director

X. Next Meeting Date: January 23, 2025 at 7:00 PM at the River Bluff Education Center in Red Wing.

XI. Adjournment: J. Lohman motioned to adjourn. J. Stehr seconded, motion passed 6-0.

GOODHUE COUNTY EDUCATION DISTRICT
BOARD MINUTES
Wednesday, December 18, 2024 at 6:30 AM
River Bluff Education Center
395 Guernsey Ln.
Red Wing, MN 55066

MEMBERS PRESENT: J. Lohmann, J. Stehr, M. Syverson, B. Brintnall, D. Balow, T. Bjornstad

OTHERS: C. Johnson, C. Luhman

- I. Pledge of Allegiance:**
- II. Call to Order/Adoption of Agenda:** J. Lohmann called the meeting to order. T. Bjornstad motioned to adopt the agenda. D. Balow seconded, motion passed 6-0 via roll call vote. M. Syverson-yes; B. Brintnall-yes; D. Balow-yes; J. Stehr-yes; T. Bjornstad-yes; J. Lohmann-yes
- III. Resignation:** *Steven Latham, Science Teacher - RBEC effective 12/6/24*
J. Stehr motioned to approve the resignation of Steven Latham effective 12/6/24. B. Brintnall seconded, motion passed 6-0 via roll call vote. M. Syverson-yes; B. Brintnall-yes; D. Balow-yes; J. Stehr-yes; T. Bjornstad-yes; J.Lohmann-yes.
- IV. New Hire:** *Carla Contla, Cultural Liaison - RW/5RO effective 1/2/25; JaNae Boswell, Director of American Indian Education .2FTE - GCED/RBEC/5RO effective 1/2/25*
T. Bjornstad motioned to approve the new hires of Carla Contla and JaNae Boswell effective 1/2/25. J. Stehr seconded, motion passed 6-0 via roll call vote. M. Syverson-yes; B. Brintnall-yes; D. Balow-yes; J. Stehr-yes; T. Bjornstad-yes; J. Lohmann-yes.
- V. Adjournment:** J. Stehr motioned to adjourn. T. Bjornstad seconded, motion passed 6-0 via roll call vote. M. Syverson-yes; B. Brintnall-yes; D. Balow-yes; J. Stehr-yes; T. Bjornstad-yes; J. Lohmann-yes.

Goodhue County Ed District
Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
MERC		40280		Wire	1	03977	SOUTHEAST SERVICE COOPERATIVE		No	Yes	No	11/27/2024	111,720.66
MERC		40281		Wire	1	04060	PERA-PUBLIC EMPLOYEES RETIREMT		No	Yes	No	11/27/2024	9,597.81
MERC		40282		Wire	1	04062	MN TEACHERS RETIREMENT ASSOC		No	Yes	No	11/27/2024	61,551.62
MERC		40283		Wire	1	1280	DELTA DENTAL PLAN OF MN		No	Yes	No	11/27/2024	7,755.98
MERC		40284		Wire	1	2216	KWIK TRIP EXTENDED NETWORK		No	Yes	No	11/27/2024	698.41
MERC		40285		Wire	1	2284	E. B. C., LLC /ACS		No	Yes	No	11/27/2024	19,833.64
MERC		40286		Wire	1	2392	US DEPT. OF TREASURY		No	Yes	No	11/27/2024	99,529.25
MERC		40287		Wire	1	2396	MN Dept of Revenue		No	Yes	No	11/27/2024	18,422.99
MERC		40288		Wire	1	2501	Merchants Bank		No	Yes	No	11/27/2024	3,480.68
MERC		40289		Wire	1	3232	ENTERPRISE FM TRUST		No	Yes	No	11/27/2024	4,186.46
MERC		40319		Direct Pymt	1	00360	CARLSON, MELISSA		Yes	Yes	No	11/27/2024	40.53
MERC		40320		Direct Pymt	1	00707	MENARD'S RED WING		Yes	Yes	No	11/27/2024	30.27
MERC		40321		Direct Pymt	1	02672	METRO SALES, INC.		Yes	Yes	No	11/27/2024	757.71
MERC		40322		Direct Pymt	1	04565	ZUMBROTA-MAZEPPA PUBLIC SCHOOL		Yes	Yes	No	11/27/2024	1,017.93
MERC		40323		Direct Pymt	1	1468	RYAN MECHANICAL		Yes	Yes	No	11/27/2024	1,000.00
MERC		40324		Direct Pymt	1	1784	NCS PEARSON, INC.		Yes	Yes	No	11/27/2024	881.15
MERC		40325		Direct Pymt	1	1984	E. B. C., LLC/Flex Contributions		Yes	Yes	No	11/27/2024	481.25
MERC		40326		Direct Pymt	1	2410	SCHOOL MANAGEMENT SERVICES		Yes	Yes	No	11/27/2024	54,696.00
MERC		40327		Direct Pymt	1	2585	TEACHERS ON CALL		Yes	Yes	No	11/27/2024	1,642.83
MERC		40328		Direct Pymt	1	2645	WPS PUBLISHING		Yes	Yes	No	11/27/2024	693.00
MERC		40329		Direct Pymt	1	2951	SHI		Yes	Yes	No	11/27/2024	450.00
MERC		40330		Direct Pymt	1	3002	MOLDE-BOEDING, JAYNE		Yes	Yes	No	11/27/2024	341.03
MERC		40331		Direct Pymt	1	3145	MARQUARDT, JENNIFER		Yes	Yes	No	11/27/2024	83.08
MERC		40332		Direct Pymt	1	3282	PRESENCE LEARNING, INC		Yes	Yes	No	11/27/2024	64.48
MERC		40333		Direct Pymt	1	3328	LILJEVALL BRITTANY		Yes	Yes	No	11/27/2024	61.64
MERC		40334		Direct Pymt	1	3415	AMAZON CAPITAL SERVICES		Yes	Yes	No	11/27/2024	873.94
MERC		40335		Direct Pymt	1	3417	LEMMON, KELSEY		Yes	Yes	No	11/27/2024	74.37
MERC		40336		Direct Pymt	1	3440	KING, BRANDON		Yes	Yes	No	11/27/2024	285.42
MERC		40337		Direct Pymt	1	3468	YUSTEN, NIKKI		Yes	Yes	No	11/27/2024	164.82
MERC		40338		Direct Pymt	1	3532	LUNDBERG BOGNER, MICHELLE		Yes	Yes	No	11/27/2024	36.18
MERC		40339		Direct Pymt	1	3563	IMAGINE LEARNING, LLC		Yes	Yes	No	11/27/2024	115,022.00
MERC		40340		Direct Pymt	1	3592	PELLETIER, CORI		Yes	Yes	No	11/27/2024	17.42
MERC		40341		Direct Pymt	1	3603	HODGELL, LINDA		Yes	Yes	No	11/27/2024	48.24
MERC		40342		Direct Pymt	1	3617	DICK, OLIVIA		Yes	Yes	No	11/27/2024	542.70
MERC		40343		Direct Pymt	1	3628	AMPION PBC C/O DEPT. 8121		Yes	Yes	No	11/27/2024	5,908.67
MERC		40344		Direct Pymt	1	3673	AMPION PBC C/O DEPT. 8125		Yes	Yes	No	11/27/2024	116.00
MERC		40345		Direct Pymt	1	3741	KRUEGER, SAMANTHA		Yes	Yes	No	11/27/2024	25.46
MERC		40346		Direct Pymt	1	3747	HINRICHS, DEBRA		Yes	Yes	No	11/27/2024	500.00

**Goodhue County Ed District
Payment Reg by Bank and Check**

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
MERC		40347		Direct Pymt	1	3751	SABROWSKY, MEGAN		Yes	Yes	No	11/27/2024	500.00
MERC		40348		Direct Pymt	1	00360	CARLSON, MELISSA		Yes	Yes	No	12/13/2024	26.00
MERC		40349		Direct Pymt	1	04565	ZUMBROTA-MAZEPPA PUBLIC SCHOOL		Yes	Yes	No	12/13/2024	315.00
MERC		40350		Direct Pymt	1	09129	RED WING IND SCHOOL DIST 256		Yes	Yes	No	12/13/2024	3,495.00
MERC		40351		Direct Pymt	1	1483	LAKE CITY PUBLIC SCHOOLS		Yes	Yes	No	12/13/2024	862.50
MERC		40352		Direct Pymt	1	1497	BODENHAMER, SUSAN		Yes	Yes	No	12/13/2024	128.84
MERC		40353		Direct Pymt	1	1684	WILEY, ABBY		Yes	Yes	No	12/13/2024	62.98
MERC		40354		Direct Pymt	1	1984	E. B. C., LLC/Flex Contributions		Yes	Yes	No	12/13/2024	481.25
MERC		40355		Direct Pymt	1	2197	JOHNSON, CHERYL		Yes	Yes	No	12/13/2024	1,366.11
MERC		40356		Direct Pymt	1	2200	PETERSEN, LYNNE		Yes	Yes	No	12/13/2024	705.51
MERC		40357		Direct Pymt	1	2284	E. B. C., LLC /ACS		Yes	Yes	No	12/13/2024	138.40
MERC		40358		Direct Pymt	1	2386	HANSEN, CARRIE		Yes	Yes	No	12/13/2024	334.33
MERC		40359		Direct Pymt	1	2440	LIBERTY'S RESTAURANT		Yes	Yes	No	12/13/2024	196.08
MERC		40360		Direct Pymt	1	2585	TEACHERS ON CALL		Yes	Yes	No	12/13/2024	3,072.81
MERC		40361		Direct Pymt	1	2645	WPS PUBLISHING		Yes	Yes	No	12/13/2024	179.30
MERC		40362		Direct Pymt	1	2780	HOUGHTON MIFFLIN HARCOURT PUBL		Yes	Yes	No	12/13/2024	348.00
MERC		40363		Direct Pymt	1	2865	INTELLICENTS		Yes	Yes	No	12/13/2024	1,250.00
MERC		40364		Direct Pymt	1	2951	SHI		Yes	Yes	No	12/13/2024	960.00
MERC		40365		Direct Pymt	1	3277	BOOTH, LYNN		Yes	Yes	No	12/13/2024	205.69
MERC		40366		Direct Pymt	1	3282	PRESENCE LEARNING, INC		Yes	Yes	No	12/13/2024	1,140.68
MERC		40367		Direct Pymt	1	3414	COULSON, TESS		Yes	Yes	No	12/13/2024	163.48
MERC		40368		Direct Pymt	1	3415	AMAZON CAPITAL SERVICES		Yes	Yes	No	12/13/2024	1,051.96
MERC		40369		Direct Pymt	1	3421	ALBIN ACQUISITION CORP		Yes	Yes	No	12/13/2024	332.50
MERC		40370		Direct Pymt	1	3465	WEISENBECK, STEPHANIE		Yes	Yes	No	12/13/2024	9.38
MERC		40371		Direct Pymt	1	3496	TRAFERA		Yes	Yes	No	12/13/2024	439.80
MERC		40372		Direct Pymt	1	3616	PRICE, MORGAN		Yes	Yes	No	12/13/2024	519.92
MERC		40373		Direct Pymt	1	3628	AMPION PBC C/O DEPT. 8121		Yes	Yes	No	12/13/2024	4,778.74
MERC		40374		Direct Pymt	1	3673	AMPION PBC C/O DEPT. 8125		Yes	Yes	No	12/13/2024	98.70
MERC		40375		Direct Pymt	1	3736	EBERT. ABBY		Yes	Yes	No	12/13/2024	313.56
MERC		40376		Direct Pymt	1	3740	BONINE, KATHERINE		Yes	Yes	No	12/13/2024	160.80
MERC		40377		Direct Pymt	1	3753	GEVING, SAMANTHA		Yes	Yes	No	12/13/2024	500.00
MERC		40403		Wire	1	04060	PERA-PUBLIC EMPLOYEES RETIREMT		No	Yes	No	12/13/2024	8,857.73
MERC		40404		Wire	1	04062	MN TEACHERS RETIREMENT ASSOC		No	Yes	No	12/13/2024	61,961.42
MERC		40405		Wire	1	2216	KWIK TRIP EXTENDED NETWORK		No	Yes	No	12/13/2024	1,010.03
MERC		40406		Wire	1	2284	E. B. C., LLC /ACS		No	Yes	No	12/13/2024	19,629.47
MERC		40407		Wire	1	2392	US DEPT. OF TREASURY		No	Yes	No	12/13/2024	99,304.95
MERC		40408		Wire	1	2396	MN Dept of Revenue		No	Yes	No	12/13/2024	18,307.37
MERC		40409		Wire	1	2501	Merchants Bank		No	Yes	No	12/13/2024	3,393.72

**Goodhue County Ed District
Payment Reg by Bank and Check**

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
MERC		40410		Wire	1	3329	CHASE CARD SERVICES		No	Yes	No	12/13/2024	8,885.08
MERC		40411		Wire	1	3505	CAPITAL ONE		No	Yes	No	12/13/2024	350.53
MERC		40412		Wire	1	04060	PERA-PUBLIC EMPLOYEES RETIREMT		No	Yes	No	12/16/2024	150.98
MERC		40413		Wire	1	2392	US DEPT. OF TREASURY		No	Yes	No	12/16/2024	246.33
MERC		40414		Wire	1	2396	MN Dept of Revenue		No	Yes	No	12/16/2024	43.97
MERC		40427		Wire	1	2216	KWIK TRIP EXTENDED NETWORK		No	Yes	No	12/18/2024	634.10
MERC		40428		Wire	1	3232	ENTERPRISE FM TRUST		No	Yes	No	12/18/2024	4,101.52
MERC		40429		Direct Pymt	1	00510	ARNOLD'S SUPPLY & KLEENIT CO		Yes	Yes	No	12/18/2024	382.06
MERC		40430		Direct Pymt	1	00702	SOUTHPAW ENTERPRISES		Yes	Yes	No	12/18/2024	353.17
MERC		40431		Direct Pymt	1	00714	LRP PUBLICATIONS		Yes	Yes	No	12/18/2024	3,980.00
MERC		40432		Direct Pymt	1	02672	METRO SALES, INC.		Yes	Yes	No	12/18/2024	216.74
MERC		40433		Direct Pymt	1	09129	RED WING IND SCHOOL DIST 256		Yes	Yes	No	12/18/2024	500.00
MERC		40434		Direct Pymt	1	1326	AHERN, WENDY		Yes	Yes	No	12/18/2024	223.78
MERC		40435		Direct Pymt	1	1483	LAKE CITY PUBLIC SCHOOLS		Yes	Yes	No	12/18/2024	200.00
MERC		40436		Direct Pymt	1	2585	TEACHERS ON CALL		Yes	Yes	No	12/18/2024	2,118.85
MERC		40437		Direct Pymt	1	3010	BALOW, DAWN		Yes	Yes	No	12/18/2024	144.72
MERC		40438		Direct Pymt	1	3222	BAUER, SARAH		Yes	Yes	No	12/18/2024	1,268.31
MERC		40439		Direct Pymt	1	3328	LILJEVALL BRITTANY		Yes	Yes	No	12/18/2024	36.18
MERC		40440		Direct Pymt	1	3415	AMAZON CAPITAL SERVICES		Yes	Yes	No	12/18/2024	794.64
MERC		40441		Direct Pymt	1	3646	LOHMANN, JASON		Yes	Yes	No	12/18/2024	280.06
MERC		40442		Direct Pymt	1	3648	SYVERSON, MARILYN		Yes	Yes	No	12/18/2024	176.75
MERC		40443		Direct Pymt	1	3670	GREEN, MADELYN		Yes	Yes	No	12/18/2024	96.48
MERC		40444		Direct Pymt	1	3740	BONINE, KATHERINE		Yes	Yes	No	12/18/2024	120.60
MERC		40445		Direct Pymt	1	1984	E. B. C., LLC/Flex Contributions		Yes	No	No	01/02/2025	481.25
MERC		40448		Wire	1	04060	PERA-PUBLIC EMPLOYEES RETIREMT		No	No	No	01/02/2025	9,457.83
MERC		40449		Wire	1	04062	MIN TEACHERS RETIREMENT ASSOC		No	No	No	01/02/2025	60,444.85
MERC		40450		Wire	1	2284	E. B. C., LLC /ACS		No	No	No	01/02/2025	19,771.14
MERC		40451		Wire	1	2392	US DEPT. OF TREASURY		No	No	No	01/02/2025	97,972.60
MERC		40452		Wire	1	2396	MN Dept of Revenue		No	No	No	01/02/2025	18,029.18
MERC		40453		Wire	1	2501	Merchants Bank		No	No	No	01/02/2025	3,343.88
MERC		40454		Direct Pymt	1	00360	CARLSON, MELISSA		Yes	No	No	01/10/2025	46.36
MERC		40455		Direct Pymt	1	00510	ARNOLD'S SUPPLY & KLEENIT CO		Yes	No	No	01/10/2025	251.08
MERC		40456		Direct Pymt	1	02672	METRO SALES, INC.		Yes	No	No	01/10/2025	961.20
MERC		40457		Direct Pymt	1	1361	NOBLE, SHARON		Yes	No	No	01/10/2025	446.22
MERC		40458		Direct Pymt	1	1497	BODENHAMER, SUSAN		Yes	No	No	01/10/2025	94.87
MERC		40459		Direct Pymt	1	2200	PETERSEN, LYNNE		Yes	No	No	01/10/2025	299.49
MERC		40460		Direct Pymt	1	2440	LIBERTY'S RESTAURANT		Yes	No	No	01/10/2025	188.30
MERC		40461		Direct Pymt	1	2585	TEACHERS ON CALL		Yes	No	No	01/10/2025	3,018.60

**Goodhue County Ed District
Payment Reg by Bank and Check**

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
MERC		40462		Direct Pymt	1	2986	YUSTY-ROJAS, JEIMIMY		Yes	No	No	01/10/2025	170.18
MERC		40463		Direct Pymt	1	3414	COULSON, TESS		Yes	No	No	01/10/2025	214.40
MERC		40464		Direct Pymt	1	3415	AMAZON CAPITAL SERVICES		Yes	No	No	01/10/2025	436.94
MERC		40465		Direct Pymt	1	3465	WEISENBECK, STEPHANIE		Yes	No	No	01/10/2025	8.71
MERC		40466		Direct Pymt	1	3468	YUSTEN, NIKKI		Yes	No	No	01/10/2025	194.30
MERC		40467		Direct Pymt	1	3480	UMB BANK, N.A.		Yes	No	No	01/10/2025	1,250.00
MERC		40468		Direct Pymt	1	3504	SENECHALLE, MEGAN		Yes	No	No	01/10/2025	59.70
MERC		40469		Direct Pymt	1	3545	ROHAN, JILL		Yes	No	No	01/10/2025	216.41
MERC		40470		Direct Pymt	1	3563	IMAGINE LEARNING, LLC		Yes	No	No	01/10/2025	20,814.00
MERC		40471		Direct Pymt	1	3592	PELLETIER, CORI		Yes	No	No	01/10/2025	20.10
MERC		40472		Direct Pymt	1	3601	ESPIRICUETA VALDEZ, ILIANA		Yes	No	No	01/10/2025	951.40
MERC		40473		Direct Pymt	1	3603	HODGELL, LINDA		Yes	No	No	01/10/2025	87.77
MERC		40474		Direct Pymt	1	3616	PRICE, MORGAN		Yes	No	No	01/10/2025	322.94
MERC		40475		Direct Pymt	1	3670	GREEN, MADELYN		Yes	No	No	01/10/2025	80.40
MERC		40476		Direct Pymt	1	3681	QUELLE, REBECCA		Yes	No	No	01/10/2025	229.14
MERC		40477		Direct Pymt	1	3736	EBERT, ABBY		Yes	No	No	01/10/2025	272.02
MERC		40478		Direct Pymt	1	3741	KRUEGER, SAMANTHA		Yes	No	No	01/10/2025	20.10
MERC		40479		Direct Pymt	1	3744	TULIP, KAYCEE		Yes	No	No	01/10/2025	42.21
MERC		40499		Wire	1	03977	SOUTHEAST SERVICE COOPERATIVE		No	No	No	01/10/2025	119,401.88
MERC		40500		Wire	1	1280	DELTA DENTAL PLAN OF MN		No	No	No	01/10/2025	8,001.03
MERC		40501		Wire	1	2216	KWIK TRIP EXTENDED NETWORK		No	No	No	01/10/2025	288.00
MERC		40504		Direct Pymt	1	1984	E. B. C., LLC/Flex Contributions		Yes	No	No	01/15/2025	114.59
MERC		40505		Direct Pymt	1	3757	JACOBSON, SYDNEY		Yes	No	No	01/15/2025	172.86
MERC		40506		Wire	1	04060	PERA-PUBLIC EMPLOYEES RETIREMT		No	No	No	01/15/2025	8,584.72
MERC		40507		Wire	1	04062	MN TEACHERS RETIREMENT ASSOC		No	No	No	01/15/2025	61,487.14
MERC		40508		Wire	1	2284	E. B. C., LLC /ACS		No	No	No	01/15/2025	19,891.97
MERC		40509		Wire	1	2392	US DEPT. OF TREASURY		No	No	No	01/15/2025	98,038.75
MERC		40510		Wire	1	2396	MN Dept of Revenue		No	No	No	01/15/2025	17,891.50
MERC		40511		Wire	1	2501	Merchants Bank		No	No	No	01/15/2025	3,200.24
MERC		40512		Wire	1	04060	PERA-PUBLIC EMPLOYEES RETIREMT		No	No	No	01/16/2025	24.99
MERC		40513		Wire	1	2392	US DEPT. OF TREASURY		No	No	No	01/16/2025	27.30
MERC		40294	21670	Check	1	09163	ALLEGRA		Yes	Yes	No	11/27/2024	203.68
MERC		40317	21671	Check	1	3750	BEDOYA, HERNANDO		Yes	No	No	11/27/2024	246.84
MERC		40305	21672	Check	1	3155	BREDEMUS HARDWARE COMPANY, INI		Yes	Yes	No	11/27/2024	992.00
MERC		40292	21673	Check	1	09118	EDUCATION MN - GCED		Yes	Yes	No	11/27/2024	3,337.60
MERC		40310	21674	Check	1	3641	EMPLOYERS PREFERRED INS. CO		Yes	Yes	No	11/27/2024	3,501.40
MERC		40304	21675	Check	1	3126	FERNBROOK FAMILY CENTER		Yes	Yes	No	11/27/2024	32,632.09
MERC		40315	21676	Check	1	3748	GONZALEZ DE MACHADO, GLORIA		Yes	Yes	No	11/27/2024	269.42

Goodhue County Ed District
Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
MERC		40306	21677	Check	1	3235	Goodhue Co Ed Dist Paraprofessional Unic		Yes	Yes	No	11/27/2024	254.46
MERC		40291	21678	Check	1	01904	GOODHUE PUBLIC SCHOOL		Yes	Yes	No	11/27/2024	4,693.09
MERC		40318	21679	Check	1	3752	GREAT RIVER CONSULTING		Yes	Yes	No	11/27/2024	730.00
MERC		40309	21680	Check	1	3538	HEWLETT-PACKARD FINANCIAL SERVI		Yes	Yes	No	11/27/2024	20,162.74
MERC		40314	21681	Check	1	3743	HIAWATHA HOMECARE		Yes	Yes	No	11/27/2024	1,650.00
MERC		40293	21682	Check	1	09162	HILLYARD FLOOR CARE SUPPLY		Yes	Yes	No	11/27/2024	787.79
MERC		40297	21683	Check	1	2174	INNOVATIVE OFFICE SOLUTIONS		Yes	Yes	No	11/27/2024	69.26
MERC		40312	21684	Check	1	3680	LOYO, DALILA		Yes	Yes	No	11/27/2024	235.52
MERC		40307	21685	Check	1	3252	MDE-MCIS - ACT 621892		Yes	Yes	No	11/27/2024	349.20
MERC		40301	21686	Check	1	2434	MIN DEPT OF HEALTH SERVICES		Yes	Yes	No	11/27/2024	700.00
MERC		40300	21687	Check	1	2433	MIN STATE COLLEGE SOUTHEAST		Yes	Yes	No	11/27/2024	5,900.00
MERC		40308	21688	Check	1	3296	MUTUAL OF OMAHA		Yes	Yes	No	11/27/2024	3,396.26
MERC		40296	21689	Check	1	1300	OAKTREE PRODUCTS, INC.		Yes	Yes	No	11/27/2024	115.98
MERC		40313	21690	Check	1	3689	ORTIZ ARIZMENDI, WILLIAMS SERGHE		Yes	Yes	No	11/27/2024	289.34
MERC		40295	21691	Check	1	1150	PHONAK, LLC		Yes	Yes	No	11/27/2024	18.16
MERC		40290	21692	Check	1	00670	RATWIK ROSZAK & MALONEY PA		Yes	Yes	No	11/27/2024	818.50
MERC		40303	21693	Check	1	3078	SHRED-N-GO-446138		Yes	Yes	No	11/27/2024	81.93
MERC		40298	21694	Check	1	2212	SMITH-SCHAFFER & ASSOC., LTD		Yes	Yes	No	11/27/2024	8,000.00
MERC		40316	21695	Check	1	3749	SORENSON, SARA		Yes	Yes	No	11/27/2024	72.36
MERC		40299	21696	Check	1	2234	SOUTHWEST/WST CENTRAL SERV.COC		Yes	Yes	No	11/27/2024	47,497.48
MERC		40302	21697	Check	1	3011	U.S. BANK EQUIPMENT FINANCE		Yes	Yes	No	11/27/2024	290.00
MERC		40311	21698	Check	1	3678	VAUCHER, ELIZABETH		Yes	Yes	No	11/27/2024	1,252.29
MERC		40399	21699	Check	1	3586	ADAM'S PEST CONTROL - MAIN		Yes	Yes	No	12/13/2024	51.00
MERC		40381	21700	Check	1	01903	CANNON FALLS ISD #252		Yes	Yes	No	12/13/2024	1,057.50
MERC		40379	21701	Check	1	00433	CITY OF RED WING		Yes	Yes	No	12/13/2024	2,230.10
MERC		40396	21702	Check	1	3242	CORPORATE MECHANICAL		Yes	Yes	No	12/13/2024	635.00
MERC		40387	21703	Check	1	1850	DAKOTA COUNTY TECH. COLLEGE		Yes	No	No	12/13/2024	1,850.88
MERC		40383	21704	Check	1	09118	EDUCATION MN - GCED		Yes	Yes	No	12/13/2024	3,337.60
MERC		40401	21705	Check	1	3718	GARCIA, MONICA		Yes	No	No	12/13/2024	233.24
MERC		40395	21706	Check	1	3235	Goodhue Co Ed Dist Paraprofessional Unic		Yes	Yes	No	12/13/2024	254.46
MERC		40382	21707	Check	1	01904	GOODHUE PUBLIC SCHOOL		Yes	Yes	No	12/13/2024	457.50
MERC		40378	21708	Check	1	00367	KENYON-WANAMINGO PUBLIC SCHOC		Yes	Yes	No	12/13/2024	285.00
MERC		40393	21709	Check	1	2960	LANGUAGE LINE SERVICES		Yes	Yes	No	12/13/2024	143.00
MERC		40400	21710	Check	1	3672	LEXIKEET, LLC		Yes	No	No	12/13/2024	26.25
MERC		40388	21711	Check	1	1974	MACGILL		Yes	Yes	No	12/13/2024	104.02
MERC		40392	21712	Check	1	2819	MIDWEST SPECIAL INSTRUMENTS		Yes	Yes	No	12/13/2024	228.00
MERC		40390	21713	Check	1	2433	MIN STATE COLLEGE SOUTHEAST		Yes	Yes	No	12/13/2024	2,688.00
MERC		40398	21714	Check	1	3495	O'ROURKE MEDIA GROUP		Yes	Yes	No	12/13/2024	387.39

Goodhue County Ed District
Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
MERC		40391	21715	Check	1	2648	OTICON		Yes	No	No	12/13/2024	639.99
MERC		40384	21716	Check	1	1150	PHONAK, LLC		Yes	Yes	No	12/13/2024	81.84
MERC		40380	21717	Check	1	00443	RED WING ACE HARDWARE		Yes	Yes	No	12/13/2024	30.57
MERC		40389	21718	Check	1	2212	SMITH-SCHAFFER & ASSOC., LTD		Yes	Yes	No	12/13/2024	8,500.00
MERC		40397	21719	Check	1	3339	SOLOPROTECT		Yes	No	No	12/13/2024	13,920.00
MERC		40402	21720	Check	1	3742	TeachTown		Yes	Yes	No	12/13/2024	42,555.82
MERC		40385	21721	Check	1	1617	THERAPY SHOPPE INC.		Yes	No	No	12/13/2024	30.97
MERC		40394	21722	Check	1	3011	U.S. BANK EQUIPMENT FINANCE		Yes	Yes	No	12/13/2024	212.00
MERC		40386	21723	Check	1	1789	UPS		Yes	Yes	No	12/13/2024	39.42
MERC		40426	21724	Check	1	3756	ALBOUM TRANSLATION SERVICES		Yes	No	No	12/18/2024	521.50
MERC		40421	21725	Check	1	3688	DICKE, ADAM		Yes	No	No	12/18/2024	270.00
MERC		40417	21726	Check	1	2871	EMC Insurance Companies		Yes	Yes	No	12/18/2024	7,894.06
MERC		40423	21727	Check	1	3752	GREAT RIVER CONSULTING		Yes	Yes	No	12/18/2024	425.00
MERC		40416	21728	Check	1	2279	HAUGEN, TERRA		Yes	Yes	No	12/18/2024	500.00
MERC		40422	21729	Check	1	3743	HIAWATHA HOMECARE		Yes	No	No	12/18/2024	1,365.00
MERC		40415	21730	Check	1	00367	KENYON-WANAMINGO PUBLIC SCHOC		Yes	No	No	12/18/2024	100.00
MERC		40425	21731	Check	1	3755	MINNESOTA ESPRESSO LLC		Yes	Yes	No	12/18/2024	7,202.95
MERC		40424	21732	Check	1	3754	OELTJEN, HEATH		Yes	Yes	No	12/18/2024	90.00
MERC		40420	21733	Check	1	3495	O'ROURKE MEDIA GROUP		Yes	Yes	No	12/18/2024	213.60
MERC		40419	21734	Check	1	3121	RED WING AREA CHAMBER OF COMMI		Yes	Yes	No	12/18/2024	375.00
MERC		40418	21735	Check	1	3078	SHRED-N-GO-446138		Yes	Yes	No	12/18/2024	81.93
MERC		40446	21736	Check	1	09118	EDUCATION MN - GCED		Yes	No	No	01/02/2025	3,301.12
MERC		40447	21737	Check	1	3235	Goodhue Co Ed Dist Paraprofessional Unic		Yes	No	No	01/02/2025	289.90
MERC		40494	21738	Check	1	3586	ADAM'S PEST CONTROL - MAIN		Yes	No	No	01/10/2025	51.00
MERC		40492	21739	Check	1	3347	ASL INTERPRETING SERVICES, INC		Yes	No	No	01/10/2025	143.00
MERC		40493	21740	Check	1	3505	CAPITAL ONE		Yes	No	No	01/10/2025	2,633.77
MERC		40490	21741	Check	1	3329	CHASE CARD SERVICES		Yes	No	No	01/10/2025	13,085.92
MERC		40480	21742	Check	1	00433	CITY OF RED WING		Yes	No	No	01/10/2025	2,295.25
MERC		40495	21743	Check	1	3641	EMPLOYERS PREFERRED INS. CO		Yes	No	No	01/10/2025	3,501.40
MERC		40488	21744	Check	1	3126	FERNBROOK FAMILY CENTER		Yes	No	No	01/10/2025	32,632.09
MERC		40497	21745	Check	1	3743	HIAWATHA HOMECARE		Yes	No	No	01/10/2025	9,900.00
MERC		40486	21746	Check	1	2174	INNOVATIVE OFFICE SOLUTIONS		Yes	No	No	01/10/2025	185.25
MERC		40491	21747	Check	1	3337	KEVIN'S SERVICE		Yes	No	No	01/10/2025	648.16
MERC		40489	21748	Check	1	3296	MUTUAL OF OMAHA		Yes	No	No	01/10/2025	3,373.40
MERC		40485	21749	Check	1	1914	PERRYMAN, PENNY		Yes	No	No	01/10/2025	2,452.32
MERC		40482	21750	Check	1	06510	PRO-ED, INC		Yes	No	No	01/10/2025	180.40
MERC		40481	21751	Check	1	00670	RATWIK ROSZAK & MALONEY PA		Yes	No	No	01/10/2025	106.00
MERC		40498	21752	Check	1	3749	SORENSEN, SARA		Yes	No	No	01/10/2025	9.26

Goodhue County Ed District
Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
MERC	40484	21753	Check	1	1855		TOM PARKER ELECTRIC		Yes	No	No	01/10/2025	230.00
MERC	40487	21754	Check	1	3011		U.S. BANK EQUIPMENT FINANCE		Yes	No	No	01/10/2025	502.00
MERC	40496	21755	Check	1	3716		UNITED TRANSLATION SERVICES, LLC		Yes	No	No	01/10/2025	120.00
MERC	40483	21756	Check	1	1789		UPS		Yes	No	No	01/10/2025	54.68
MERC	40502	21757	Check	1	09118		EDUCATION MN - GCED		Yes	No	No	01/15/2025	3,301.12
MERC	40503	21758	Check	1	3235		Goodhue Co Ed Dist Paraprofessional Unic		Yes	No	No	01/15/2025	289.90
Bank Total:												\$1,678,714.94	
Report Total:												\$1,678,714.94	

C. Staff Updates:

1. **Resignations:** *Cami Sells, Social Studies Teacher - 5RO effective 1/20/25; JaNae Bowsell, Director of American Indian Education - GCED effective immediately*
2. **New Hire:** *Dalila Loyo, EL/ML Teacher - Lake City effective 2025-2026 SY or earlier if released; Teasha Archambault 0.2 PT effective 01/20/2025; Jayne Molde-Boeding 0.2 PT effective 01/20/2025*
3. **Transfers:**
4. **Re-assignment:**

XIX. **Public Input:** The policy of the education district board is to encourage discussion by persons of subjects related to the management of the district at board meetings. The board shall, as a matter of policy, protect the legal rights to privacy and due process of employees and students. Persons who wish to have a subject discussed at a public board meeting must notify the executive director's office in advance of the board meeting. The person should provide his or her name, address, the name of group represented (if any), and the subject to be covered or the issue to be addressed. The board retains the discretion to limit discussion of any agenda item to a reasonable period of time as determined by the board.

XX. **Reports and Communication:**

- A. Business Manager Report

19

Goodhue County Ed District Reconciliation Worksheet Report 12/31/2024

Audit No	Statement Date	Co	Bank Code	Bank Name/Description
1551	12/31/2024	6051	MERC	MERCHANTS BANK GENERAL

Statement Amount 550,937.62

Deposits in Transit 0.00

Outstanding Payments

Checks 20,289.99

Wires 0.00

SHR - Payments 0.00

SHR - Third Party 0.00

Cash 0.00

ACH 0.00

Adjustment Amount 209,307.48

Amount Per Bank 739,955.11

GL Account Balance 739,955.11

Co L Fd Org Pro Crs Fin O/S
6051 B 01 101 000

Ty
F

Difference 0.00

Adjustments

Manual	12/31/2024	EBC	Wire	19,771.14	BKD JAN
Manual	12/31/2024	HSA	Wire	3,343.88	BKD JAN
Manual	12/31/2024	IRS	Wire	97,972.60	BKD JAN
Manual	12/31/2024	KWIK TRIP	Wire	288.00	BKD JAN
Manual	12/31/2024	MN REV	Wire	18,029.18	BKD JAN
Manual	12/31/2024	PERA	Wire	9,457.83	BKD JAN
Manual	00/00/0000	TRA	Wire	60,444.85	BKD JAN

Business Manager Report 1-23-25

Budget 2024-25 as of 12/31/24

We have received \$7,295,280 or 37.18% of the adopted budget, compared to 33.51% at Dec 31, 2023 and 35.42% at Dec 31, 2022. We have expended \$7,018,539 or 35.54% of the adopted expense budget, compared to 32.92% at Dec 31, 2023 and 34.50% at Dec 31, 2022.

Cash Flow

For your information. Cash flow is very tight right now as we get ready to make our semi-annual lease payment. It improves later this winter into spring as we start building cash balance to make the July payment.

Nov and Dec Bank Recs

Attached for your information.

Enrollment

We have decreased 1 student since November. Below is the change by program.

Program	Nov 24	Jan 25	Change
REACH	55	56	+1
STEP	15	15	0
Pathways 6-7	10	10	0
Pathways 8-12	31	35	+4
5RO Elementary	25	27	+2
5RO Secondary FT	230	221	-9
5RO Secondary PT	105	106	+1
Total	471	470	-1



GOODHUE CO ED DISTRICT
2024-25 CASH FLOW
AS OF 1-16-25

JULY

DATE	ACCOUNTS PAYABLE	PAYROLL	MISC. RECEIPTS	STATE AID	FEDERAL GRANT	RUNNING BALANCE
7/1/2024	(20,928.28)	(9,194.74)	-		180.54	1,166,131.27
7/9/2024	(430,444.50)	-	255.36		-	735,942.13
7/15/2024	(215,249.41)	(301,019.29)	-	615,136.93	-	834,810.36
7/20/2024	(270,423.19)	-	566,979.61		-	1,131,366.78
7/31/2024	(197,465.86)	(265,620.92)	3,541.59	89,355.93		761,177.52
ENDING BALANCE	(1,134,511.24)	(575,834.95)	570,776.56	704,492.86	180.54	761,177.52

AUGUST

DATE	ACCOUNTS PAYABLE	PAYROLL	MISC. RECEIPTS	STATE AID	FEDERAL GRANT	RUNNING BALANCE
8/1/2024		-	262,301.05			1,023,478.57
8/4/2024	(355,715.77)	-	-		-	667,762.80
8/15/2024	(237,065.62)	(343,024.91)		339,552.54	-	427,224.81
8/17/2024	(234,651.62)	-	575,308.28			767,881.47
8/30/2024	(199,410.49)	(267,390.10)	599,822.03	733,458.21		1,634,361.12
ENDING BALANCE	(1,026,843.50)	(610,415.01)	1,437,431.36	1,073,010.75	-	1,634,361.12

SEPTEMBER

DATE	ACCOUNTS PAYABLE	PAYROLL	MISC. RECEIPTS	STATE AID	FEDERAL GRANT	RUNNING BALANCE
9/1/2024	(670,307.09)	-	326,141.94		239,257.93	1,529,453.90
9/15/2024	(223,964.95)	(303,040.23)	15,065.60	154,323.75	17,931.01	1,189,769.08
9/17/2024	(1,043,703.19)	-	407,172.99		-	553,238.88
9/30/2024	(213,866.69)	(289,324.42)	530,764.35	457,190.06	427,848.88	1,465,851.06
ENDING BALANCE	(2,151,841.92)	(592,364.65)	1,279,144.88	611,513.81	685,037.82	1,465,851.06

OCTOBER

DATE	ACCOUNTS PAYABLE	PAYROLL	MISC. RECEIPTS	STATE AID	FEDERAL GRANT	RUNNING BALANCE
10/1/2024	(279,762.16)	-	-		-	1,186,088.90
10/9/2024	-	-	76,171.00			1,262,259.90
10/15/2024	(386,994.03)	(297,710.71)		100,686.08	-	678,241.24
10/20/2024	-	-	472,857.71		-	1,151,098.95
10/31/2024	(235,348.44)	(318,667.31)	3,238.09	421,982.25	16,008.41	1,038,311.95
ENDING BALANCE	(902,104.63)	(616,378.02)	552,266.80	522,668.33	16,008.41	1,038,311.95

NOVEMBER

DATE	ACCOUNTS PAYABLE	PAYROLL	MISC. RECEIPTS	STATE AID	FEDERAL GRANT	RUNNING BALANCE
11/1/2024	(195,869.57)	-	-		-	842,442.38
11/5/2024	-	-			6,379.90	848,822.28
11/15/2024	(290,755.88)	(301,627.81)	276,480.59	109,044.62	-	641,963.80
11/20/2024	-	-	358,359.82			1,000,323.62
11/30/2024	(661,847.94)	(296,897.56)	139,756.73	203,746.08	-	385,080.93
ENDING BALANCE	(1,148,473.39)	(598,525.37)	774,597.14	312,790.70	6,379.90	385,080.93

DECEMBER

DATE	ACCOUNTS PAYABLE	PAYROLL	MISC. RECEIPTS	STATE AID	FEDERAL GRANT	RUNNING BALANCE
12/1/2024	-	-	10,674.32		-	395,755.25
12/8/2024	-	-			337,219.94	732,975.19
12/15/2024	(325,317.17)	(293,198.74)	157,414.76	240,810.56		512,684.60
12/20/2024	(35,108.28)	-	419,390.13			896,966.45
12/31/2024	(209,256.42)	(293,433.89)	5,308.27	131,351.22	-	530,935.63
ENDING BALANCE	(569,681.87)	(586,632.63)	592,787.48	372,161.78	337,219.94	530,935.63

JANUARY

DATE	ACCOUNTS PAYABLE	PAYROLL	MISC. RECEIPTS	STATE AID	FEDERAL GRANT	RUNNING BALANCE
1/1/2025	(4,072.27)	-	183,408.38	-	-	710,271.74
1/8/2025	(230,491.65)	-	201,439.81	-	-	681,219.90
1/15/2025	(213,025.08)	(287,271.22)	-	8,858.75	336,922.90	526,705.25
1/20/2025	(783,510.95)	-	322,315.70	-	-	65,510.00
1/31/2025	-	(275,249.43)	151,320.75	175,277.48	1,603.66	118,462.46
ENDING BALANCE	(1,231,099.95)	(562,520.65)	-	858,484.63	184,136.23	338,526.56

FEBRUARY

DATE	ACCOUNTS PAYABLE	PAYROLL	MISC. RECEIPTS	STATE AID	FEDERAL GRANT	RUNNING BALANCE
2/1/2025	(402,446.18)	-	213,371.69	-	22,919.27	(47,692.76)
2/15/2025	(195,550.90)	(286,735.61)	177,267.30	188,890.55	6,035.04	(157,786.38)
2/20/2025	(48,060.06)	-	277,058.20	-	-	71,211.75
2/28/2025	(531,427.76)	(277,444.74)	279,117.60	408,918.69	161,373.18	111,748.72
ENDING BALANCE	(1,177,484.91)	(564,180.35)	-	946,814.79	597,809.24	190,327.49

MARCH

DATE	ACCOUNTS PAYABLE	PAYROLL	MISC. RECEIPTS	STATE AID	FEDERAL GRANT	RUNNING BALANCE
3/1/2025	-	-	305,591.48	-	28,788.70	446,128.89
3/15/2025	(411,889.95)	(277,398.66)	236,935.96	285,343.34	-	279,119.57
3/20/2025	-	-	363,513.45	-	-	642,633.02
3/31/2025	(432,403.77)	(274,877.81)	70,548.50	342,412.00	-	348,311.94
ENDING BALANCE	(844,293.72)	(552,276.47)	-	976,589.38	627,755.34	28,788.70

APRIL

DATE	ACCOUNTS PAYABLE	PAYROLL	MISC. RECEIPTS	STATE AID	FEDERAL GRANT	RUNNING BALANCE
4/9/2025	-	-	151,518.81	-	-	499,830.75
4/15/2025	(360,107.20)	(263,326.75)	602,324.55	228,274.67	263,759.95	970,756.98
4/20/2025	-	-	256,476.55	-	-	1,227,232.53
4/30/2025	(433,369.45)	(302,357.65)	2,256.88	455,312.17	-	949,074.48
ENDING BALANCE	(793,476.65)	(565,684.39)	-	1,012,576.79	683,586.84	263,759.95

MAY

DATE	ACCOUNTS PAYABLE	PAYROLL	MISC. RECEIPTS	STATE AID	FEDERAL GRANT	RUNNING BALANCE
5/1/2025	(251,706.29)	-	-	-	862.59	698,230.78
5/15/2025	(343,011.36)	(305,000.00)	232,147.96	285,343.34	-	567,710.71
5/20/2025	(154,144.83)	-	351,448.48	-	-	765,014.36
5/31/2025	(234,354.48)	(338,897.46)	221,192.30	285,343.34	-	698,298.07
ENDING BALANCE	(983,216.95)	(643,897.46)	-	804,788.74	570,686.67	862.59

JUNE

DATE	ACCOUNTS PAYABLE	PAYROLL	MISC. RECEIPTS	STATE AID	FEDERAL GRANT	RUNNING BALANCE
6/1/2025	(489,389.13)	-	704,652.44	-	-	913,561.38
6/15/2025	(223,675.69)	(319,983.92)	375,050.79	-	-	744,952.56
6/20/2025	-	-	439,044.67	285,343.34	-	1,469,340.56
6/30/2025	(411,775.79)	(296,362.63)	105,758.69	-	323,955.28	1,190,916.13
ENDING BALANCE	(1,124,840.60)	(616,346.54)	-	1,624,506.58	285,343.34	323,955.28

TOTALS	(13,087,869.33)	(7,085,056.50)	-	11,430,765.14	6,545,955.88	2,191,047.18	1,190,916.13
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REVENUE & EXPENDITURE SUMMARY BY SOURCE, OBJECT SERIES & PROGRAM SERIES

Goodhue Co Ed District | December 31, 2024

REVENUE CATEGORIES				December	December	December				December	December	
	June 30, 2023	June 30, 2024	Adopted Budget	31, 2024	31, 2023	31, 2022	% of Budget Received	% of Actuals Received	% of Actuals Received	Current YTD vs. PYTD	31, 2023	31, 2022
STATE	5,526,275	6,262,303	6,340,963	2,106,212	4,234,751		33.22%	30.71%	31.79%	183,117	1,923,095	1,756,591
FEDERAL	2,587,427	2,370,023	2,178,935	337,220	1,841,715		15.48%	30.52%	29.58%	(386,038)	723,258	765,421
LOCAL SALES, INS RECOVERY & JUDGEMENTS	(38)	19,221	0	0	0		0.00%	0.00%	0.00%	0	0	0
LOCAL (FEES, INTEREST, ETC.)	9,891,895	11,284,638	11,104,042	4,851,848	6,252,194		43.69%	35.76%	38.98%	816,871	4,034,977	3,856,220
TOTALS	18,005,558	19,936,185	19,623,940	7,295,280	12,328,660		37.18%	33.51%	35.42%	613,950	6,681,330	6,378,233

EXPENDITURES (OBJECT SERIES)				December	December	December				December	December	
	June 30, 2023	June 30, 2024	Adopted Budget	31, 2024	31, 2023	31, 2022	% of Budget Expended	% of Actuals Expended	% of Actuals Expended	Current YTD vs. PYTD	31, 2023	31, 2022
SALARIES & WAGES	9,460,185	10,093,545	11,007,974	4,106,276	6,901,698		37.30%	36.37%	38.14%	434,917	3,671,359	3,608,369
EMPLOYEE BENEFITS	2,512,992	2,843,575	2,993,894	1,161,202	1,832,692		38.79%	35.47%	38.12%	152,552	1,008,650	957,952
PURCHASED SERVICES	4,342,464	5,105,484	3,876,561	827,432	3,049,129		21.34%	21.33%	22.54%	(261,345)	1,088,777	978,865
SUPPLIES	742,772	819,001	691,907	567,870	124,037		82.07%	68.08%	59.86%	10,274	557,596	444,626
EQUIPMENT	1,122,686	1,073,045	1,150,815	331,224	819,591		28.78%	23.71%	27.20%	76,794	254,430	305,360
OTHER EXPENDITURES	119,374	124,731	26,626	24,536	2,090		92.15%	18.35%	14.96%	1,645	22,892	17,864
TOTALS	18,300,473	20,059,380	19,747,777	7,018,539	12,729,238		35.54%	32.92%	34.50%	414,836	6,603,703	6,313,037

EXPENDITURES (PROGRAM SERIES)				December	December	December				December	December	
	June 30, 2023	June 30, 2024	Adopted Budget	31, 2024	31, 2023	31, 2022	% of Budget Expended	% of Actuals Expended	% of Actuals Expended	Current YTD vs. PYTD	31, 2023	31, 2022
SITE ADMINISTRATION	320,461	357,053	380,753	189,288	191,465		49.71%	46.50%	44.83%	23,272	166,016	143,672
DISTRICT ADMINISTRATION	68,996	92,977	77,591	45,321	32,270		58.41%	42.07%	53.86%	6,205	39,116	37,164
SUPPORT SERVICES	250,828	338,571	297,375	312,740	(15,365)		105.17%	89.68%	105.45%	9,094	303,645	264,496
REGULAR INSTRUCTION	3,033,317	3,275,290	2,906,194	911,240	1,994,954		31.36%	22.43%	23.22%	176,494	734,746	704,434
VOCATIONAL INSTRUCTION	299,927	454,237	454,250	159,512	294,738		35.12%	25.73%	28.46%	42,630	116,883	85,368
SPECIAL EDUCATION	10,162,969	10,794,455	10,988,391	3,990,140	6,998,251		36.31%	35.92%	37.83%	113,309	3,876,832	3,844,536
INSTRUCTIONAL SUPPORT	752,469	893,095	604,624	331,706	272,918		54.86%	36.81%	31.90%	2,972	328,734	240,056
PUPIL SUPPORT SERVICES	1,982,331	2,499,034	2,572,894	791,302	1,781,592		30.76%	30.13%	33.22%	38,220	753,082	658,527
FACILITIES	1,429,174	1,354,668	1,465,705	287,290	1,178,415		19.60%	21.01%	23.43%	2,640	284,650	334,784
TOTALS	18,300,473	20,059,380	19,747,777	7,018,539	12,729,238		35.54%	32.92%	34.50%	414,836	6,603,703	6,313,037

SUMMARY - ALL FUNDS				December	December	December				December	December	
	June 30, 2023	June 30, 2024	Adopted Budget	31, 2024	31, 2023	31, 2022	% of Budget Expended	% of Actuals Expended	% of Actuals Expended	Current YTD vs. PYTD	31, 2023	31, 2022
SUMMARY												
REVENUE	18,005,558	19,936,185	19,623,940	7,295,280	12,328,660		37.18%	33.51%	35.42%	613,950	6,681,330	6,378,233
EXPENDITURES	18,300,473	20,059,380	19,747,777	7,018,539	12,729,238		35.54%	32.92%	34.50%	414,836	6,603,703	6,313,037
SPENDING VARIANCE	(294,915)	(123,195)	(123,837)	276,741	N/A		N/A	N/A	N/A	199,114	77,627	65,196

As of 1-6-25

District	REACH / Setting IV	STEP	Pathways 6-7	Pathways 8-12	5RO Elementary	5RO Secondary	5RO Part Time	Total
Cannon Falls	2	3		5	1	21	42	74
Goodhue	2	1		1	1	5	4	14
Kenyon-Wanamingo	10	3			1	12	14	40
Lake City	5	2	1	3	0	23	23	57
Red Wing	32	3	9	24	16	100	5	189
Zumbrota-Mazeppa	4	3		1	3	11	11	33
Non Members	1	0		1	5	49	7	63
Total Program	56	15	10	35	27	221	106	470

Total Special Ed	56	15		9	5	47	1	133
Percent Special Ed	100.00%	100.00%	0.00%	25.71%	18.52%	21.27%	0.94%	28.30%

Color Code Key

	MDE Tuition Billing System	24
	Billed to Districts at or below APU amount	
	Billed to Districts throughout year for cash flow and trued up at year end (Open Enrollment)	

**Goodhue County Ed District
Reconciliation Worksheet Report
11/30/2024**

Audit No	Statement Date	Co	Bank Code	Bank Name/Description
1549	11/30/2024	6051	MERC	MERCHANTS BANK GENERAL

Worksheet has been Finalized

Statement Amount 742,866.98

Deposits in Transit 0.00

Outstanding Payments

Checks 151,280.46

Wires 157,733.27

SHR - Payments 0.00

SHR - Third Party 0.00

Cash 0.00

ACH 0.00

Adjustment Amount (48,772.32)

Amount Per Bank 385,080.93

GL Account Balance 385,080.93

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty
6051	B	01	101	000				F

Difference 0.00

Adjustments

Manual	11/30/2024	KT	Wire	347.46	KWIK TRIP BKD IN DEC
Manual	11/30/2024	SWEEP	Deposit	(49,119.78)	FROM SWEEP

WORK BASED LEARNING UPDATE

Goodhue County Education District Board Meeting
January 23, 2025

BLUFFVIEW COFFEE SHOP

- Grant funding for project from:
 - Future Forward Grant \$11,500
 - Jones Family Foundation \$10,000



Grant funds will cover 100% of the start up costs for infrastructure (water line & sink), espresso machine, coffee brewer, grinder, work tables, refrigerator and other miscellaneous costs. We are waiting for the sink and water lines to be installed. Once that is completed the espresso machine & brewer are ready to be installed.

BLUFF VIEW COFFEE SHOP

- This will be the home of the coffee shop.
- Equipment is coming in slowly
- We hope to be open for business initially to staff starting the first week in February.

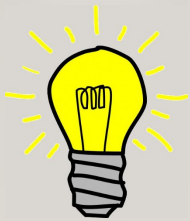


LIMB LAB

- What is the Limb Lab?
 - Brandon Sampson & Marty Frana started the Limb Lab in Rochester 11 years ago.
 - They make prosthetic devices for individuals with the outlook of what a person CAN do after limb-loss rather than focusing on their limitations.
 - They individualize their care to each patient's individual needs. The patient is at the center of all that they do.
 - Community outreach is one of the core pillars of their business model ... which leads to the story of how their path crossed with us.

WHAT NEED IS DRIVING THIS PARTNERSHIP?

- The Limb Lab produces custom made orthotic insoles for individuals with diabetes. Their current production partner is unable to keep up with the demand and turn the product around in a timely manner.
- They began brainstorming about how to relieve this pain point ...



What if they could partner with a work based learning program to give students real world work experience and solve their demand issues?

OUR NEW PARTNERSHIP WITH THE LIMB LAB

- The GCED was chosen to be one of two pilot sites in southeastern MN for the Limb Lab's school based production.
- Our students will be producing insoles during their work based learning class periods.
- Students from all of the programs at RBEC will be participating - Pathways, Reach and STEP will all have class periods where they are producing insoles.



QUESTIONS??



GOODHUE COUNTY EDUCATION DISTRICT #6051

395 Guernsey Lane, Red Wing, MN 55066 · Phone 651.388.4441 · Fax 651.388.9557

Member Districts: Cannon Falls #252 · Goodhue #253 · Kenyon Wanamingo #2172 · Lake City #813 · Red Wing #256 · Zumbrota Mazeppa #2805

Liz Quackenbush Foundation Grant
<https://lizquackenbushfoundation.org/>

On October 1, 2024 we received a \$1500 grant from the Liz Quackenbush Foundation to continue to support our students being introduced to the outdoors in an educational setting. The GCED Board accepted this grant at their last board meeting. This will continue to allow us to take students on outdoor field trips to do the following:

- Kayaking
- Winter survival lessons
- Fishing / Ice Fishing
- Hiking
- Outdoor cooking
- Frisbee golfing

With these funds we were able to fulfill some needs in the following areas:

- Ice fishing equipment to take students out and introduce this sport to many students
 - Safety equipment like ice picks and rescue ropes
- Fishing equipment
- Replacement kayak paddle
- More warm winter gear to encourage outdoor activities in the cold weather months
- School store items to encourage outdoor activities (Our students are able to earn points each day for positive behavior and are able to purchase items in our school store with those points)
 - Fishing tackle
 - Fishing poles
 - Outdoor games

Thank you to the GCED Board for continuing to support our mission of introducing the outdoors to our students.

Matt Rodgers
School Social Worker

Ensuring Students with Disabilities Receive Special Instruction and Services, as Appropriate, During Planned Asynchronous Instruction E-Learning Days

The Minnesota Department of Education (MDE), General Counsel-Dispute Resolution, has developed this document to provide technical assistance to parents, school districts, and charter schools to ensure children with disabilities receive special instruction and services, as appropriate, during planned asynchronous instruction e-learning days.¹

The intention of this document is to provide helpful, general information to the public. It does not constitute legal advice nor is it a substitute for consulting with a licensed attorney. The information below should not be relied upon as a comprehensive or definitive rendition of application of federal and state laws.

Asynchronous Instruction E-Learning

“Asynchronous instruction” or “asynchronous learning” are not defined in the Individuals with Disabilities Education Act (IDEA) or Minnesota’s statute, regulation, or rule. However, in a recent Minnesota Court of Appeals Decision, the Court noted “asynchronous instruction” e-learning involves situations when “students work independently online without live instruction.”²

Planning for Asynchronous Instruction E-Learning Days

The Minnesota Court of Appeals affirmed MDE’s State complaint decision finding if a school district or charter school is planning to hold any asynchronous instruction e-learning days, the school district or charter school

¹ This guidance does not affect school districts’ and charter schools’ ability to plan for holding asynchronous instruction e-learning as authorized under Minnesota’s laws. *See e.g.*, Min. Stat. 120.414 (permitting school districts to designate up to five school days as e-learning days with online instruction due to inclement weather); Minn. Stat. 124D.094, subd. 2 (allowing an enrolling district to provide digital instruction, including blended instruction and online instruction, to the district’s own enrolled students).

² Complaint Decision File 24-043C on behalf of Students from Minnetonka ISD 0276-01, A24-0229 (Minn. Ct. App. Nov. 4, 2024). *See also*, United States Government Accountability Office (GAO), [“Pandemic Learning: As Students Struggled to Learn, Teachers Reported Few Strategies as Particularly Helpful to Mitigate Learning Loss”](#) (May 2022) (defining “asynchronous instruction” as instruction when “students work independently without real-time instruction” and noting the following features: “accessed at any time; resources include recorded video instruction, online activities and assignments, and hard copy materials; can accommodate a household’s schedule and multiple students in a home sharing a device at different times; students work at their own pace, but there can be a time lag between accessing materials and getting answers to questions; and students may not be able to interact with peers”).

must ensure children’s individualized education programs (IEPs) are developed, reviewed, and revised, as appropriate, to describe the special education and related services (including the anticipated needs, and frequency, location, and duration of services) to be provided to the child during planned asynchronous e-learning days, consistent with the IDEA.³

School districts and charter schools must ensure the rights of parents/guardians of children receiving special instruction and services are protected and must provide prior written notice and the opportunity for parents/guardians to participate in the revision of their child’s IEP consistent with IDEA.⁴ IEP amendments, revisions, and documentation remain important to ensure students’ rights are protected and that decisions are made by school districts and charter schools and families in partnership, no matter which instructional delivery model a school district or charter school is using. Changes to an IEP may be made either by the entire IEP team at an IEP team meeting, or the parent/guardian and the school district or charter school may agree not to convene an IEP team meeting for the purposes of making those changes, and instead may develop a written document to amend or modify the child’s current IEP.⁵

For questions regarding special education due process, please contact MDE.dispute-resolution@state.mn.us or 651-582-8689.

³ Complaint Decision File 24-043C on behalf of Students from Minnetonka ISD 0276-01, A24-0229 (Minn. Ct. App. Nov. 4, 2024). *See also*, 20 U.S.C. § 1414(d), 34 C.F.R. §§ 300.320 and 300.324 (requiring IEP’s to include the anticipated frequency, location, and duration of services and for IEP teams to review and revise a child’s IEP, as appropriate, to address a child’s anticipated needs.)

⁴ Complaint Decision File 24-043C on behalf of Students from Minnetonka ISD 0276-01, A24-0229 (Minn. Ct. App. Nov. 4, 2024). *See also*, 20 U.S.C. §§ 1400(d)(1)(B) and 1415(b), 34 C.F.R. § 300.503, and Minn. Stat. 125A.091, subd. 3a (outlining parents right to prior written notice).

⁵ 34 C.F.R. § 300.324(b).

*This opinion is nonprecedential except as provided by
Minn. R. Civ. App. P. 136.01, subd. 1(c).*

**STATE OF MINNESOTA
IN COURT OF APPEALS
A24-0229**

Complaint Decision File 24-043C on behalf of Students from Minnetonka ISD 0276-01.

**Filed November 4, 2024
Affirmed
Schmidt, Judge**

Minnesota Department of Education
File No. 24-043C

Laura Tubbs Booth, Adam J. Frudden, Ratwik, Roszak & Maloney, P.A., St. Paul,
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Considered and decided by Schmidt, Presiding Judge; Ross, Judge; and Ede, Judge.

NONPRECEDENTIAL OPINION

SCHMIDT, Judge

In this certiorari appeal, relator Independent School District No. 276, Minnetonka Public Schools (the District) challenges a decision by respondent Minnesota Department of Education (the Department) that the District violated the Individuals with Disabilities Education Act. 20 U.S.C. § 1400 et seq (2018). The District argues (1) it did not violate the Individuals with Disabilities Education Act; (2) any violation was harmless and, therefore, the Department improperly imposed corrective action; and (3) the Department's investigation did not comply with federal regulations. We affirm.

FACTS

At the beginning of the 2022–23 school year, the District informed parents that October 13 would be an asynchronous instruction¹ e-learning day to facilitate parent teacher conferences. Self-represented respondent S.K.’s (Mother) son (Student 1) attended a school in the District. Student 1 had an individualized education program (IEP) that required “specialized direct instruction” in several different subjects.

Mother emailed her son’s principal, his case manager, and his special education teachers to express concern about Student 1’s IEP direct services for the asynchronous e-learning day. Student 1’s IEP contained no mention of procedures for asynchronous e-learning days. After several emails between Mother and the District employees, the District held the asynchronous e-learning day as planned. On the e-learning day, Student 1 completed one assignment and informed his teacher he ran out of time to finish the second assignment. Student 1 completed the second assignment on his next in-person day of class.

Mother filed a complaint with the Department about the e-learning day on behalf of her son and 299 similarly situated students. Mother alleged the District “failed to deliver IEP direct service minutes to all 6th, 7th, and 8th” grade students in the district on the e-learning day. The District denied the allegations in Mother’s complaint, insisting it complied with all obligations to provide Student 1—and other similarly situated students— with a free appropriate public education and complied with Student 1’s IEP. As part of its investigation, the Department interviewed Mother and the District’s special education

¹ For “asynchronous instruction” e-learning, ⁴⁰ students work independently online without

live instruction.

2

director. The Department also requested that the District provide a description of the asynchronous e-learning day, a timeline of events, “[a] list of all eligible students,” Student 1’s IEP, any other student’s IEPs that included an asynchronous instruction provision, a school calendar, and “[a]ny additional educational records reviewed when the District prepared its response to [the] complaint.”

The Department issued its decision, determining that the District violated the Individuals with Disabilities Education Act by not ensuring “the Students’ IEPs were developed, reviewed, and revised, as appropriate, to describe the special education and related services to be provided during planned asynchronous learning.” The Department noted that no additional asynchronous e-learning days should be added until the District ensures that each student with a disability is provided a free appropriate public education. The Department required the District to plan and implement a corrective action.

The District asked the Department to reconsider.² The Department issued a clarification letter, recommending that the District could satisfy the corrective action by allowing “the parents/guardians of eligible students the opportunity to discuss the impact of planned asynchronous online learning days of instruction on their student.” The Department suggested that the District could alert parents and guardians of this opportunity by adding a sentence in the announcement about any future asynchronous e-learning day that reminded parents and guardians about their right to meet with their child’s IEP team.

The District petitioned for writ of certiorari.⁴¹

² Mother also asked the Department to reconsider, but no petition for writ of certiorari relating to that request is before us.

3
DECISION

When reviewing the Department’s quasi-judicial decision, we presume the decision is correct, deferring to its “expertise and special knowledge in its field.” *Special Educ. Complaint 22-027C ex rel. V.S.*, 981 N.W.2d 201, 210 (Minn. App. 2022). We will only reverse the Department’s decision if it “reflects an error of law, the determinations are arbitrary and capricious, or the findings are unsupported by the evidence.” *Id.* at 210-11.

“Whether an administrative agency has acted within its statutory authority is a question of law that [appellate courts] review de novo.” *In re Application of Otter Tail Power Co.*, 942 N.W.2d 175, 179 (Minn. 2020) (quotation omitted). We will affirm an agency’s decision as long as it is supported by substantial evidence, which addresses “the reasonableness of what the agency did on the basis of the evidence before it.” *In re Expulsion of A.D.*, 883 N.W.2d 251, 259 (Minn. 2016) (quotation omitted).

I. The Department properly determined the District violated the Individuals with Disabilities Education Act.

The District argues that the Department’s decision is not supported by substantial evidence because the evidence only shows that the District complied with the Individuals with Disabilities Education Act. The District further asserts that the Department’s decision runs afoul of the plain language of the Act.

One of the main purposes of the Individuals with Disabilities Education Act is “to

ensure that all children with disabilities have available to them a free appropriate public education [FAPE] that emphasizes special education and related services designed to meet their unique needs and prepare them for further education, employment, and independent

4

living[.]” 20 U.S.C. § 1400(d)(1)(A) (2018). The Act established the IEP as a resource to accomplish that goal. *Id.* § 1414(d) (2018).

An IEP describes the programs and services that will be used to help an individual student reach measurable goals. *Id.* An IEP is “developed, reviewed, and revised in accordance with” the Individuals with Disabilities Education Act mandated standards. *Id.* § 1414(d)(1)(A)(i) (2018). The applicable IEP requirement in this appeal concerns “the projected date for the beginning of [special education and related services/modifications], and the anticipated frequency, location, and duration of those services and modifications[.]” *Id.* § 1414(d)(1)(A)(i)(VII) (2018); 34 C.F.R. § 300.320(a)(7) (2023). An IEP should be revised “as appropriate” to address a “child’s anticipated needs[.]” 20 U.S.C. § 1414(d)(4)(A)(ii)(IV) (2018); 34 C.F.R. § 300.324(b)(1)(ii)(D) (2023). A parent must receive written notice before the District proposes to change “the identification, evaluation, or educational placement of the child, or the provision of a free appropriate public education to the child.” 20 U.S.C. § 1415(b)(3) (2018).

Congress enacted these procedures to “guarantee parents and guardians a large measure of participation in the IEP process[.]” *K.E. ex rel. K.E. v. Indep. Sch. Dist. No. 15*, 647 F.3d 795, 804 (8th Cir. 2011) (quotation omitted). A district fails to provide a free appropriate public education if “procedural₄₃ inadequacies . . . significantly impeded the

parents' opportunity to participate in the decisionmaking process regarding" their child's education. 20 U.S.C. § 1415(f)(3)(E)(ii)(II) (2018). Minnesota also protects a "parent's right to notice, participation, [and] due process" for their child's educational progress. Minn. Stat. § 125A.091, subd. 28 (2022).

5

The District contends the Department's decision is not supported by substantial evidence because the parents and guardians received notice of the asynchronous e-learning day. The District correctly notes that parents and guardians were given notice that an asynchronous e-learning day would occur, but the Department's decision was based on the lack of notice to parents and guardians about how the asynchronous e-learning day might impact services provided under a child's IEP. The Department determined that the District violated the right of parents and guardians to notice and participation. We conclude that the Department's decision is supported by substantial evidence.

The Department's factual findings show that Mother, like other parents and guardians of children with IEPs, received notice of the asynchronous e-learning day. But the District's initial communication included no notice that Mother could schedule a meeting with her child's support team to discuss the impact of an asynchronous e-learning day on Student 1's IEP, which included direct services. Mother received notice about scheduling a meeting with the support team only *after* she affirmatively contacted the District to inquire about her child's IEP in relation to the asynchronous e-learning day. The District anticipated, planned, and executed the asynchronous e-learning day without informing the parents and guardians about their right to participate in an alteration to their

child’s IEP services. Such a notification would have initiated all the procedural safeguards embedded in the Individuals with Disabilities Education Act. *See* 20 U.S.C. § 1415 (2018). The Department’s conclusion that the District unilaterally altered Student 1’s IEP by not ensuring that the IEP was “developed, reviewed, and revised, as appropriate” is supported by substantial evidence.

6

The District also argues that the Department’s determination that a violation occurred is not supported by the plain language of the statute because the Department did not find any student was denied a free appropriate public education. But the Department did find violations of two federal regulations. The Department may impose a corrective action based on those violations, even when no student has been denied a free appropriate public education. *See Special Sch. Dist. No. 1 v. E.N.*, 620 N.W.2d 65, 71 (Minn. App. 2000). Moreover, the Department has the authority to issue a corrective action after finding that a unilateral policy that impacts the services of children with IEPs violates the Individuals with Disabilities Education Act. *See Indep. Sch. Dist. No. 281 v. Minn. Dep’t of Educ.*, 743 N.W.2d 315, 327 (Minn. App. 2008); 34 C.F.R. § 300.151(b)(1) (2023). The Department’s decision adheres to the statute, the regulations, and the caselaw.

II. The District’s actions were not harmless “technical” violations. The District argues that the Department exceeded its authority by imposing corrective actions because the violations, if any, were harmless technical violations. “A district is not liable for harmless technical violations of federal or state laws, rules, or regulations governing special education if the school district can demonstrate that the violations did not harm a

student’s educational progress or the parent’s right to notice, participation, or due process.” Minn. Stat. § 125A.091, subd. 28.

If the Department finds a denial of services, the Department must address: “(1) The failure to provide appropriate services, including corrective action appropriate to address the needs of the child (such as compensatory services or monetary reimbursement); and (2) Appropriate future provision of services for all children with disabilities.” 34 C.F.R.

7

§ 300.151(b)(1), (2) (2023). The corrective action “must be calculated to remediate the services that the school district failed to provide.” *Indep. Sch. Dist. No. 192 v. Minn. Dep’t of Educ.*, 742 N.W.2d 713, 723 (Minn. App. 2007), *rev. denied* (Minn. Mar. 18, 2008).

Because we have concluded that the Department’s determination that the District violated the parents’ and guardians’ right to notification was supported by substantial evidence, we likewise conclude that the violation was not a harmless technical violation. Federal law requires written notice to parents and guardians of students with IEPs before the District “proposes to initiate or change . . . the identification, evaluation, or educational placement of the child[.]” 20 U.S.C. § 1415(b)(3)(A).

Had the District provided appropriate notice when first announcing the asynchronous e-learning day, the procedural safeguards would have been triggered, thereby protecting the rights of parents, guardians, and the District. *Id.* § 1415. A proper notice, for example, would have invoked the parents’ and guardians’ right to “participate in the education of their children at school and at home.” *Id.* § 1400(c)(5)(B) (2018).

The District also contends no corrective action was warranted because Student 1

did not regress. *See Glazier v. Indep. Sch. Dist. No. 876*, 558 N.W.2d 763, 768 (Minn. App. 1997) (concluding technical violation was harmless because student did not regress). Although the record does not show that Student 1 regressed, the student’s parents were not afforded the appropriate notice under federal law, which violated the parents’ right to participate in their child’s education. 20 U.S.C. § 1400 (2018). These were not “harmless technical violations” because the Department determined that the District’s actions harmed the parents’ right to notice and participation. *See* Minn. Stat. § 125A.091, subd. 28.

8

III. The Department conducted an appropriate investigation. The District argues the Department’s investigation was arbitrary and capricious because it failed to “[r]eview all relevant information and make an independent determination as to whether” the District violated a requirement of the Individuals with Disabilities Education Act. 34 C.F.R. § 300.152(a)(4) (2023). An agency’s ruling is arbitrary and capricious if:

- the agency (a) relied on factors not intended by the legislature;
- (b) entirely failed to consider an important aspect of the problem;
- (c) offered an explanation that runs counter to the evidence; or
- (d) the decision is so implausible that it could not be explained as a difference in view or the result of the agency’s expertise.

Citizens Advocating Responsible Dev. v. Kandiyohi County Bd. of Comm’rs, 713 N.W.2d 817, 832 (Minn. 2006). But an agency’s conclusions are not arbitrary and capricious so long as there is a “rational connection” between the facts found and the ruling. *In re Rev. of 2005 Ann. Automatic Adjustment of Charges for All Elec. & Gas Utils.*, 768 N.W.2d 112, 120 (Minn. 2009).

The Department's investigation included interviews of Student 1's Mother and the District's special-education director. The Department also requested that the District provide documentation, which included (among other things): a timeline of events, a list of eligible students, Student 1's IEP, a school calendar, and any students' IEPs that included an asynchronous instruction provision.

The District argues the Department "neither requested nor reviewed any educational records or individual communications regarding 299 of the 300 relevant Students." The

9

District also asserts that the Department did not conduct any interviews with District personnel who worked on IEPs or obtain any information about District personnel that worked with students or families before, during, or after the asynchronous e-learning day.

But the Department determined that the District's blanket policy for the asynchronous e-learning day violated the Individuals with Disabilities Education Act. The Department's factual findings established that the District failed to notify all parents and guardians of students with IEPs, which violated their right to notice and participation in their child's education. The Department's investigation reviewed the necessary information to conclude that the District's blanket policy decision violated the Individuals with Disabilities Education Act as to all students with IEPs.³ Thus, the Department's decision was not arbitrary and capricious.

Affirmed.

³ The District relies on *Independent School District No. 192 v. Minnesota Department of Education* as an instructive case of a “fundamentally flawed” investigation. 742 N.W.2d at 720. In *District No. 192*, the Department found an individual student was denied a free appropriate public education because of procedural and substantive issues with the student’s IEP. *Id.* at 718. This court concluded that the decision was arbitrary and capricious because the investigation itself was fundamentally flawed. *Id.* at 720. In *District No. 192*, the Department failed to interview the student’s special education teacher and other relevant school district personnel. *Id.* at 720-21. The lack of those interviews was especially important in that case because “key credibility determinations play[ed] a significant role in sustaining the complainant’s principal allegations.” *Id.* at 721. This situation differs from *District No. 192* because there is no question of credibility here—as the facts are not disputed—and this case involves all students with IEPs in the District, not one student’s specific IEP plan. *See id.* at 716-18.

Ensuring Students with Disabilities Receive Special Instruction and Services, as Appropriate, During Planned Asynchronous Instruction E-Learning Days

50



Support for District Decision Making Series

Objectives

Understand the technical assistance from the MDE

When does this apply

What do we need to do

Review options for meeting the requirement



01

Understanding the issued technical assistance

First...

Asynchronous Instruction E-Learning

“asynchronous instruction” e-learning involves situations when “students work independently online without live instruction

Court Decision

The Minnesota Court of Appeals affirmed MDE’s State complaint decision finding if a school district is planning to hold any asynchronous instruction e-learning days, the district must ensure children’s individualized education programs (IEPs) are developed, reviewed, and revised, as appropriate, to describe the special education and related services (including the anticipated needs, and frequency, location, and duration of services) to be provided to the child during planned asynchronous e-learning days, consistent with the IDEA.

Minnetonka Decision

The Minnesota Court of Appeals affirmed the MDE decision that for non-weather-related asynchronous days schools must inform parents of the right to an IEP meeting before the asynchronous days*. The case originated in Minnetonka Public Schools which planned an asynchronous day for students in order to facilitate parent-teacher conferences.

*Note that the MDE has included the term E-Learning Days.



Work Needing to be Done

Board and Administration

Understand that this is an **added requirement** on asynchronous instruction E-Learning Days

Special education staff will have **additional duties** on asynchronous instruction E-Learning Days

Administrators and Special Education Staff

Parents of students with IEPs need to be notified that they can have an IEP meeting

Notification must let parents know that they can have a **meeting and have the right to change their student's IEP**

Failing to meet and plan for services on asynchronous instruction E-Learning Days results in the district unilaterally altering a student's IEP

55

Prior to a synchronous or E-Learning Day, parents must be provided an opportunity to meet and have services on those days determined

A photograph of several wooden blocks. Four blocks in the foreground are arranged to spell the word "WORK" in large, black, sans-serif capital letters. Behind them, more wooden blocks are scattered, some stacked, and a dark-colored bowl is tipped over, spilling more blocks. The background is a plain, light-colored surface.

WORK

Work Being Done

Offer to hold an IEP meeting to discuss asynchronous instruction e-learning days

Some options to consider

- student receives all services as scheduled
- student receives related services as scheduled and does a check in with case manager
- student does a check in with case manager
- no changes

Questions?

XXI. **Old Business:**

A. Policy Update:

204 - Education District Board Meeting Minutes

205 - Open Meetings & Closed Meetings

59

204 EDUCATION DISTRICT BOARD MEETING MINUTES

[Note: The provisions of this policy are required by statute.]

I. PURPOSE

The purpose of this policy is to establish procedures relating to the maintenance of records of the education district board and the publication of its official proceedings.

II. GENERAL STATEMENT OF POLICY

It is the policy of the education district to maintain its records so that they will be available for inspection by members of the general public and to provide for the publication of its official proceedings in compliance with law.

III. MAINTENANCE OF MINUTES AND RECORDS

A. The ~~clerk~~ **officer of business affairs or designee** shall keep and maintain permanent records of the education district board, including records of the minutes of education district board meetings and other required records of the education district board. All votes taken at meetings required to be open to the public pursuant to the Minnesota Open Meeting Law shall be recorded in a manner that preserves them. Public records maintained by the education district shall be available for inspection by members of the public during the regular business hours of the education district. Minutes of meetings shall be available for inspection at the administrative offices of the education district after they have been prepared. Minutes of an education district board meeting shall be approved or modified by the education district board at a subsequent meeting, which action shall be reflected in the official proceedings of that subsequent meeting.

B. Recordings of Closed Meetings

1. All closed meetings, except those closed as permitted by the attorney-client privilege, must be electronically recorded at the expense of the education district. Recordings of closed meetings shall be made separately from the recordings of an open meeting, to the extent such meetings are recorded. If a meeting is closed to discuss more than one (1) matter, each matter shall be separately recorded.
2. Recordings of closed meetings shall be preserved by the education district for the following time periods:

- a. Meetings closed to discuss labor negotiations strategy shall be preserved for two (2) years after the contract is signed.
 - b. Meetings closed to discuss security matters shall be preserved for at least four (4) years.
 - c. Meetings closed to discuss the purchase or sale of property shall be preserved for at least eight (8) years after the date of the meeting.
 - d. All other closed meetings shall be preserved by the education district for at least three (3) years after the date of the meeting.
 - e. Following the expiration of the above time periods, recordings of closed meetings shall be maintained as set forth in the education district's Records Retention Schedule.
3. Recordings of closed meetings shall be classified by the education district as protected non-public data that is not accessible by the public or any subject of the data, with the following exceptions:
 - a. Recordings of labor negotiations strategy meetings shall be classified as public data and made available to the public after all labor contracts are signed by the education district for the current budget period.
 - b. Recordings of meetings related to the purchase or sale of property shall be classified as public data and made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the education district has abandoned the purchase or sale.
 - c. Recordings of any other closed meetings shall be classified and/or released as required by court order.
4. Recordings of closed meetings shall be maintained separately from recordings of open meetings, to the extent recordings of open meetings are maintained by the education district, with the exception of recordings that have been classified as public data as set forth in Section III.B.3. above. Recordings of closed meetings classified as non-public data also shall be maintained in a secure location, separate from recordings classified as public data.
5. Recordings of closed meetings shall be maintained in a manner to easily identify the data classification of the recording. The recordings shall be identified with at least the following information:

- a. The date of the closed meeting;
 - b. The basis upon which the meeting was closed (i.e.: labor negotiations strategy, purchase or sale of real property, educational data, etc.); and
 - c. The classification of the data.
6. Recordings of closed meetings related to labor negotiations strategy and the purchase or sale of property shall be maintained and monitored in a manner that reclassifies the recording as public upon the occurrence of an event reclassifying that data as set forth in Section III.B.3. above.

IV. PUBLICATION OF OFFICIAL PROCEEDINGS

- A. The education district board shall cause its official proceedings to be published on the website of the education district within thirty (30) days of the meeting at which the proceedings occurred; however, if the education district board conducts regular meetings not more than once every thirty (30) days, the education district board need not publish the minutes until ten (10) days after they have been approved by the education district board.
- B. The proceedings to be published shall be sufficiently full to fairly set forth the proceedings. They must include the substance of all official actions taken by the education district board at any regular or special meeting, and at minimum must include the subject matter of a motion, the persons making and seconding the motion, a listing of how each member present voted on the motion, the character of resolutions offered including a brief description of their subject matter and whether adopted or defeated. The minutes and permanent records of the education district board may include more detail than is required to be published with the official proceedings. If the proceedings have not yet been approved by the education district board, the proceedings to be published may reflect that fact.
- C. The proceedings to be published may be a summary of the essential elements of the proceedings, and/or of resolutions and other official actions of the education district board. Such a summary shall be written in a clear and coherent manner and shall, to the extent possible, avoid the use of technical or legal terms not generally familiar to the public. When a summary is published, the publication shall clearly indicate that the published material is only a summary and that the full text is available for public inspection at the administrative offices of the education district and that a copy of the proceedings, other than attachments to the minutes, is available without cost at the offices of the education district or by means of standard or electronic mail.

Legal References: Minn. Stat. § 13D.01, Subds. 4-6 (Meetings Must be Open to the Public; Exceptions)

Minn. Stat. § 123B.09, Subd. 10 (Publishing Proceedings)

Minn. Stat. § 123B.14, Subd. 7 (Record of Meetings)

Minn. Stat. § 331A.01 (Definition)

Minn. Stat. § 331A.05, Subd. 8 (Notice Regarding Published Summaries)

Minn. Stat. § 331A.08, Subd. 3 (Publication of Proceedings)

Op. Atty. Gen. 161-a-20, December 17, 1970

Ketterer v. Independent School District No. 1, 248 Minn. 212, 79 N.W.2d 428 (1956)

Cross References: MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)

205 OPEN MEETINGS AND CLOSED MEETINGS

[Note: The provisions of this policy accurately reflect Minnesota’s Open Meeting Law statutes and are not discretionary in nature.]

I. PURPOSE

- A. The education district board embraces accountability and transparency in the conduct of its business, in the belief that openness produces better programs, more efficient—administration of programs, and an organization more responsive to public interest and less susceptible to private interest. The education district board shall conduct its business under a presumption of openness. At the same time, the education district board recognizes and respects the privacy rights of individuals as provided by law. The education district board also recognizes that there are certain exceptions to the Minnesota Open Meeting Law as recognized in statute where it has been determined that, in limited circumstances, the public interest is best served by closing a meeting of the education district board.
- B. The purpose of this policy is to provide guidelines to assure the rights of the public to be present at education district board meetings, while also protecting an individual’s rights to privacy under law, and to close meetings when the public interest so requires as recognized by law.

II. GENERAL STATEMENT OF POLICY

- A. Except as otherwise expressly provided by statute, all meetings of the education district board, including executive sessions, shall be open to the public.
- B. Meetings shall be closed only when expressly authorized by law.

III. DEFINITION

“Meeting” means a gathering of at least a quorum of education district board members-or quorum of a committee or subcommittee of education district board members, at which members discuss, decide, or receive information as a group on issues relating to the official business of the education district board. The term does not include a chance or social gathering or the use of social media by members of a public body so long as the social media use is limited to exchanges with all members of the general public. For purposes of the Open Meeting Law, social media does not include e-mail.

IV. PROCEDURES

A. Meetings

1. Regular Meetings

A schedule of the regular meetings of the education district board shall be kept on file at the education district office. If the education district board decides to hold a regular meeting at a time or place different from the time or place stated in its regular meeting schedule, it shall give the same notice of the meeting as for a special meeting.

2. Special Meetings

- a. For a special meeting, the education district board shall post written notice of the date, time, place, and purpose of the meeting on the education district website and on the principal bulletin board of the education district. ~~or on the door of the education district board's usual meeting room if there is no principal bulletin board.~~ The education district board's actions at the special meeting are limited to those topics included in the notice.
- b. The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings. This notice shall be posted and mailed or delivered at least three days before the date of the meeting.
- c. As an alternative to mailing or otherwise delivering notice to persons who have filed a written request, the education district board may publish the notice ~~once,~~ at least three days before the meeting, ~~in the official newspaper of the~~ on the education district website. ~~or, if none, in a qualified newspaper of general circulation within the area of the education district.~~
- d. A person filing a request for notice of special meetings may limit the request to particular subjects, in which case the education district board is required to send notice to that person only concerning those particular subjects.
- e. The education district board will establish an expiration date on requests for notice of special meetings and require refiling once each year. Not more than sixty (60) days before the expiration date of request for notice, the education district board shall send notice of the refiling requirement to each person who filed during the preceding year.

3. Emergency Meetings

- a. An emergency meeting is a special meeting called because of circumstances that, in the education district board's judgment, require immediate consideration.

~~*[Note: While the statute leaves the question to the board of whether the circumstances require immediate consideration at an emergency meeting, advisory opinions of the Minnesota Commissioner of Administration would limit such meetings to responding to natural disasters or health epidemics caused by an event such as an accident or terrorist attack.]*~~

- b. If matters not directly related to the emergency are discussed or acted upon, the minutes of the meeting shall include a specific description of those matters.
- c. The education district board shall make good faith efforts to provide notice of the emergency meeting on the education district's website. ~~to each news medium that has filed a written request for notice if the request includes the news medium's telephone number.~~
- d. Notice of the emergency meeting shall be given by email, telephone or any other method used to notify the members of the education district board.
- e. Notice shall be provided to each news medium which has filed a written request for notice as soon as reasonably practicable after notice has been given to the education district board members.
- f. Notice shall include the subject of the meeting.
- g. Posted or published notice of an emergency meeting shall not be required.
- h. The notice requirements for an emergency meeting as set forth in this policy shall supersede any other statutory notice requirement for a special meeting that is an emergency meeting.

4. Recessed or Continued Meetings

If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.

5. Closed Meetings

The notice requirements of the Minnesota Open Meeting Law apply to closed meetings.

6. Actual Notice

If a person receives actual notice of a meeting of the education district board at least twenty-four (24) hours before the meeting, all notice requirements are satisfied with respect to that person, regardless of the method of receipt of notice.

7. Meetings during Pandemic or Chapter 12 Emergency

In the event of a health pandemic or an emergency declared under Minn. Stat. Ch. 12, a meeting may be conducted by telephone or interactive technology in compliance with Minn. Stat. § 13D.021.

8. Meetings by Interactive Technology

A meeting may be conducted by interactive technology, Zoom, Skype, or other similar electronic means in compliance with Minn. Stat. § 13D.02.

B. Votes

The votes of education district board members shall be recorded in ~~a journal or~~ minutes kept for that purpose. The ~~journal or any~~ minutes used to record votes of a meeting must be open to the public during all normal business hours at the education district's administrative offices.

C. Written Materials

1. In any open meeting, a copy of any printed materials, including electronic communications, relating to the agenda items of the meeting prepared or distributed by or at the direction of the education district board or its employees and distributed to or available to all education district board members shall be available in the meeting room for inspection by the public while the education district board considers their subject matter.
2. This provision does not apply to materials not classified by law as public, or to materials relating to the agenda items of a closed meeting.

D. Open Meetings and Data

1. Meetings may not be closed to discuss data that are not public data, except as provided under Minnesota law.

2. Data that are not public data may be discussed at an open meeting if the disclosure relates to a matter within the scope of the education district board's authority and is reasonably necessary to conduct the business or agenda item before the education district board.
3. Data discussed at an open meeting retain the data's original classification; however, a record of the meeting, regardless of form, shall be public.

E. Closed Meetings

1. Labor Negotiations Strategy

- a. The education district board may, by a majority vote in a public meeting, decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to Minnesota's Public Employment Labor Relations Act (PELRA)
- b. The time and place of the closed meeting shall be announced at the public meeting. A written role of education district board members and all other persons present at the closed meeting shall be made available to the public after the closed meeting. The proceedings of a closed meeting to discuss negotiation strategies shall be tape recorded, and the tape recording shall be preserved for two years after the contract discussed at the meeting is signed. The recording shall be made available to the public after all labor contracts are signed by the education district board for the current budget period.

2. Sessions Closed by Bureau of Mediation Services

All negotiations, mediation meetings, and hearings between the education district board and its employees or their respective representatives are public meetings. Mediation meetings may be closed only by the Commissioner of the Bureau of Mediation Services (BMS). The use of recording devices, stenographic records, or other recording methods is prohibited in mediation meetings closed by the BMS.

3. Preliminary Consideration of Allegations or Charges

The education district board shall close one or more meetings for preliminary consideration of allegations or charges against an individual subject to its authority. If the education district board members conclude that discipline of any nature may be warranted as a result of those specific charges or allegations, further meetings or hearings relating to those

specific charges or allegations held after that conclusion is reached must be open. A meeting must also be open at the request of the individual who is the subject of the meeting. A closed meeting for this purpose must be electronically recorded at the expense of the education district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

4. Performance Evaluations

The education district board may close a meeting to evaluate the performance of an individual who is subject to its authority. The education district board shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the education district board shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting. A closed meeting for this purpose must be electronically recorded at the expense of the education district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

5. Attorney-Client Privilege Meeting

A meeting may be closed if permitted by the attorney-client privilege. Attorney-client privilege applies when litigation is imminent or threatened, or when the education district board needs advice above the level of general legal advice, for example, regarding specific acts and their legal consequences. A meeting may be closed to seek legal advice concerning litigation strategy, but the mere threat that litigation might be a consequence of deciding a matter one way or another does not, by itself, justify closing the meeting. The motion to close the meeting must specifically describe the matter to be discussed at the closed meeting, subject to relevant privacy and confidentiality considerations under state and federal law. The law does not require that such a meeting be recorded.

6. Dismissal Hearing

- a. A hearing on dismissal of a licensed teacher shall be public or private at the teacher's discretion. A hearing regarding placement of teachers on unrequested leave of absence shall be public.
- b. A hearing on dismissal of a student pursuant to the Pupil Fair Dismissal Act shall be closed unless the pupil, parent, or guardian requests an open hearing.
- c. To the extent a teacher or student dismissal hearing is held before the education district board and is closed, the closed meeting must be electronically recorded at the expense of the education district,

and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

~~7. Coaches, Opportunity to Respond~~

- ~~a. If the education district board has declined to renew the coaching contract of a licensed or non-licensed head varsity coach, it must notify the coach within fourteen (14) days of that decision.~~
- ~~b. If the coach requests the reasons for the nonrenewal, the education district board must give the coach its reasons in writing within ten (10) days of receiving the request. The existence of parent complaints must not be the sole reason for the education district board not to renew a coaching contract.~~
- ~~c. On the request of the coach, the education district board must provide the coach with a reasonable opportunity to respond to the reasons at an education district board meeting.~~
- ~~d. The meeting may be open or closed at the election of the coach unless the meeting is closed as required by Minn. Stat. § 13D.05, Subd. 2, to discuss educational or certain other nonpublic data.~~
- ~~e. A meeting closed for this purpose must be electronically recorded at the expense of the education district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.~~

8. Meetings to Discuss Certain Not Public Data

- a. Any portion of a meeting must be closed if the following types of data are discussed:
 - (1) data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults;
 - (2) active investigative data collected or created by a law enforcement agency;
 - (3) educational data, health data, medical data, welfare data, or mental health data that are not public data; or
 - (4) an individual's personal medical records.
- b. A closed meeting must be electronically recorded at the expense of the

education district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

9. Purchase and Sale of Property

- a. The education district board may close a meeting:
 - (1) to determine the asking price for real or personal property to be sold by the education district;
 - (2) to review confidential or nonpublic appraisal data; and
 - (3) to develop or consider offers or counteroffers for the purchase or sale of real or personal property.
- b. Before closing the meeting, the education district board must identify on the record the particular real or personal property that is the subject of the closed meeting.
- c. The closed meeting must be tape recorded at the expense of the education district. The tape must be preserved for eight years after the date of the meeting and be made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the education district board has abandoned the purchase or sale. The real or personal property that is the subject of the closed meeting must be specifically identified on the tape. A list of education district board members and all other persons present at the closed meeting must be made available to the public after the closed meeting.
- d. An agreement reached that is based on an offer considered at a closed meeting is contingent on its approval by the education district board at an open meeting. The actual purchase or sale must be approved at an open meeting and the purchase price or sale price is public data.

10. Security Matters

- a. The education district board may close a meeting to receive security briefings and reports, to discuss issues related to security systems, to discuss emergency response procedures, and to discuss security deficiencies in or recommendations regarding public services, infrastructure, and facilities, if disclosure of the information discussed would pose a danger to public safety or compromise security procedures or responses.

- b. Financial issues related to security matters must be discussed and all related financial decisions must be made at an open meeting.
- c. Before closing a meeting, the education district board must refer to the facilities, systems, procedures, services, or infrastructures to be considered during the closed meeting.
- d. The closed meeting must be tape recorded at the expense of the education district and the recording must be preserved for at least four years.

11. Other Meetings

Other meetings shall be closed as provided by law, except as provided above. A closed meeting must be electronically recorded at the expense of the education district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

F. Procedures for Closing a Meeting

The education district board shall provide notice of a closed meeting just as for an open meeting. An education district board meeting may be closed only after a majority vote at a public meeting. Before closing a meeting, the education district board shall state on the record the specific authority permitting the meeting to be closed and shall describe the subject to be discussed.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 13D (Open Meeting Law)
Minn. Stat. § 121A.47, Subd. 5 (Exclusion and Expulsion Procedures))
Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)
Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing)
Minn. Stat. § 179A.14, Subd. 3 (Labor Negotiations)
Minn. Rules Part 5510.2810 (Bureau of Mediation Services)
Brown v. Cannon Falls Township, 723 N.W.2d 31 (Minn. App. 2006)
Brainerd Daily Dispatch v. Dehen, 693 N.W.2d 435 (Minn. App. 2005)
The Free Press v. County of Blue Earth, 677 N.W.2d 471 (Minn. App. 2004)
Prior Lake American v. Mader, 642 N.W.2d 729 (Minn. 2002)
Star Tribune v. Board of Education, Special School District No. 1, 507 N.W.2d 869 (Minn. App. 1993)
Minnesota Daily v. University of Minnesota, 432 N.W.2d 189 (Minn. App. 1988)
Moberg v. Independent School District No. 281, 336 N.W.2d 510 (Minn. 1983)
Sovereign v. Dunn, 498 N.W.2d 62 (Minn. App. 1993), *rev. denied.* (Minn.

1993)

Dept. of Admin. Advisory Op. No. 21-003 (April 19, 2021)

Dept. of Admin. Advisory Op. No. 21-002 (January 13, 2021)

Dept. of Admin. Advisory Op. No. 19-012 (October 24, 2019)Dept. of

Admin. Advisory Op. No. 19-008 (May 22, 2019)

Dept. of Admin. Advisory Op. No. 19-006 (April 9, 2019)

Dept. of Admin. Advisory Op. No. 18-019 (December 28, 2018)

Dept. of Admin. Advisory Op. No. 17-005 (June 22, 2017)

Dept. of Admin. Advisory Op. No. 13-009 (March 19, 2013)

Dept. of Admin. Advisory Op. No. 12-004 (March 8, 2012)

Dept. of Admin. Advisory Op. No. 11-004 (April 18, 2011)

Dept. of Admin. Advisory Op. No. 10-020 (September 23, 2010)

Dept. of Admin. Advisory Op. No. 09-020 (September 8, 2009)

Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)

Dept. of Admin. Advisory Op. No. 06-027 (September 28, 2006)

Dept. of Admin. Advisory Op. No. 04-004 (February 3, 2004)

Cross References:

MSBA/MASA Model Policy 204 (School Board Meeting Minutes)

MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)

MSBA/MASA Model Policy 207 (Public Hearings)

MSBA/MASA Model Policy 406 (Public and Private Personnel Data)

MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

MSBA Law Bulletin “C” (Minnesota’s Open Meeting Law)

XXII. **New Business:**
A. Licensed Staff Seniority List 2024

Licensed Staff Seniority List 2024

Name	DATE	QUALIFIED SUBJECT/FIELD	2024 End Date
Womeldorff, Jill	8/25/1992	Audiology; Communication Disorders	6/30/2024
Angell, Michele	12/6/1996	School Social Worker	6/30/2024
Rodgers, Matthew	8/30/1999	School Social Worker	6/30/2024
Bodenhamer, Susan	8/15/2002	Early Childhood Special Education; Elementary Education; Pre-Kindergarten	6/30/2024
Wiley, Abby	6/16/2003	Developmental Disabilities; Teacher Coordinator Work Based Learning	6/30/2024
Grobe, Emily	6/8/2005	Emotional Behavioral Disorders; Learning Disabilities	6/30/2024
Carlson, Melissa	8/28/2006	Early Childhood Special Education; Elementary Education; Pre-Kindergarten	6/30/2024
Archambault, Teasha	6/19/2006	Physical Therapist	6/30/2024
Hermann, Anna	7/24/2006	English as a Second Language	6/30/2024
Kirk, Kristin	6/9/2009	School Psychologist	6/30/2024
Paulson, Molly	6/8/2011	School Psychologist	6/30/2024
Burvee, Laura	6/30/2011	School Social Worker	6/30/2024
Johnson, Weston	4/30/2012	Reading; Learning Disabilities	6/30/2024
Zorn, Alicia	6/21/2012	Early Childhood Education; Early Childhood Special Education	6/30/2024
Anderson, Stacey	6/13/2013	Developmental Disabilities; Teacher Coordinator Work Based Learning	6/30/2024
Dodge-Brage, Molly	8/21/2013	School Social Worker	6/30/2024
Nerison, Jennifer	8/26/2013	Emotional Behavioral Disorders; Learning Disabilities	6/30/2024
Molde-Boeding, Jayne	5/26/2014	Physical Therapist	6/30/2024
Bartelma, Abby	5/28/2014	School Psychologist	6/30/2024
Walther, Adam	5/11/2015	Mathematics	6/30/2024
Meyer, Nicole	6/2/2015	Early Childhood Special Education	6/30/2024
Woodard, Lindsay	7/13/2015	Speech Language Pathologist; Director of Special Education; Principal K-12	6/30/2024
Braford, Julie	8/21/2015	Academic and Behavioral Strategist	6/30/2024
Testen, Mary	12/17/2015	Occupational Therapist	6/30/2024
McLaren, Arlie	3/24/2016	Occupational Therapist	6/30/2024
Liljevall, Brittany	5/2/2016	School Psychologist	6/30/2024
Booth, Lynn	5/5/2016	Speech Language Pathologist	6/30/2024
Bauer, Sarah	5/23/2016	Early Childhood Special Education; Early Childhood Education	6/30/2024
O'Donnell, Casey	7/30/2016	English As A Second Language	6/30/2024
Cordes, Erica	8/5/2016	Elementary Education; Autism Spectrum Disorders	6/30/2024
Kroneman, Peter	8/9/2016	7-12 Social Studies -ALL-	6/30/2024
Petersen, Tira	8/24/2016	Academic and Behavioral Strategist	6/30/2024
Boraas, Tiffany	8/29/2016	School Nurse	6/30/2024

Licensed Staff Seniority List 2024

Wiggin, Jodi	11/11/2016	Emotional Behavior Disorders; Oral/Aural Deaf Education; Physical and Health Disa	6/30/2024
Roben, Samantha	5/1/2017	Emotional Behavioral Disorders; Learning Disabilities	6/30/2024
Weisenbeck, Stephanie	5/14/2017	Speech Language Pathologist	6/30/2024
Nelson, Danny	6/16/2017	Middle School Social Studies; 7-12 Social Studies	6/30/2024
Holt, Makenna	8/21/2017	School Psychologist	6/30/2024
Carlson, Megan	4/3/2018	Speech Language Pathologist	6/30/2024
Humphrey, Rebecca	5/17/2018	Speech Language Pathologist	6/30/2024
King, Brandon	6/4/2018	Developmental/Adapted Physical Education; Health; Physical Education	6/30/2024
McNallie, Laurie	6/4/2018	Family and Consumer Sciences; Reading	6/30/2024
Nelson, Ashley	6/12/2018	School Social Worker	6/30/2024
Tulip, Kaycee	6/25/2018	School Social Worker	6/30/2024
Lemmon, Kelsey	4/19/2019	School Psychologist	6/30/2024
Diggins, Elizabeth	7/23/2019	Developmental Disabilities; Elementary Education; Teacher Coordinator Work Base	6/30/2024
Lodermeier, Kamie	8/2/2019	School Social Worker	6/30/2024
King, Andrea	8/5/2019	School Social Worker	6/30/2024
Coulson, Tess	8/16/2019	School Psychologist	6/30/2024
Bowe, Katee	2/15/2020	Occupational Therapist	6/30/2024
Yusten, Nikki	2/16/2020	Occupational Therapist	6/30/2024
Senechalle, Megan	5/5/2020	Speech Language Pathologist	6/30/2024
Stark, Cathy	6/5/2020	Elementary Education; 5-8 Communication Arts/Literature	6/30/2024
Rude, Sally	8/30/2020	School Nurse	6/30/2024
Houck, Brenda	6/8/2021	Elementary Education	6/30/2024
Rausch, Katie	6/28/2021	Visual Arts	6/30/2024
Olson, Margaret	6/30/2021	Speech Language Pathologist	6/30/2024
Roath, Catherine	8/24/2021	5-12 Social Studies	6/30/2024
Sharp, Jennifer	9/9/2021	Elementary Education; 5-8 Mathematics	6/30/2024
Thompson, Sara	9/10/2021	Elementary Education; 5-8 Communication Arts/Literature	6/30/2024
Raasch, Heidi	10/27/2021	School Counselor	6/30/2024
Hentz, Maggie	3/1/2022	5-8 Science; 9-12 Life Science; 9-12 Chemistry	6/30/2024
Kittelson, Elizabeth	8/24/2022	School Social Worker	6/30/2024
Larson, Katie	6/28/2022	Elementary Education	6/30/2024
Hillmer, Kaylee	4/26/2023	Academic and Behavioral Strategist	6/30/2024
Susag, Rebecca	10/10/2023	Speech Language Pathologist	6/30/2024
Pelletier, Cori	3/31/2021	Speech Language Pathologist	6/30/2024

Licensed Staff Seniority List 2024

Walker, Alexis	4/4/2021	School Psychologist	6/30/2024
Grammond, Lauren	5/11/2021	School Social Worker	6/30/2024
Lundberg Bogner, Michelle	4/11/2021	School Psychologist	6/30/2024
Ocel, Madeline	7/2/2021	Speech Language Pathologist	6/30/2024
Runquist, Elizabeth	8/24/2021	Academic and Behavioral Strategist; Elementary Education	6/30/2024
Hauschildt, Stacey	9/16/2021	Autism Spectrum Disorders; Emotional Behavior Disorders	6/30/2024
Mittelstadt, Annie	1/3/2022	Academic and Behavioral Strategist	6/30/2024
*Does not include 24-25 school year			
PROBATIONARY			
Agesen, Lauren	8/31/2023	School Social Worker	6/30/2024
Anderson, Allison	7/16/2024	Elementary Education	6/30/2024
Atkinson, Korissa	7/5/2022	School Social Worker	6/30/2024
Austin, Madasyn	6/26/2023	Speech Language Pathologist	6/30/2024
Bartholome, Whitney	5/13/2024	School Counselor	6/30/2024
Behrens, Marissa	8/10/2023	Academic and Behavioral Strategist	6/30/2024
Bergman, Tanya	6/1/2024	Developmental Disabilities	6/30/2024
Byam, Brianna	6/14/2024	Speech Language Pathologist	6/30/2024
Cekalla, Alea	5/9/2022	Academic and Behavioral Strategist; Elementary Education	6/30/2024
Christensen, Sarah	8/22/2023	School Nurse	6/30/2024
Dick, Olivia	6/28/2022	Occupational Therapist	6/30/2024
Ebert, Abby	5/29/2024	Elementary Education; Reading	6/30/2024
Gnotke, Nicole	7/2/2015	Emotional Behavior Disorder	6/30/2024
Green, Madeline	8/22/2023	Speech Language Pathologist	6/30/2024
Hakseth, Kaylee	1/22/2024	Academic and Behavioral Strategist	6/30/2024
Hinck, David	5/1/2024	Social Studies	6/30/2024
Hodgell, Linda	8/3/2022	Elementary Education; Reading	6/30/2024
Jacobson, Sydney	5/1/2024	Occupational Therapist	6/30/2024
Klapperich, Emily	9/1/2023	Early Childhood Special Education	6/30/2024
Krueger, Samantha	5/8/2024	Speech Language Pathologist	6/30/2024
Molitor, Courtney	8/15/2022	School Social Worker	6/30/2024
Olson, Destinee	2/7/2024	Communication Arts/Literature	6/30/2024
Paulson, Ryan	5/26/2019	Autism Spectrum Disorders	6/30/2024
Petersen, Lynne	5/28/2024	Autism Spectrum Disorders; Developmental Disabilities; Elementary Education; Mu	6/30/2024
Price, Morgan	1/10/2022	School Social Worker	6/30/2024

Licensed Staff Seniority List 2024

Quelle, Rebecca	6/27/2023	Elementary Education	6/30/2024
Safe, Kate	5/28/2024	Elementary Education; Mathematics 5-8, Reading	6/30/2024
Sells, Camryn	5/31/2024	Social Studies	6/30/2024
Toivonen, Doug	5/29/2024	Coaching; Physical Education	6/30/2024
Toivonen, Lisa	5/29/2024	Coaching; German; Spanish	6/30/2024
Werner, Ashlyn	9/30/2021	Speech Language Pathologist	6/30/2024
Zebro, Morgan	5/1/2024	Speech Language Pathologist	6/30/2024

Paraprofessional Seniority List 2024 Final

NAME	DATE EMPLOYED	POSITION	2024 End Date
Kraft, Annette	11/13/2000	Paraprofessional-KW	6/30/2024
Morgan, Nicole	11/18/2013	Paraprofessional-ZM	6/30/2024
Hall, Jamie	8/3/2015	Paraprofessional	6/30/2024
Walz, Julie	1/21/2016	Paraprofessional	6/30/2024
McDonnell, Melody	9/19/2016	Paraprofessional	6/30/2024
Anderson, Amanda	10/1/2017	Paraprofessional	6/30/2024
Peterson, Isaac	8/1/2019	Paraprofessional	6/30/2024
Schenach, Megan	3/23/2020	Paraprofessional	6/30/2024
Acosta, Kailee	8/1/2020	Paraprofessional	6/30/2024
Garcia, Shelly	08/22/2022	Paraprofessional	6/30/2024
Lindquist, Jasmyn	08/22/2022	Paraprofessional	6/30/2024
Mirsberger, Bonnie	09/01/2023	Paraprofessional	6/30/2024
Rohloff, Jace	09/01/2023	Paraprofessional	6/30/2024
Peters, Crystal	09/18/2023	Paraprofessional	6/30/2024
*DOES NOT INCLUDE 24-25 SCHOOL YEAR			
Probationary			
Berentsen, Kayla	8/26/24	Paraprofessional-TBMS	6/30/2024
Siebenaler, Madeline	8/26/24	Paraprofessional	6/30/2024
Bonine, Katherine	8/26/24	Paraprofessional	6/30/2024
Glasby, Carrie	8/26/24	Paraprofessional	6/30/2024
Swanson, Catherine	10/21/24	Paraprofessional	6/30/2024

XXIII. Other:

XXIV. Comments: Board/Director

XXV. Next Meeting Date: Thursday, February 27, 2025, at 7:00 p.m. at the River Bluff Education Center in Red Wing.

XXVI. Adjournment