



Goodhue County Education District Board Agenda
Thursday, February 26, 2026 at 6:00 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. Consent Agenda:

- A. Approval of January 29, 2026, Minutes

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Board Meeting
Thursday, January 29, 2026 7:00 PM Central

River Bluff Education Center, Red Wing
395 Guernsey Ln
Red Wing, MN 55066

Erica Aronson: Present
Terese Bjornstad: Present
Adam Dicke: Present
Jason Lohmann: Present
Heath Oeltjen: Present
JoLyn Williams: Present
Present: 6.

I. Pledge of Allegiance:

II. Call to Order/Adoption of Agenda:

Motion made to adopt the agenda. This motion, made by Terese Bjornstad and seconded by JoLyn Williams, Passed.

Erica Aronson: Yes, Terese Bjornstad: Yes, Adam Dicke: Yes, Jason Lohmann: Yes, Heath Oeltjen: Yes, JoLyn Williams: Yes

Yes: 6, No: 0

III. Annual Reorganization:

IV. Board Officers: Chair, Vice Chair, Clerk and Treasurer

(Elected Chair and Clerk will need to sign SMART Signature Form

Motion to elect board chair as Jason Lohmann. This motion, made by Heath Oeltjen and seconded by Adam Dicke, Passed.

Erica Aronson: Yes, Terese Bjornstad: Yes, Adam Dicke: Yes, Jason Lohmann: Yes, Heath Oeltjen: Yes, JoLyn Williams: Yes

Yes: 6, No: 0

Motion to approve Adam Dicke as board vice chair. This motion, made by Terese Bjornstad and seconded by Erica Aronson, Passed.

Erica Aronson: Yes, Terese Bjornstad: Yes, Adam Dicke: Yes, Jason Lohmann: Yes, Heath Oeltjen: Yes, JoLyn Williams: Yes

Yes: 6, No: 0

Motion to elect Erica Aronson as Clerk. This motion, made by Erica Aronson and seconded by Jason Lohmann, Passed.

Erica Aronson: Yes, Terese Bjornstad: Yes, Adam Dicke: Yes, Jason Lohmann: Yes, Heath Oeltjen: Yes, JoLyn Williams: Yes

Yes: 6, No: 0

Motion made to elect Terese Bjornstad as treasurer. This motion, made by Terese Bjornstad and seconded by Adam Dicke, Passed.

Erica Aronson: Yes, Terese Bjornstad: Yes, Adam Dicke: Yes, Jason Lohmann: Yes, Heath Oeltjen: Yes, JoLyn Williams: Yes

Yes: 6, No: 0

Explanation of duties given to board members by Jackie Paradis and Cherie Johnson.

V. Board Salaries: Current Salaries: \$90 for regular meetings, \$75 for negotiation meetings, and \$60 for special board meetings. There is also a \$300 yearly stipend for the Board Chair. Mileage is set at the current Federal Reimbursement Rate.

Motion made to accept salaries. This motion, made by Heath Oeltjen and seconded by Adam Dicke, Passed.

Erica Aronson: Yes, Terese Bjornstad: Yes, Adam Dicke: Yes, Jason Lohmann: Yes, Heath Oeltjen: Yes, JoLyn Williams: Yes

Yes: 6, No: 0

VI. Official Newspaper: Currently Red Wing Republican Eagle

Motion made to accept Official Newspaper as Red Wing Republican Eagle. This motion, made by Erica Aronson and seconded by Adam Dicke, Passed.

Erica Aronson: Yes, Terese Bjornstad: Yes, Adam Dicke: Yes, Jason Lohmann: Yes, Heath Oeltjen: Yes, JoLyn Williams: Yes

Yes: 6, No: 0

VII. Official Depository: Merchants Banks in Red Wing, Bremer Bank and MSDLAF.

Motion made to accept Official Depository: Merchants Banks in Red Wing, and MSDLAF. This motion, made by JoLyn Williams and seconded by Adam Dicke, Passed.

Erica Aronson: Yes, Terese Bjornstad: Yes, Adam Dicke: Yes, Jason Lohmann: Yes, Heath Oeltjen: Yes, JoLyn Williams: Yes

Yes: 6, No: 0

Motion made to remove Bremer Bank. This motion, made by Adam Dicke and seconded by Terese Bjornstad, Passed.

Erica Aronson: Yes, Terese Bjornstad: Yes, Adam Dicke: Yes, Jason Lohmann: Yes, Heath Oeltjen: Yes, JoLyn Williams: Yes

Yes: 6, No: 0

Remove Bremer Bank, approve others.

VIII. Official Legal Advisor: Currently Ratwik, Roszak & Maloney, P.A.

Motion made to accept Official Legal Advisor: Currently Ratwik, Roszak & Maloney, P.A. This motion, made by Erica Aronson and seconded by Heath Oeltjen, Passed.

Erica Aronson: Yes, Terese Bjornstad: Yes, Adam Dicke: Yes, Jason Lohmann: Yes, Heath Oeltjen: Yes, JoLyn Williams: Yes

Yes: 6, No: 0

IX. Board Meeting Calendar: 2026 Board Meeting Draft Calendar

Motion made to accept Board Meeting Calendar and move the time to 6:00 p.m.. This motion, made by Heath Oeltjen and seconded by JoLyn Williams, Passed.

Erica Aronson: Yes, Terese Bjornstad: Yes, Adam Dicke: Yes, Jason Lohmann: Yes, Heath Oeltjen: Yes, JoLyn Williams: Yes

Yes: 6, No: 0

It was agreed upon to move the board meeting times to 6:00 p.m. instead of 7:00.

X. Meet and Confer Committee: Current Representative is T. Bjornstad

Motion made to approve Meet and Confer Committee: Current Representative is T. Bjornstad. This motion, made by Heath Oeltjen and seconded by Adam Dicke, Passed.

Erica Aronson: Yes, Terese Bjornstad: Yes, Adam Dicke: Yes, Jason Lohmann: Yes, Heath

Oeltjen: Yes, JoLyn Williams: Yes
Yes: 6, No: 0

XI. Policies Committee: Current Representatives are A. Dicke & T. Bjornstad
Motion made to accept Policies Committee: Current Representatives are A. Dicke & T. Bjornstad. This motion, made by Heath Oeltjen and seconded by Adam Dicke, Passed.
Erica Aronson: Yes, Terese Bjornstad: Yes, Adam Dicke: Yes, Jason Lohmann: Yes, Heath Oeltjen: Yes, JoLyn Williams: Yes
Yes: 6, No: 0

XII. Insurance Committee: Current Representative is H. Oeltjen
Motion made to accept Insurance Committee: Current Representative is H. Oeltjen. This motion, made by Heath Oeltjen and seconded by Adam Dicke, Passed.
Erica Aronson: Yes, Terese Bjornstad: Yes, Adam Dicke: Yes, Jason Lohmann: Yes, Heath Oeltjen: Yes, JoLyn Williams: Yes
Yes: 6, No: 0

XIII. Negotiations Committee: Current Representatives are J. Lohmann & H. Oeltjen
Motion made to accept Negotiations Committee: Current Representatives are J. Lohmann & H. Oeltjen. This motion, made by Heath Oeltjen and seconded by Adam Dicke, Passed.
Erica Aronson: Yes, Terese Bjornstad: Yes, Adam Dicke: Yes, Jason Lohmann: Yes, Heath Oeltjen: Yes, JoLyn Williams: Yes
Yes: 6, No: 0

XIV. Technology Committee: Current Representative is J. Lohmann
Motion made to accept Technology Committee: Current Representative is J. Lohmann. This motion, made by Heath Oeltjen and seconded by Adam Dicke, Passed.
Erica Aronson: Yes, Terese Bjornstad: Yes, Adam Dicke: Yes, Jason Lohmann: Yes, Heath Oeltjen: Yes, JoLyn Williams: Yes
Yes: 6, No: 0

XV. Resolution Memberships: MN School Board Association (MSBA), MSBA Policy Continuation, Minnesota Rural Educators Association (MREA) and Southeast Service Cooperative (SSC).
Motion made to accept Resolution Memberships. This motion, made by JoLyn Williams and seconded by Erica Aronson, Passed.
Erica Aronson: Yes, Terese Bjornstad: Yes, Adam Dicke: Yes, Jason Lohmann: Yes, Heath Oeltjen: Yes, JoLyn Williams: Yes
Yes: 6, No: 0

XVI. Authorization to invest surplus funds and wire transfers within funds: Currently Cheryl Johnson, Executive Director and Jackie Paradis, Business Manager.
Motion to accept Authorization to invest surplus funds and wire transfers within funds: Currently Cheryl Johnson, Executive Director and Jackie Paradis, Business Manager. This motion, made by Adam Dicke and seconded by Heath Oeltjen, Passed.
Erica Aronson: Yes, Terese Bjornstad: Yes, Adam Dicke: Yes, Jason Lohmann: Yes, Heath Oeltjen: Yes, JoLyn Williams: Yes
Yes: 6, No: 0

XVII. EDIAM (Education Identity & Access Management) Board Resolution

Motion made to accept EDIAM Board Resolution. This motion, made by Terese Bjornstad and seconded by JoLyn Williams, Passed.

Erica Aronson: Yes, Terese Bjornstad: Yes, Adam Dicke: Yes, Jason Lohmann: Yes, Heath Oeltjen: Yes, JoLyn Williams: Yes

Yes: 6, No: 0

Cherie Johnson explained what EDIAM is to the board.

XVIII. Consent Agenda:

Motion made to accept the consent agenda. This motion, made by Erica Aronson and seconded by Heath Oeltjen, Passed.

Erica Aronson: Yes, Terese Bjornstad: Yes, Adam Dicke: Yes, Jason Lohmann: Yes, Heath Oeltjen: Yes, JoLyn Williams: Yes

Yes: 6, No: 0

XVIII.A. Approval of December 4, 2025, Board Meeting Minutes.

XVIII.B. Approval of Claims: J. Lohmann

XVIII.C. Staff Updates:

XVIII.C.1. Resignations:

Morgan Price, School Social Worker (Countywide) - Effective February 11, 2026

XVIII.C.2. New Hire:

Janessa Henderson, Setting IV Paraprofessional @ River Bluff Education Center - Contracted Services with Soliant for first 90 days, Effective 01/26/2026.

Holly Carlson, Speech Language Pathologist @ Cannon Falls (Long-Term Substitute) - Effective 05/08/2026-06/04/2026.

XVIII.C.3. Transfers:

XVIII.C.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:

XX.A. Business Manager Report

Jackie Paradis presented the business manager report to the board.

XX.B. 5RiversOnline (5RO) Updates

Jackie Paradis presented an enrollment history summary for 5RO. Kim Cory presented further updates on 5RO.

XX.C. Buoy Marketing Analytics Update

The presentation will be moved to the next meeting due to an emergency.

XXI. Old Business:

XXI.A. Summary of Executive Director Evaluation.
Jason Lohmann read the summary for the board.

XXII. New Business:

XXII.A. Licensed Staff Seniority List 2025

Motion made to accept Licensed Staff Seniority List 2025. This motion, made by JoLyn Williams and seconded by Erica Aronson, Passed.

Erica Aronson: Yes, Terese Bjornstad: Yes, Adam Dicke: Yes, Jason Lohmann: Yes, Heath Oeltjen: Yes, JoLyn Williams: Yes

Yes: 6, No: 0

XXII.B. Paraprofessional Seniority List 2025

Motion made to accept Paraprofessional Seniority List 2025. This motion, made by Terese Bjornstad and seconded by Erica Aronson, Passed.

Erica Aronson: Yes, Terese Bjornstad: Yes, Adam Dicke: Yes, Jason Lohmann: Yes, Heath Oeltjen: Yes, JoLyn Williams: Yes

Yes: 6, No: 0

XXII.C. GCED 2026-2027 School Calendar

Motion to accept GCED 2026-2027 School Calendar. This motion, made by Adam Dicke and seconded by Terese Bjornstad, Passed.

Erica Aronson: Yes, Terese Bjornstad: Yes, Adam Dicke: Yes, Jason Lohmann: Yes, Heath Oeltjen: Yes, JoLyn Williams: Yes

Yes: 6, No: 0

The board discussed and agreed that this calendar was a good match to the other district calendars.

XXII.D. Resolution Directing Administration to Make Recommendations Regarding the Reduction and/or Discontinuance of Programs and/or Positions and Reasons Therefor

Motion to accept Resolution Directing Administration to Make Recommendations Regarding the Reduction and/or Discontinuance of Programs and/or Positions and Reasons Therefor.

This motion, made by Heath Oeltjen and seconded by Erica Aronson, Passed.

Erica Aronson: Yes, Terese Bjornstad: Yes, Adam Dicke: Yes, Jason Lohmann: Yes, Heath Oeltjen: Yes, JoLyn Williams: Yes

Yes: 6, No: 0

Jason Lohmann read the resolution to the board members.

XXIII. Other:

Jason Lohman welcomed Erica Aronson from the Kenyon-Wanamingo School Board to the GCED Board. Jason thanked Jolyn Williams (Cannon Falls), Adam Dicke (Goodhue), Heath Oeltgen (Lake City) and Terese Bjornstad (Red Wing) for their continued commitment to their role as a GCED Board member.

XXIV. Comments: Board/Director

XXV. Next Meeting Date: February 26, 2026 at 7:00 p.m. at the River Bluff Education Center in Red Wing.

XXVI. Adjournment:

Motion made to adjourn. This motion, made by JoLyn Williams and seconded by Adam Dicke, Passed.

Erica Aronson: Yes, Terese Bjornstad: Yes, Adam Dicke: Yes, Jason Lohmann: Yes, Heath Oeltjen: Yes, JoLyn Williams: Yes

Yes: 6, No: 0

**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		41769		Direct Pymt	1	1497	BODENHAMER, SUSAN		Yes	Yes	No	01/26/2026	112.28
MERC		41770		Direct Pymt	1	1789	UPS		Yes	Yes	No	01/26/2026	92.27
MERC		41771		Direct Pymt	1	2200	PETERSEN, LYNNE		Yes	Yes	No	01/26/2026	253.40
MERC		41772		Direct Pymt	1	2809	MRI SOFTWARE, LLC		Yes	Yes	No	01/26/2026	96.00
MERC		41773		Direct Pymt	1	2865	INTELLICENTS		Yes	Yes	No	01/26/2026	1,250.00
MERC		41774		Direct Pymt	1	3145	MARQUARDT, JENNIFER		Yes	Yes	No	01/26/2026	410.90
MERC		41775		Direct Pymt	1	3362	MGNALLIE, LAURIE		Yes	Yes	No	01/26/2026	199.79
MERC		41776		Direct Pymt	1	3414	COULSON, TESS		Yes	Yes	No	01/26/2026	378.00
MERC		41777		Direct Pymt	1	3415	AMAZON CAPITAL SERVICES		Yes	Yes	No	01/26/2026	132.65
MERC		41778		Direct Pymt	1	3441	KING, ANDREA		Yes	Yes	No	01/26/2026	82.20
MERC		41779		Direct Pymt	1	3480	UMB BANK, N.A.		Yes	Yes	No	01/26/2026	776,311.25
MERC		41780		Direct Pymt	1	3504	SENECHALLE, MEGAN		Yes	Yes	No	01/26/2026	115.15
MERC		41781		Direct Pymt	1	3545	ROHAN, JILL		Yes	Yes	No	01/26/2026	31.50
MERC		41782		Direct Pymt	1	3562	NOTABLE, INC		Yes	Yes	No	01/26/2026	1,341.00
MERC		41783		Direct Pymt	1	3563	IMAGINE LEARNING, LLC		Yes	Yes	No	01/26/2026	16,512.00
MERC		41784		Direct Pymt	1	3603	HODGELL, LINDA		Yes	Yes	No	01/26/2026	248.50
MERC		41785		Direct Pymt	1	3618	SOLIAN T		Yes	Yes	No	01/26/2026	921.50
MERC		41786		Direct Pymt	1	3628	AMPION PBC C/O DEPT. 8121		Yes	Yes	No	01/26/2026	2,337.46
MERC		41787		Direct Pymt	1	3673	AMPION PBC C/O DEPT. 8125		Yes	Yes	No	01/26/2026	58.08
MERC		41788		Direct Pymt	1	3744	TULIP, KAYCEE		Yes	Yes	No	01/26/2026	37.80
MERC		41789		Direct Pymt	1	3790	KELLY SERVICES, INC		Yes	Yes	No	01/26/2026	812.70
MERC		41790		Direct Pymt	1	3792	NEMANICH, THOMAS		Yes	Yes	No	01/26/2026	207.90
MERC		41791		Direct Pymt	1	3801	TreviPay		Yes	Yes	No	01/26/2026	200.74
MERC		41792		Direct Pymt	1	3802	E.B.C...,LLC/ACS MONTHLY FEE - DIREC		Yes	Yes	No	01/26/2026	145.98
MERC		41793		Wire	1	09346	MINNESOTA UC FUND		No	Yes	No	01/26/2026	3,327.08
MERC		41794		Wire	1	2216	KWIK TRIP EXTENDED NETWORK		No	Yes	No	01/26/2026	517.66
MERC		41795		Wire	1	3232	ENTERPRISE FM TRUST		No	Yes	No	01/26/2026	4,221.49
MERC		41796		Direct Pymt	1	09118	EDUCATION MN - GCED		Yes	No	No	01/30/2026	3,343.83
MERC		41797		Direct Pymt	1	1984	E. B. C., LLC/Flex Contributions		Yes	No	No	01/30/2026	568.06
MERC		41798		Direct Pymt	1	3235	Goodhue Co Ed Dist Paraprofessional Unic		Yes	No	No	01/30/2026	402.89
MERC		41799		Direct Pymt	1	3504	SENECHALLE, MEGAN		Yes	No	No	01/30/2026	115.15
MERC		41800		Wire	1	04060	PERA-PUBLIC EMPLOYEES RETIREMT		No	Yes	No	01/30/2026	8,458.86
MERC		41801		Wire	1	04062	MN TEACHERS RETIREMENT ASSOC		No	Yes	No	01/30/2026	70,888.91
MERC		41802		Wire	1	2284	E. B. C..., LLC /ACS		No	No	No	01/30/2026	21,895.98
MERC		41803		Wire	1	2392	US DEPT. OF TREASURY		No	Yes	No	01/30/2026	103,162.93
MERC		41804		Wire	1	2396	MN Dept of Revenue		No	No	No	01/30/2026	18,798.60
MERC		41805		Wire	1	2501	Merchants Bank		No	Yes	No	01/30/2026	5,784.90
MERC		41806		Wire	1	2396	MN Dept of Revenue		No	Yes	No	01/30/2026	172.00

**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		41820		Wire	1	03977	SOUTHEAST SERVICE COOPERATIVE		No	No	No	02/03/2026	127,914.02
MERC		41821		Wire	1	2216	KWIK TRIP EXTENDED NETWORK		No	No	No	02/03/2026	308.44
MERC		41822		Direct Pymt	1	00707	MENARD'S RED WING		Yes	No	No	02/03/2026	39.15
MERC		41823		Direct Pymt	1	02672	METRO SALES, INC.		Yes	No	No	02/03/2026	2,060.56
MERC		41824		Direct Pymt	1	03350	REGION V COMPUTER SERVICES		Yes	No	No	02/03/2026	1,595.75
MERC		41825		Direct Pymt	1	04565	ZUMBROTA-MAZEPPA PUBLIC SCHOOL		Yes	No	No	02/03/2026	83.00
MERC		41826		Direct Pymt	1	09129	RED WING IND SCHOOL DIST 256		Yes	No	No	02/03/2026	55,188.54
MERC		41827		Direct Pymt	1	1483	LAKE CITY PUBLIC SCHOOLS		Yes	No	No	02/03/2026	1,154.96
MERC		41828		Direct Pymt	1	1789	UPS		Yes	No	No	02/03/2026	160.07
MERC		41829		Direct Pymt	1	1984	E. B. C., LLC/Flex Contributions		Yes	No	No	02/03/2026	125.00
MERC		41830		Direct Pymt	1	2554	CPI		Yes	No	No	02/03/2026	1,522.92
MERC		41831		Direct Pymt	1	2951	SHI		Yes	No	No	02/03/2026	1,570.00
MERC		41832		Direct Pymt	1	3145	MARQUARDT, JENNIFER		Yes	No	No	02/03/2026	354.91
MERC		41833		Direct Pymt	1	3335	CARLSON, MEGAN		Yes	No	No	02/03/2026	66.70
MERC		41834		Direct Pymt	1	3409	RIVERSIDE INSIGHTS		Yes	No	No	02/03/2026	540.92
MERC		41835		Direct Pymt	1	3415	AMAZON CAPITAL SERVICES		Yes	No	No	02/03/2026	217.49
MERC		41836		Direct Pymt	1	3417	LEMMON, KELSEY		Yes	No	No	02/03/2026	39.15
MERC		41837		Direct Pymt	1	3544	OLSON, MEGAN		Yes	No	No	02/03/2026	26.83
MERC		41838		Direct Pymt	1	3618	SOLIAN		Yes	No	No	02/03/2026	1,245.48
MERC		41839		Direct Pymt	1	3790	KELLY SERVICES, INC		Yes	No	No	02/03/2026	928.80
MERC		41840		Direct Pymt	1	3801	TreviPay		Yes	No	No	02/03/2026	95.06
MERC		41841		Direct Pymt	1	09118	EDUCATION MN - GCED		Yes	No	No	02/17/2026	3,343.83
MERC		41842		Direct Pymt	1	1984	E. B. C., LLC/Flex Contributions		Yes	No	No	02/17/2026	568.06
MERC		41843		Direct Pymt	1	3235	Goodhue Co Ed Dist Paraprofessional Unic		Yes	No	No	02/17/2026	402.89
MERC		41844		Wire	1	04060	PERA-PUBLIC EMPLOYEES RETIREMT		No	No	No	02/17/2026	8,783.96
MERC		41845		Wire	1	04062	MIN TEACHERS RETIREMENT ASSOC		No	No	No	02/17/2026	70,710.06
MERC		41846		Wire	1	2284	E. B. C., LLC /ACS		No	No	No	02/17/2026	21,895.98
MERC		41847		Wire	1	2392	US DEPT. OF TREASURY		No	No	No	02/17/2026	102,163.35
MERC		41848		Wire	1	2396	MN Dept of Revenue		No	No	No	02/17/2026	18,743.32
MERC		41849		Wire	1	2501	Merchants Bank		No	No	No	02/17/2026	5,784.90
MERC		41637	22180	Check	1	1416	DVS RENEWAL		Yes	No	Yes	02/16/2026	(20.25)
MERC		41764	22216	Check	1	3347	ASL INTERPRETING SERVICES, INC		Yes	No	No	01/26/2026	1,908.50
MERC		41763	22217	Check	1	3329	CHASE CARD SERVICES		Yes	Yes	No	01/26/2026	2,499.13
MERC		41756	22218	Check	1	00433	CITY OF RED WING		Yes	No	No	01/26/2026	2,594.79
MERC		41759	22219	Check	1	2871	EMC Insurance Companies		Yes	Yes	No	01/26/2026	616.00
MERC		41765	22220	Check	1	3641	EMPLOYERS PREFERRED INS. CO		Yes	No	No	01/26/2026	8,470.60
MERC		41766	22221	Check	1	3743	HIAWATHA HOMECARE		Yes	No	No	01/26/2026	1,852.50
MERC		41762	22222	Check	1	3088	HILLYARD/HUTCHINSON		Yes	No	No	01/26/2026	67.62

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		41760	22223	Check	1	2960	LANGUAGE LINE SERVICES		Yes	No	No	01/26/2026	71.75
MERC		41768	22224	Check	1	3812	NELSON, CHANTELLE		Yes	No	No	01/26/2026	60.76
MERC		41757	22225	Check	1	00443	RED WING ACE HARDWARE		Yes	Yes	No	01/26/2026	46.21
MERC		41758	22226	Check	1	2212	SMITH-SCHAFFER & ASSOC., LTD		Yes	No	No	01/26/2026	800.00
MERC		41761	22227	Check	1	3011	U.S. BANK EQUIPMENT FINANCE		Yes	No	No	01/26/2026	212.00
MERC		41767	22228	Check	1	3781	VISA		Yes	No	No	01/26/2026	3,950.03
MERC		41816	22229	Check	1	3586	ADAM'S PEST CONTROL - MAIN		Yes	No	No	02/03/2026	51.00
MERC		41815	22230	Check	1	3347	ASL INTERPRETING SERVICES, INC		Yes	No	No	02/03/2026	2,959.76
MERC		41819	22231	Check	1	3811	CAPTI		Yes	No	No	02/03/2026	3,400.00
MERC		41813	22232	Check	1	3126	FERNBROOK FAMILY CENTER		Yes	No	No	02/03/2026	23,624.05
MERC		41818	22233	Check	1	3743	HIAWATHA HOMECARE		Yes	No	No	02/03/2026	1,202.50
MERC		41809	22234	Check	1	09162	HILLYARD FLOOR CARE SUPPLY		Yes	No	No	02/03/2026	118.29
MERC		41807	22235	Check	1	00367	KENYON-WANAMINGO PUBLIC SCHOC		Yes	No	No	02/03/2026	225.75
MERC		41808	22236	Check	1	00670	RATWIK ROSZAK & MALONEY PA		Yes	No	No	02/03/2026	82.50
MERC		41812	22237	Check	1	3078	SHRED-N-GO-446138		Yes	No	No	02/03/2026	89.30
MERC		41814	22238	Check	1	3227	SUMMIT FIRE PROTECTION		Yes	No	No	02/03/2026	645.75
MERC		41817	22239	Check	1	3738	VIRCO, INC		Yes	No	No	02/03/2026	156.78
MERC		41810	22240	Check	1	2303	WABASHA-KELLOGG PUBLIC SCHOOL		Yes	No	No	02/03/2026	6,217.80
MERC		41811	22241	Check	1	2315	WINONA PUBLIC SCHOOLS		Yes	No	No	02/03/2026	554.62

Bank Total: \$1,534,039.23
Report Total: \$1,534,039.23

C. Staff Updates:

1. **Resignations:**

2. **New Hire:**

Victoria Dale, Setting IV Paraprofessional @ River Bluff Education Center - Contracted Services with Precision HR for first 90 days, Effective 03/02/2026.

3. **Transfers:**

4. **Re-assignment:**

Lauren Agesen, 0.8 FTE School Social Worker @ 5RO to .2 FTE School Social Worker @ 5RO/.8 Early Childhood School Social Worker (Countywide), Effective 03/02/2026.

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 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

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REVENUE							January 31, 2026	January 31, 2025	January 31, 2024		
REVENUE CATEGORIES	June 30, 2024	June 30, 2025	Adopted Budget	Revised Budget	Received YTD	Budget Remaining	% of Budget Received	% of Actuals Received	% of Actuals Received	January 31, 2025	January 31, 2024
STATE	6,262,303	6,401,575	6,529,002	6,897,580	3,027,922	3,869,658	43.9%	38.8%	36.8%	2,484,945	2,302,761
FEDERAL	2,370,023	2,037,610	2,051,616	2,037,217	526,911	1,510,306	25.9%	37.8%	36.0%	769,298	853,711
LOCAL (FEES, INTEREST, ETC.)	11,303,859	11,439,690	11,753,680	11,722,594	6,604,915	5,117,679	56.3%	51.3%	48.9%	5,873,117	5,524,974
TOTALS	19,936,185	19,878,875	20,334,298	20,657,391	10,159,748	10,497,643	49.2%	45.9%	43.5%	9,127,360	8,681,446

EXPENDITURES							January 31, 2026	January 31, 2025	January 31, 2024		
OBJECT SERIES	June 30, 2024	June 30, 2025	Adopted Budget	Revised Budget	Expended YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended	January 31, 2025	January 31, 2024
SALARIES & WAGES	10,093,545	10,990,252	11,525,375	11,436,105	5,145,861	6,290,244	45.0%	45.5%	44.0%	4,999,951	4,437,685
EMPLOYEE BENEFITS	2,843,575	3,173,243	3,361,997	3,495,545	1,568,754	1,926,791	44.9%	44.7%	42.5%	1,417,477	1,208,948
PURCHASED SERVICES	5,105,484	3,999,273	3,708,838	3,884,560	905,888	2,978,672	23.3%	23.0%	22.5%	921,824	1,147,037
SUPPLIES	819,001	794,966	716,194	732,750	472,960	259,790	64.5%	75.3%	68.5%	598,640	561,160
EQUIPMENT	1,073,045	1,175,995	1,084,272	1,095,876	1,002,217	93,659	91.5%	95.4%	95.1%	1,122,383	1,020,932
OTHER EXPENDITURES	124,731	30,830	28,362	81,010	16,977	64,033	21.0%	82.8%	18.7%	25,536	23,291
TOTALS	20,059,380	20,164,559	20,425,038	20,725,846	9,112,657	11,613,189	44.0%	45.1%	41.9%	9,085,812	8,399,053

PROGRAM SERIES							January 31, 2026	January 31, 2025	January 31, 2024		
PROGRAM SERIES	June 30, 2024	June 30, 2025	Adopted Budget	Revised Budget	Expended YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended	January 31, 2025	January 31, 2024
SITE ADMINISTRATION	357,053	358,374	381,650	387,208	225,233	161,975	58.2%	61.7%	54.9%	221,234	196,200
DISTRICT ADMINISTRATION	92,977	88,643	94,744	102,502	56,843	45,659	55.5%	58.2%	47.2%	51,592	43,879
SUPPORT SERVICES	338,571	349,805	320,477	330,467	330,501	(34)	100.0%	94.9%	95.9%	331,913	324,706
REGULAR INSTRUCTION	3,275,290	2,841,820	3,064,529	2,901,639	1,099,363	1,802,276	37.9%	38.5%	26.7%	1,095,493	874,859
EXTRA-CURRICULAR ACTIVITES	-	-	-	-	-	-	0.0%	0.0%	0.0%	-	-
SPECIAL EDUCATION	10,794,455	11,172,266	11,507,645	11,849,166	4,930,306	6,918,860	41.6%	42.5%	41.8%	4,751,276	4,512,719
INSTRUCTIONAL SUPPORT	893,095	990,629	816,563	793,933	339,098	454,835	42.7%	37.6%	36.9%	372,314	329,857
PUPIL SUPPORT SERVICES	2,499,034	2,357,264	2,341,307	2,351,592	864,113	1,487,479	36.7%	42.4%	37.0%	999,337	924,963
FACILITIES	1,354,668	1,443,735	1,386,060	1,506,703	1,096,501	410,202	72.8%	74.6%	78.1%	1,076,991	1,058,013
OTHER FINANCING USES	-	-	-	-	-	-	0.0%	0.0%	0.0%	-	-
TOTALS	20,059,380	20,164,559	20,425,038	20,725,846	9,112,657	11,613,189	44.0%	45.1%	41.9%	9,085,812	8,399,053

SUMMARY - ALL FUNDS							January 31, 2026	January 31, 2025	January 31, 2024		
SUMMARY	June 30, 2024	June 30, 2025	Adopted Budget	Revised Budget	Expended YTD	Budget Remaining	% of Budget	% of Actuals	% of Actuals	January 31, 2025	January 31, 2024
REVENUE	19,936,185	19,878,875	20,334,298	20,657,391	10,159,748	10,497,643	49.2%	45.9%	43.5%	9,127,360	8,681,446
EXPENDITURES	20,059,380	20,164,559	20,425,038	20,725,846	9,112,657	11,613,189	44.0%	45.1%	41.9%	9,085,812	8,399,053
SPENDING VARIANCE	(123,195)	(285,685)	(90,740)	(68,455)	1,047,091	N/A	N/A	N/A	N/A	41,549	282,394

**Goodhue County Ed District
Reconciliation Worksheet Report
01/31/2026**

Audit No	Statement Date	Co	Bank Code	Bank Name/Description
1577	01/31/2026	6051	MERC	MERCHANTS BANK GENERAL

Worksheet has been Finalized

Statement Amount 984,258.05

Deposits in Transit 291,331.50

Outstanding Payments

Checks 27,890.37

Wires 40,694.58

SHR - Payments 0.00

SHR - Third Party 0.00

Cash 0.00

ACH 4,429.93

Adjustment Amount 208,191.86

Amount Per Bank 1,410,766.53

GL Account Balance 1,410,766.53

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

Ty
F

Difference 0.00

Adjustments

Manual 01/31/2026 KT Wire 308.44 RECORDED IN FEB

Manual 01/31/2026 SWEEP Wire 207,883.42 SWEEP

Business Manager Report 2-26-26

2025-26 Budget as of 1/31/26

We have received \$10,159,748 or 49.2% of the budget, compared to 45.9% at Jan 31, 2025 and 43.5% at Jan 31, 2024. We have expended \$9,112,657 or 44.0% of the expense budget, compared to 45.1% at Jan 31, 2025 and 41.9% at Jan 31, 2024.

Cash Flow

For your information. Cash flow is looking good through the end of the fiscal year with the implementation of prebilling a month in advance. There are lower spots throughout the projection, but only for a week here and there.

Jan Bank Rec

For your information

Enrollment

We have increased 67 students since January. Below is the change by program.

Program	Jan 26	Feb 26	Change	Feb 25
REACH	63	63	0	51
STEP	16	16	0	15
Pathways 6-7	14	14	0	9
Pathways 8-12	42	43	+1	36
5RO Elementary	32	43	+11	32
5RO Secondary FT	265	263	-2	261
5RO Secondary PT	187	244	+57	170
Total	619	686	+67	574



**GOODHUE CO ED DISTRICT
2025-26 CASH FLOW**

AS OF 2-19-26

JULY

DATE	ACCOUNTS PAYABLE	PAYROLL	MISC. RECEIPTS	STATE AID	FEDERAL GRANT	RUNNING BALANCE
7/1/2025	-	-	821.38		258,035.27	1,279,380.74
7/9/2025	(575,217.41)	-			-	704,163.33
7/15/2025	(256,956.56)	(359,420.75)	3,073.14	237,993.78	-	328,852.94
7/20/2025	-	-	93,255.44		-	422,108.38
7/31/2025	(457,800.39)	(270,689.30)	172,218.71	107,916.87	-	(26,245.73)
ENDING BALANCE	(1,289,974.36)	(630,110.05)	269,368.67	345,910.65	258,035.27	(26,245.73)

AUGUST

DATE	ACCOUNTS PAYABLE	PAYROLL	MISC. RECEIPTS	STATE AID	FEDERAL GRANT	RUNNING BALANCE
8/1/2025	-	-	444,412.03		-	418,166.30
8/4/2025	-	-	-		-	418,166.30
8/15/2025	(333,365.27)	(311,456.46)	95,907.87	410,084.14	54,615.91	333,952.49
8/17/2025	-	-	30,439.51		-	364,392.00
8/30/2025	(229,594.62)	(275,887.01)	1,140,135.62	816,335.57	-	1,815,381.56
ENDING BALANCE	(562,959.89)	(587,343.47)	1,710,895.03	1,226,419.71	54,615.91	1,815,381.56

SEPTEMBER

DATE	ACCOUNTS PAYABLE	PAYROLL	MISC. RECEIPTS	STATE AID	FEDERAL GRANT	RUNNING BALANCE
9/1/2025	(216,361.14)	(2,676.80)	13,445.00		-	1,609,788.62
9/15/2025	(869,025.94)	(286,143.37)	475,439.74	134,751.83	46,200.80	1,111,011.68
9/17/2025	-	(501.62)	397,194.43		-	1,507,704.49
9/30/2025	(989,689.87)	(305,306.63)	66,317.55	420,030.84	148,275.79	847,332.17
ENDING BALANCE	(2,075,076.95)	(594,628.42)	952,396.72	554,782.67	194,476.59	847,332.17

OCTOBER

DATE	ACCOUNTS PAYABLE	PAYROLL	MISC. RECEIPTS	STATE AID	FEDERAL GRANT	RUNNING BALANCE
10/1/2025	(236,726.00)	-	-		-	610,606.17
10/9/2025	(30,612.94)	-	235,288.66		-	815,281.89
10/15/2025	(242,116.15)	(314,504.15)	250,449.89	103,718.83	-	612,830.31
10/20/2025	(259,936.65)	-	501,129.65		-	854,023.31
10/31/2025	(232,319.53)	(301,289.22)	260,832.80	352,516.02	121,000.38	1,054,763.76
ENDING BALANCE	(1,001,711.27)	(615,793.37)	1,247,701.00	456,234.85	121,000.38	1,054,763.76

NOVEMBER

DATE	ACCOUNTS PAYABLE	PAYROLL	MISC. RECEIPTS	STATE AID	FEDERAL GRANT	RUNNING BALANCE
11/1/2025	-	-	-		-	1,054,763.76
11/5/2025	(263,427.58)	-	216,283.56		-	1,007,619.74
11/15/2025	-	(348,817.82)	-	122,785.83	-	781,587.75
11/20/2025	(345,536.26)	-	447,716.35		-	883,767.84
11/30/2025	(232.72)	(304,434.60)	92,651.65	285,764.45	-	957,516.62
ENDING BALANCE	(609,196.56)	(653,252.42)	756,651.56	408,550.28	-	957,516.62

DECEMBER

DATE	ACCOUNTS PAYABLE	PAYROLL	MISC. RECEIPTS	STATE AID	FEDERAL GRANT	RUNNING BALANCE
12/1/2025	(467,115.67)	-	358,699.83	-	-	849,100.78
12/8/2025	-	-	-		-	849,100.78
12/15/2025	(371,907.29)	(307,793.17)	65,200.87	276,933.19	-	511,534.38
12/20/2025	-	(1,020.43)	536,057.41		-	1,046,571.36
12/31/2025	(250,509.70)	(326,964.41)	1,798.81	153,204.24	-	624,100.30
ENDING BALANCE	(1,089,532.66)	(635,778.01)	961,756.92	430,137.43	-	624,100.30

JANUARY

DATE	ACCOUNTS PAYABLE	PAYROLL	MISC. RECEIPTS	STATE AID	FEDERAL GRANT	RUNNING BALANCE
1/1/2026	-	-			-	624,100.30
1/8/2026	(261,869.95)	-	240,053.89		526,910.85	1,129,195.09
1/15/2026	(228,850.80)	(289,316.72)		251,996.31		863,023.88
1/20/2026	(833,505.17)	-	327,839.61	7,187.60	-	364,545.92
1/31/2026	(240,291.27)	(298,350.11)	942,290.43	642,571.56		1,410,766.53
ENDING BALANCE	(1,564,517.19)	(587,666.83)	-	1,510,183.93	901,755.47	526,910.85

FEBRUARY

DATE	ACCOUNTS PAYABLE	PAYROLL	MISC. RECEIPTS	STATE AID	FEDERAL GRANT	RUNNING BALANCE
2/1/2026	(234,565.85)	-	8,170.70		-	1,184,371.38
2/15/2026	(232,376.10)	(301,381.81)	161,827.46	129,098.32	-	941,539.25
2/20/2026	(135,386.17)	-	144,044.04		-	950,197.12
2/28/2026	(222,501.89)	(295,529.18)	8,313.19	256,044.82	-	696,524.07
ENDING BALANCE	(824,830.01)	(596,910.99)	-	322,355.39	385,143.14	-

MARCH

DATE	ACCOUNTS PAYABLE	PAYROLL	MISC. RECEIPTS	STATE AID	FEDERAL GRANT	RUNNING BALANCE
3/1/2026	(333,167.07)	-	66,960.16		-	430,317.16
3/15/2026	(217,449.34)	(295,052.05)	192,178.24	245,334.82	139,847.13	495,175.95
3/20/2026	(85,982.43)	-	3,634.19		-	412,827.71
3/31/2026	(220,239.16)	(297,781.82)	725,487.70	294,401.78	-	914,696.22
ENDING BALANCE	(856,838.00)	(592,833.87)	-	988,260.28	539,736.60	139,847.13

APRIL

DATE	ACCOUNTS PAYABLE	PAYROLL	MISC. RECEIPTS	STATE AID	FEDERAL GRANT	RUNNING BALANCE
4/9/2026	(490,967.45)	-	127,235.74		-	550,964.50
4/15/2026	(221,156.24)	(297,390.69)	217,909.40	196,267.86	-	446,594.84
4/20/2026	(188,126.86)	-	456,368.64		113,452.23	828,288.85
4/30/2026	(221,958.66)	(298,803.15)	1,163.95	458,980.30	-	767,671.28
ENDING BALANCE	(1,122,209.21)	(596,193.85)	-	802,677.74	655,248.16	113,452.23

MAY

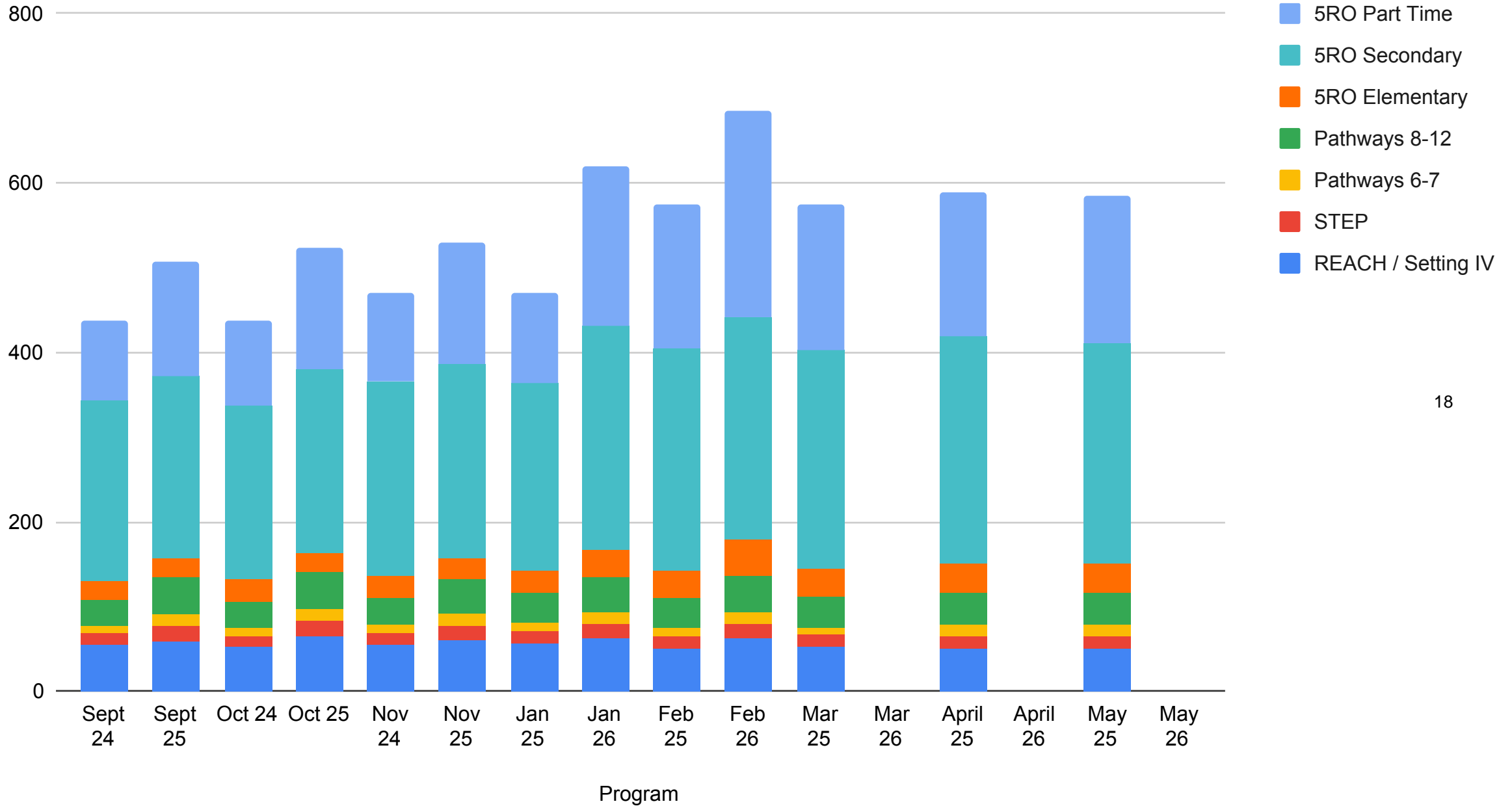
DATE	ACCOUNTS PAYABLE	PAYROLL	MISC. RECEIPTS	STATE AID	FEDERAL GRANT	RUNNING BALANCE
5/1/2026	(313,362.49)	-	98,799.75		2,751.49	555,860.03
5/15/2026	(346,114.60)	(297,866.04)	226,907.24	245,334.82	-	384,121.45
5/20/2026	-	-	505,500.07		-	889,621.53
5/31/2026	(380,023.68)	(299,918.19)	530,990.43	245,334.82	-	986,004.90
ENDING BALANCE	(1,039,500.77)	(597,784.23)	-	1,362,197.49	490,669.64	2,751.49

JUNE

DATE	ACCOUNTS PAYABLE	PAYROLL	MISC. RECEIPTS	STATE AID	FEDERAL GRANT	RUNNING BALANCE
6/1/2026	-	-			-	986,004.90
6/15/2026	(478,941.71)	(374,098.82)	246,186.55		-	379,150.92
6/20/2026	-	-	333,974.97	245,334.82	-	958,460.70
6/30/2026	(355,283.09)	(289,992.84)	135,666.74		-	448,851.50
ENDING BALANCE	(834,224.80)	(664,091.67)	-	715,828.25	245,334.82	-

TOTALS	(12,870,571.67)	(7,352,387.17)	-	11,600,272.98	6,639,923.42	1,411,089.85	448,851.50
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Enrollment by Program by Month



As of 2/19/26

District	REACH / Setting IV	STEP	Pathways 6-7	Pathways 8-12	5RO Elementary	5RO Secondary	5RO Part Time	Total
Cannon Falls	3	3	0	4	3	16	81	110
Goodhue	1	1		0	2	7	18	29
Kenyon-Wanamingo	9	3		0	0	17	11	40
Lake City	5	2		9	4	27	83	130
Red Wing	41	4	14	29	22	99	21	230
Zumbrota-Mazeppa	1	3		1	2	24	13	44
Non Members	3	0	0	0	10	73	17	103
Total Program	63	16	14	43	43	263	244	686

Total Special Ed	63	16	0	13	5	33	19	149
Percent Special Ed	100.00%	100.00%	0.00%	30.23%	11.63%	12.55%	7.79%	21.72%

Color Code Key

	MDE Tuition Billing System	19
	Billed to Districts at or below APU amount	
	Billed to Districts throughout year for cash flow and trued up at year end (Open Enrollment)	

5RiversOnline Advertising Campaign (Phase 1)

Jan. 29, 2026

21

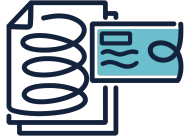


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The Goals

- **Ultimate: Increase enrollment numbers at 5RiversOnline**
- Campaign-specific goals:
 - Clicks to 5RiversOnline page
 - Clicks to K-6-specific page
 - Opens of pre-enroll form
 - Submissions of pre-enroll form

Phase 1: Who We're Looking to Reach



- People who are not aware of 5RiversOnline as an option for them
- Families who currently homeschooling
- Families who are considering homeschooling
- Focus on the K-6 population
- Special interest in families near Twin Cities metro

The Approach



- Digital ads on Meta (Facebook and Instagram) and Google
 - Set budget in advance, not buying ads in bulk; only paying when people engage
 - Reviewing where we have traction to invest more/pivot away from other options
 - *Google:*
 - Pay only when someone clicks
 - Shown to people actively searching for help
 - Budget capped and closely monitored
 - *Meta:*
 - Budget set in advance
 - Shown only to relevant audiences
 - Performance-based distribution
 - Adjustable at any time
- SEO clean-up on website
- Enrollment form accessibility

Messaging & Keyword Themes



Messaging:

- Preventing burnout (current homeschool families)
- The "best of both worlds" (current and potential homeschool families)
- "You're not alone" (potential homeschool families)
- Universal appeal

Keyword themes (170+ keywords):

- Virtual school
- Homeschool
- Teacher/Student support
- Learning approaches
- Elementary-specific
- Alternative/Non-Traditional education



Ad Designs



Early Results



Questions?

SFY 2025 Maintenance of Effort (MOE)

1 message

Bemis, Jill (MDE) <jill.bemis@state.mn.us>
To: "cjohnson@gced.k12.mn.us" <cjohnson@gced.k12.mn.us>

Thu, Feb 12, 2026 at 6:18 AM



Maintenance of Effort (MOE) for Special Education Programs

(Via e-mail delivery)

February 12, 2026

Cheryl Johnson, Director of Special Education

Goodhue County Education District #6051-61

Dear Director, Cheryl Johnson,

This letter serves as official notice that your Local Educational Agency (LEA) **has** maintained effort for State Fiscal Year (SFY) 2025.

The MOE webinar was held on Wednesday, February 11, 2026. The PowerPoint presentation will be made available later this month on the [Special Education Funding training page](#) and Section 6 of the Special Education Reference Guide on Maintenance of Effort can be found on the [Special Education Funding Guide webpage](#).

MOE Report

The report is posted to the [MDE Website \(https://education.mn.gov\)](https://education.mn.gov) under Data Center > Data Reports and Analytics > School Finance Reports: Minnesota Funding Reports (MFR) > Select your district > Select Category: Special Education Maintenance of Effort > Select year: SY 24-25 > Select Report: Special Education Maintenance of Effort. District reports will include expenditures from cooperative. Cooperative reports will not include expenditures allocated to districts.

The MOE Interactive spreadsheet is posted to the [MDE Website \(https://education.mn.gov\)](https://education.mn.gov) under Data Center > Data Reports and Analytics > School Finance Spreadsheets > Special Education > Select Category: Special Education > Select Subcategory: MOE Interactive Spreadsheet > List Files > Select the MOE Interactive Spreadsheet under Data Files. The updated SFY 2026 MOE Interactive Spreadsheet is in the process of being posted to the MDE website.

Questions related to this memorandum may be directed to the [Special Education Funding and Data Team](#).

Jill Bemis

Education Finance Consultant 3

Division of School Finance

651-582-8408 | Jill.Bemis@state.mn.us

Minnesota Department of Education

400 NE Stinson Blvd., Minneapolis, MN 55413

education.mn.gov

126C.44 SAFE SCHOOLS REVENUE.

Subdivision 1. **Safe schools revenue for school districts.** A school district's safe schools revenue equals its safe schools levy.

Subd. 2. **School district safe schools levy.** A school district's safe schools levy equals \$36 times the district's adjusted pupil units for the school year.

Subd. 3. **Safe schools revenue for intermediate school districts.** A school district that is a member of an intermediate school district or other cooperative unit under section 123A.24, subdivision 2, or a joint powers district under section 471.59, may include in its levy authority under this section the costs associated with safe schools activities authorized under this section for intermediate school district programs. This authority must not exceed the product of \$15 and the adjusted pupil units of the member districts. This authority is in addition to any other authority authorized under this section. Revenue raised under this subdivision must be transferred to the intermediate school district or other cooperative unit under section 123A.24, subdivision 2, or a joint powers district under section 471.59.

Subd. 4. **Use of safe schools revenue.** (a) Safe schools revenue must be reserved and used for directly funding the following purposes or for reimbursing the cities and counties who contract with the district for the following purposes:

(1) to pay the costs incurred for the salaries, benefits, and transportation costs of peace officers and sheriffs for liaison in services in the district's schools;

(2) to pay the costs for a drug abuse prevention program as defined in section 609.101, subdivision 3, paragraph (e), in the elementary schools;

(3) to pay the costs for a gang resistance education training curriculum in the district's schools;

(4) to pay the costs for security in the district's schools and on school property;

(5) to pay the costs for other crime prevention, drug abuse, student and staff safety, voluntary opt-in suicide prevention tools, and violence prevention measures taken by the school district;

(6) to pay costs for licensed school counselors, licensed school nurses, licensed school social workers, licensed school psychologists, and licensed alcohol and substance use disorder counselors to help provide early responses to problems;

(7) to pay for facility security enhancements including laminated glass, public announcement systems, emergency communications devices, and equipment and facility modifications related to violence prevention and facility security;

(8) to pay for costs associated with improving the school climate;

(9) to pay costs for colocating and collaborating with mental health professionals who are not district employees or contractors; or

(10) to pay for the costs of cybersecurity measures, including updating computer hardware and software, other systems upgrades, and cybersecurity insurance costs.

(b) For expenditures under paragraph (a), clause (1), the district must initially attempt to contract for services to be provided by peace officers or sheriffs with the police department of each city or the sheriff's department of the county within the district containing the school receiving the services. If a local police department or a county sheriff's department does not wish to provide the necessary services, the district may

contract for these services with any other police or sheriff's department located entirely or partially within the school district's boundaries.

History: 1975 c 432 s 75; 1976 c 271 s 81; 1977 c 447 art 6 s 8; 1978 c 764 s 105; 1982 c 548 art 6 s 21; 1983 c 314 art 6 s 24; 1984 c 463 art 6 s 6; 1986 c 444; 1987 c 398 art 1 s 21; art 6 s 12; 1988 c 486 s 85; 1988 c 718 art 6 s 20,21; 1988 c 719 art 5 s 84; 1989 c 329 art 6 s 48; art 13 s 9-11,20; 1Sp1989 c 1 art 2 s 11; 1990 c 426 art 2 s 1; 1990 c 562 art 6 s 33; art 7 s 10; art 10 s 9-11; 1990 c 596 s 3; 1991 c 130 s 29; 1991 c 265 art 5 s 12; 1991 c 291 art 4 s 1; 1992 c 499 art 6 s 29; art 7 s 11,26; art 12 s 29; 1992 c 511 art 2 s 21; art 5 s 9; 1992 c 603 s 11; 1993 c 224 art 7 s 13; art 8 s 3,4; 1994 c 647 art 8 s 9; 1Sp1995 c 3 art 1 s 17; art 16 s 13; 1996 c 412 art 4 s 10; art 13 s 18; 1997 c 66 s 79; 1Sp1997 c 4 art 1 s 26-28; art 2 s 31; 1998 c 397 art 7 s 112,164; 1999 c 241 art 2 s 48; 2000 c 254 s 44; 2000 c 489 art 2 s 24; 2002 c 377 art 5 s 4; 1Sp2003 c 9 art 2 s 38; 2006 c 263 art 1 s 15; 2007 c 146 art 1 s 14; 2008 c 363 art 2 s 24; 2009 c 96 art 1 s 17; 1Sp2011 c 11 art 1 s 24; 2013 c 116 art 1 s 53; 2014 c 312 art 15 s 20; 2022 c 98 art 4 s 51; 2023 c 55 art 8 s 15



2026 Legislative Platform

The 331 elected school boards across Minnesota are accountable to their communities and responsible for decisions about annual budget, oversight of district operations, long-term planning, district policies, curriculum, and student success.

To fulfill this role effectively, boards must have:

- Stable, adequate, and predictable funding that reflects real inflationary pressures.
- Policy and program reforms to make them work for school districts.
- Local control and flexibility to respond to the unique needs of their students and communities.

Top Priorities for the 2026 Legislative Session

Special Education Cross Subsidy

- Protect existing special education funding and ensure the Blue Ribbon Education Task Force's \$250 million reduction target does not reverse recent progress in lowering the special education cross subsidy—avoiding new pressures on general education budgets and local property taxpayers.

Safe and Supportive Schools

- Raise the cap for the School Safety Levy to provide districts with greater flexibility to address a full range of local safety needs — including support for School Resource Officers (SROs), staff, and facility priorities — consistent with best practices and community expectations.
- Reevaluate non-exclusionary discipline strategies recognizing one statewide approach does not effectively meet the safety needs of all students.

Stable and Predictable Funding

- Protect the Basic Education formula inflationary index and extend it to other components of General Education Revenue to ensure consistent and predictable funding that keeps pace with actual district costs.
- Hold districts harmless in compensatory revenue changes while improving how students in need are identified and served.
- Allow school boards, by Board resolution, to transfer balance surpluses of non-federal funds between district operating accounts, to meet financial needs without the need for additional aid or levy authority.
- Provide full ongoing state funding, or repeal, summer unemployment for non-licensed school staff.
- Fully fund the Minnesota Paid Leave program for school districts or allow districts and collective bargaining units to opt out of the state program.



2026 Legislative Platform

Ongoing Priorities for the 2026 Legislative Session

Facilities and Infrastructure

- Allow school boards a one-time Capital Projects Levy renewal authority and give greater flexibility in Long-Term Facilities Revenue for facility upgrades or maintenance.

PSEO and Concurrent Enrollment Reform

- Address Postsecondary Enrollment Options (PSEO) statutes to restore balance and fairness to school districts while preserving meaningful college-credit opportunities for students.

Permanent School Fund Modernization

- Support a constitutional amendment to modernize the Permanent School Fund distribution allocation—replacing the outdated “interest and dividends” formula with a percentage-of-market-value (POMV) framework for stable yearly funding while protecting the trust fund for future generations.

Your Government Relations Team

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Instruction and Assessments

- Transition from the MCAs to a nationally recognized assessment like the ACT.
- Broaden the definition of “instructional hours” to allow high school students to access non-traditional courses allowing them to better meet individualized student success.
- Update the online learning statute to direct the Minnesota Department of Education to design, implement and evaluate a pilot of secure remote testing options for the Minnesota Comprehensive Assessments (MCAs).

Local Option Revenue (LOR) Levy Authority

- Increase school board LOR authority from \$724 to \$979 per pupil closing the inflation gap, reducing financial pressure on districts and promoting more stable, equitable funding statewide.

Timely Implementation of Fiscal Mandates

- New mandates that increase costs to districts or budget reductions that impact districts must have a fiscal note and must be enacted by March 1 of the current legislative year or delay enactment until July 1 of the following school fiscal year to allow district staffing and program adjustments.



Voice For Greater Minnesota Education

2026 LEGISLATIVE PLATFORM

MREA advocates on behalf of 239 school districts, 32 education cooperatives and 80 associate members across Greater Minnesota to provide educational opportunities and close achievement gaps in Minnesota.

Approved at MREA Annual Meeting: Dec. 9, 2025



Minnesota’s Rural Public Schools need strong state financial support to offer respectful compensation necessary to attract and retain staff. Funding a system of schools is a primary constitutional duty of the State legislature and Governor. MREA is calling on state officials to improve educator compensation, making the profession more attractive, through several legislative actions.

KEY ACTIONS NEEDED

SUSTAINABLE & ADEQUATE FUNDING TO IMPROVE TEACHER COMPENSATION

- Defend the Basic Formula inflator and current funding for Special Education
- Stabilize Compensatory Funding
- Increase Local Optional Revenue

IMPROVE LEVY FAIRNESS

- Convert state equalization aid programs into a series of targeted property tax credits, referred to “Education Equalization Credits.”
- Create Seasonal/Recreational Tax Base Replacement Aid

FUNDING FLEXIBILITY

- Allow local American Indian Parent Advisory Committees more flexibility in programming

SAFE & SECURE SCHOOLS

- Increase Safe Schools Revenues, including funding to cooperative education districts

2026 LEGISLATIVE PLATFORM

Fair and Sustainable Funding

- Protect existing special education funding and repeal the contingent \$250 million cut to special education cross-subsidy aid.
- Expand eligible uses of student support personnel aid to include:
 - » Allow student support personnel aid to be used to retain existing FTE positions and shield those staff from district budget cuts, not only replace positions funded by federal funding.
 - » Expand the allowable uses to include other mental health professionals (e.g., licensed clinical counselor, licensed psychologist)
- Fund interventions to prevent the need for restrictive procedures and seclusion
- Ensure education funding is delivered through direct aid to school districts and not through a competitive grant process

Flexible and Supportive Policy

SPECIAL EDUCATOR RECRUITMENT AND RETENTION

- Eliminate the requirement to annually repost positions held by teachers with a Tier 1 License or Out-of-Field Permission
- Allow out-of-state enrollment in approved teacher preparation programs for Tier 2 teachers to support ongoing development
- Fund special education paperwork assistance to teachers, while allowing district flexibility to meet local needs.
- Align MN requirements for short-term objectives and benchmarks to federal requirements, including the requirement to regularly report progress on each annual goal in the IEP.
- Expand flexibility for out-of-field permission when conditions are such that no licensed candidate has applied
- Support MN entering into the Interstate Teacher Mobility Compact

SAFE AND SECURE SCHOOL ENVIRONMENTS

- Make changes to K-grade 3 Non-Exclusionary Discipline (NED) requirements to enable schools adequate time to plan effective reentry supports, and preventative interventions to ensure safe classrooms.
- Preserve the permitted use of seclusion for handling emergencies to secure the safety of staff and students.

MASE Mission

Building strong leaders who work on behalf of students with disabilities.



MASE

Minnesota Administrators
for Special Education

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Prioritize Essential Funding



ENSURING ONGOING SUPPORT FOR PUBLIC EDUCATION

The Minnesota Association of School Administrators values the hard-earned legislative change that now ties the per-pupil formula to inflation, a vital step toward keeping school funding stable and predictable. Protecting this progress is critical.

Advance Excellence and Stability in Education

While strengthening the formula remains a top priority to support Minnesota's schools, staff, and students, we are mindful of the state's difficult budget climate. However, we want to remind the legislature that the formula is underfunded and continues to fall short of covering the real costs of educating students.

Expand Teacher Licensure and Mobility

Recognizing the budget challenges ahead, MASA urges the legislature to act on the three priorities highlighted to the left during the 2026 session, ensuring Minnesota schools can continue to fully support both students and staff.

About Minnesota Association of School Administrators

As advocates of a world-class education for Minnesota's learners, MASA's members serve as the leading voice for public education, shape and influence the state and national education agenda, and empower leaders through high-quality professional learning, services, and support. MASA members include more than 600 superintendents, directors of special education, curriculum and technology leaders, other central office administrators, service providers, business partners, and retirees.

PRIORITIZE ESSENTIAL FUNDING

Fiscal sustainability

- Extend the compensatory hold harmless for two years beyond its June 30, 2026, expiration
- Maintain full funding for special education cross-subsidy aid by repealing the contingent \$250 million reduction enacted in the 2025 session
- Address physical school safety and cybersecurity needs by increasing the safe schools levy and expanding LTFMR to include safety and security measures
- Increase Local Optional Revenue to \$979 per pupil; link future increases to inflation and equalize the formula

Maintaining existing funding streams

- Fully fund or repeal newly enacted mandates
 - Repeal or fully fund summer term Unemployment Insurance and Paid Leave
 - Fully fund READ Act requirements

Flexibility in use of district funds

- Expand eligible uses of the food service fund, allowing capital levy to support training related to capital purchases
- Expand eligible uses of student support personnel aid
- Allow school boards to renew a capital levy through board approval, ensuring stable funding for facility and technology needs
- Allow time-limited fund transfers, provided they do not increase state aid obligations or expand district taxing authority

ADVANCE EXCELLENCE AND STABILITY IN EDUCATION

- Strengthen the Postsecondary Enrollment Options (PSEO) and Online programs to ensure accountability and rigorous academic standards
 - Require students to take equivalent courses at the home district, if offered
 - Allow districts to set eligibility criteria
- Allow up to three-day K-3 dismissals for disciplinary incidents within non-exclusionary discipline requirements
- Improve superintendent retention by permitting school boards to offer contracts up to five years
- Protect the confidentiality of superintendent candidates during the interview process
- Establish state-level technology leadership

EXPAND TEACHER LICENSURE AND MOBILITY

- Allow out-of-state enrollment in approved teacher preparation programs for Tier 2 teachers to support ongoing development
- Permit Minnesota to join the Teacher Mobility Compact, enabling teachers to move between states and continue teaching with fewer barriers
- Create additional flexibility within licensure areas to help schools meet staffing needs
- Extend out-of-field permissions to maintain adequate staffing levels, continuation of student learning, and to ensure districts have flexibility and protection when teachers are serving under valid PELSB-approved OFPs.

- VI. **Old Business:**
 - A. 5RO Data Review and Direction Setting
- VII. **New Business:**
 - A. Revised 2025-2026 Budget and Member District Bills 43



**CANNON FALLS PUBLIC SCHOOLS #252
FY26 BILL FOR SERVICES
Revised Feb 2026**

	FTE	ANNUAL AMT	INVOICED TO DATE	REMAINING PER MONTH	FIN	OBJ	252 REVENUE SOURCE
SPECIAL EDUCATION SERVICES							
EARLY CHILDHOOD							
Behrens, Marissa (ECSE Teacher)	1.00	55,841.00	39,717.00	5,374.67	740	396	STATE SP ED
Benefits		22,526.00	15,749.25	2,258.92	740	397	STATE SP ED
Nicole Meyer (B-3 ECSE Teacher)	0.12	8,020.00	28,299.75	-6,759.92	740	396	STATE SP ED
Benefits		1,619.00	5,559.00	-1,313.33	740	397	STATE SP ED
Sarah Bauer (B-3 ECSE Teacher)	0.45	37,655.00	0.00	12,551.67	740	396	STATE SP ED
Benefits		7,893.00	0.00	2,631.00	740	397	STATE SP ED
Sue Bodenhamer (B-3 ECSE Teacher)	0.16	12,165.00	9,120.00	1,015.00	740	396	STATE SP ED
Benefits		3,887.00	3,123.75	254.42	740	397	STATE SP ED
Morgan Price (B-3 Social Worker)	0.09	6,067.00	4,360.50	568.83	740	396	STATE SP ED
Benefits		1,096.00	761.25	111.58	740	397	STATE SP ED
Lindsay Woodard (B-3 Speech Path)	0.08	10,720.00	7,991.25	909.58	740	396	STATE SP ED
Benefits		2,431.00	2,805.00	-124.67	740	397	STATE SP ED
Substitutes		1,393.00	1,044.75	116.08	740	399	STATE SP ED
OCCUPATIONAL & PHYSICAL THERAPY SERVICES							
Kennedy Mueller	0.15	9,265.00	9,377.25	-37.42	740	396	STATE SP ED
Benefits		1,803.00	2,094.75	-97.25	740	397	STATE SP ED
Teasha Archambault (PT)	0.32	32,009.00	23,999.25	2,669.92	740	396	STATE SP ED
Benefits		12,918.00	8,828.25	1,363.25	740	397	STATE SP ED
Sydney Jacobson (OT)	0.78	64,436.00	48,743.25	5,230.92	740	396	STATE SP ED
Benefits		12,241.00	9,288.00	984.33	740	397	STATE SP ED
Katee Bowe (OT)	0.15	12,276.00	9,245.25	1,010.25	740	396	STATE SP ED
Benefits		2,422.00	1,757.25	221.58	740	397	STATE SP ED
ASSISTANT DIRECTOR OF SPECIAL EDUCATION							
Alisha Dalsin	1.00	129,415.00	96,252.00	11,054.33	740	396	STATE SP ED
Benefits		30,336.00	22,011.00	2,775.00	740	397	STATE SP ED
SPEECH LANGUAGE PATHOLOGY							
Lynn Booth	1.00	102,039.00	73,753.50	9,428.50	740	396	STATE SP ED
Benefits		32,035.00	21,838.50	3,398.83	740	397	STATE SP ED
Madasyn Austin	1.00	75,643.00	57,060.00	6,194.33	740	396	STATE SP ED
Benefits		26,095.00	18,748.50	2,448.83	740	397	STATE SP ED
SCHOOL PSYCHOLOGY							
Kristin Kirk	1.00	112,109.00	84,015.75	9,364.42	740	396	STATE SP ED
Benefits		22,278.00	16,188.00	2,030.00	740	397	STATE SP ED
SOCIAL WORK							
Courtney Skluzacek	1.00	58,394.00	44,224.50	4,723.17	740	396	STATE SP ED
Benefits		31,426.00	22,587.75	2,946.08	740	397	STATE SP ED
Laura Burvee	1.00	78,423.00	57,312.00	7,037.00	740	396	STATE SP ED
Benefits		35,576.00	25,188.75	3,462.42	740	397	STATE SP ED
GENERAL EDUCATION SERVICES							
MULTI LINGUAL LEARNERS							
Allison Hosman (ML Teacher)	0.33	12,165.00	26,535.00	-4,790.00	339	396	COMP ED
Benefits		4,479.00	9,516.75	-1,679.25	339	397	COMP ED
Balie Roschen (ML Teacher)	0.23	11,281.00	0.00	3,760.33	339	396	COMP ED
Benefits		2,564.00	0.00	854.67	339	397	COMP ED
Iliana Espiricueta (Cultural Liaison)	0.15	8,139.00	5,821.50	772.50	339	396	COMP ED
Benefits		1,285.00	906.00	126.33	339	397	COMP ED
Travel		700.00	525.00	58.33	339	366	COMP ED
COMMUNITY EDUCATION SERVICES							
SCHOOL READINESS	0.00	0.00	0.00	0.00			
OPERATIONS COSTS							
LEASE - SHORT TERM		3,504.02	2,628.02	292.00	389	335	LEASE LEVY FLOW THRU
LEASE - CERT OF PARTICIPATION PRINCIPAL		90,089.99	67,567.49	7,507.50	389	570	LEASE LEVY FLOW THRU
LEASE - CERT OF PARTICIPATION INTEREST		40,097.86	30,073.39	3,341.49	389	571	LEASE LEVY FLOW THRU
LTFM		14,581.30	10,935.98	1,215.11	000	390	LTFM LEVY FLOW THRU
OPERATING COSTS		61,985.00	46,488.75	5,165.42	000	305	GEN FUND
TOTAL		1,303,323.17	43972,042.88	110,426.76			

GOODHUE PUBLIC SCHOOLS #253
FY26 BILL FOR SERVICES
Revised Feb 2026

	FTE	ANNUAL AMT	INVOICED TO DATE	REMAINING PER MONTH	FIN	OBJ	253 REVENUE SOURCE
SPECIAL EDUCATION SERVICES							
EARLY CHILDHOOD							
Kennedy Reckmann (ECSE Teacher)	1.00	48,996.00	37,107.00	3,963.00	740	396	STATE SP ED
Sarah Bauer (B-3 ECSE Teacher)	0.18	15,062.00	11,370.75	1,230.42	740	396	STATE SP ED
Sue Bodenhamer (B-3 ECSE Teacher)	0.06	4,562.00	3,420.00	380.67	740	396	STATE SP ED
Morgan Price (B-3 Social Worker)	0.03	2,022.00	1,453.50	189.50	740	396	STATE SP ED
Lindsay Woodard (B-3 Speech Pathologist)	0.03	4,020.00	2,997.00	341.00	740	396	STATE SP ED
Benefits		15,262.00	11,293.50	1,322.83	740	397	STATE SP ED
Substitutes		500.00	375.00	41.67	740	399	STATE SP ED
OCCUPATIONAL & PHYSICAL THERAPY SERVICES							
Kennedy Mueller	0.06	3,706.00	3,750.75	-14.92	740	396	STATE SP ED
Teasha Archambault (PT)	0.11	11,003.00	8,250.00	917.67	740	396	STATE SP ED
Katee Bowe (OT)	0.06	4,910.00	3,698.25	403.92	740	396	STATE SP ED
Olivia Dick (OT)	0.28	23,704.00	17,841.00	1,954.33	740	396	STATE SP ED
Benefits		10,643.00	7,980.00	887.67	740	397	STATE SP ED
SPECIAL EDUCATION COORDINATOR							
Jill Rohan	0.60	71,161.00	52,981.50	6,059.83	740	396	STATE SP ED
Benefits		28,909.00	20,859.00	2,683.33	740	397	STATE SP ED
SPEECH LANGUAGE PATHOLOGY							
Rebecca Humphrey	1.00	94,530.00	71,247.75	7,760.75	740	396	STATE SP ED
Benefits		36,523.00	26,988.00	3,178.33	740	397	STATE SP ED
SCHOOL PSYCHOLOGY							
Kelsey Lemmon	0.60	56,978.00	42,946.50	4,677.17	740	396	STATE SP ED
Benefits		11,286.00	8,217.00	1,023.00	740	397	STATE SP ED
SOCIAL WORK							
Kamie Lodermeier	0.50	36,138.00	27,263.25	2,958.25	740	396	STATE SP ED
Benefits		16,415.00	12,024.00	1,463.67	740	397	STATE SP ED
AMERICAN SIGN LANGUAGE (ASL) INTERPRETER							
Jessica Reyes	1.00	45,907.00	34,354.50	3,850.83	740	396	STATE SP ED
Benefits		7,282.00	5,348.25	644.58	740	397	STATE SP ED
GENERAL EDUCATION SERVICES							
MULTI LINGUAL LEARNERS							
Anna Herman (ML Teacher)	1.00	78,524.00	58,887.00	6,545.67	339	396	COMP ED
Hodgell, Linda (ML Teacher)	0.50	37,837.00	28,656.00	3,060.33	339	396	COMP ED
Iliana Espiricueta (Cultural Liaison)	0.16	8,681.00	5,821.50	953.17	339	396	COMP ED
Benefits		46,340.00	32,862.75	4,492.42	339	397	COMP ED
Contracted Interpreters		500.00	0.00	166.67	339	399	COMP ED
Staff Travel		150.00	112.50	12.50	339	366	COMP ED
SOCIAL WORK							
Kamie Lodermeier	0.50	36,138.00	27,270.75	2,955.75	000	396	GEN FUND
Benefits		16,415.00	12,024.00	1,463.67	000	397	GEN FUND
COMMUNITY EDUCATION SERVICES							
EARLY CHILDHOOD FAMILY EDUCATION							
Wendie Christianson	0.10	7,871.00	5,961.00	636.67	325	396	COMM ED
Benefits		1,405.00	1,022.25	127.58	325	397	COMM ED
SCHOOL READINESS							
		0.00	0.00	0.00			
OPERATIONS COSTS							
LEASE - SHORT TERM		1,378.36	1,033.77	114.86	389	335	LEASE LEVY FLOW THRU
LEASE - CERT OF PARTICIPATION PRINCIPAL		66,956.42	50,217.31	5,579.70	389	570	LEASE LEVY FLOW THRU
LEASE - CERT OF PARTICIPATION INTEREST		29,801.41	22,351.06	2,483.45	389	571	LEASE LEVY FLOW THRU
LTFM		10,597.00	7,947.75	883.08	000	390	LTFM LEVY FLOW THRU
OPERATING COSTS		33,304.00	24,978.00	2,775.33	000	305	GEN FUND
TOTAL		925,417.19	690,912.14	78,168.35			

KENYON-WANAMINGO PUBLIC SCHOOLS #2172
FY26 BILL FOR SERVICES
Revised Feb 2026

	FTE	ANNUAL AMT	INVOICED TO DATE	REMAINING PER MONTH	FIN	OBJ	2172 REVENUE SOURCE
SPECIAL EDUCATION SERVICES							
EARLY CHILDHOOD							
Nicole Meyer (B-3 ECSE Teacher)	0.43	28,738.00	21,349.50	2,462.83	740	396	STATE SP ED
Sue Bodenhamer (B-3 ECSE Teacher)	0.12	9,124.00	6,840.00	761.33	740	396	STATE SP ED
Morgan Price (B-3 Social Worker)	0.07	4,719.00	3,391.50	442.50	740	396	STATE SP ED
Lindsay Woodard (B-3 Speech Pathologist)	0.06	8,040.00	5,994.00	682.00	740	396	STATE SP ED
Benefits		11,345.00	9,185.25	719.92	740	397	STATE SP ED
PARAPROFESSIONALS							
Annette Kraft	0.85	29,317.00	18,345.30	3,657.23	740	396	STATE SP ED
Benefits		6,511.00	3,917.05	864.65	740	397	STATE SP ED
Substitutes		750.00	914.25	-54.75	740	399	STATE SP ED
OCCUPATIONAL & PHYSICAL THERAPY SERVICES							
Kennedy Mueller	0.11	6,794.00	6,876.75	-27.58	740	396	STATE SP ED
Teasha Archambault (PT)	0.11	11,003.00	8,250.00	917.67	740	396	STATE SP ED
Nicole Yusten (OT)	0.37	30,280.00	22,805.25	2,491.58	740	396	STATE SP ED
Katee Bowe (OT)	0.12	9,820.00	7,396.50	807.83	740	396	STATE SP ED
Benefits		20,775.00	15,514.50	1,753.50	740	397	STATE SP ED
SPEECH LANGUAGE PATHOLOGIST							
Megan Olson	1.00	97,024.00	73,137.00	7,962.33	740	396	STATE SP ED
Benefits		19,184.00	13,600.50	1,861.17	740	397	STATE SP ED
NURSING SERVICES							
Sarah Christensen	0.09	5,713.00	4,326.75	462.08	740	396	STATE SP ED
Benefits		2,958.00	2,165.25	264.25	740	397	STATE SP ED
SCHOOL PSYCHOLOGY							
Tom Nemanich	0.80	48,760.00	36,899.25	3,953.58	740	396	STATE SP ED
Benefits		9,694.00	10,207.50	-171.17	740	397	STATE SP ED
ASSISTANT DIRECTOR OF SP ED							
Amy Buchal	0.70	91,040.00	67,179.75	7,953.42	740	305	STATE SP ED
Benefits		21,233.00	15,363.75	1,956.42	740	397	STATE SP ED
AMERICAN SIGN LANGUAGE (ASL) INTERPRETER							
Kelcie Fix	1.00	37,430.00	27,213.82	3,405.39	740	396	STATE SP ED
Benefits		6,616.00	4,256.73	786.42	740	397	STATE SP ED
GENERAL EDUCATION SERVICES							
MULTI LINGUAL LEARNERS							
Alison Hosman (ML Teacher)	0.67	46,229.00	17,689.50	9,513.17	339	396	COMP ED
Iliana Espiricueta (Cultural Liaison)	0.16	8,681.00	6,549.00	710.67	339	396	COMP ED
Benefits		18,808.00	7,272.75	3,845.08	339	397	COMP ED
Travel between sites		1,000.00	750.00	83.33	339	366	COMP ED
NURSING SERVICES							
Sarah Christensen	0.83	51,418.00	38,941.50	4,158.83	000	396	GEN FUND
Benefits		26,623.00	19,488.00	2,378.33	000	397	GEN FUND
Travel - between sites		179.00	375.00	-65.33	000	366	GEN FUND
COMMUNITY EDUCATION SERVICES							
ECFE		0.00	0.00	0.00			
SCHOOL READINESS		0.00	0.00	0.00			
OPERATIONS COSTS							
LEASE - SHORT TERM		2,657.07	1,992.80	221.42	389	335	LEASE LEVY FLOW THRU
LEASE - CERT OF PARTICIPATION PRINCIPAL		57,004.61	42,753.46	4,750.38	389	570	LEASE LEVY FLOW THRU
LEASE - CERT OF PARTICIPATION INTEREST		25,372.00	19,029.00	2,114.33	389	571	LEASE LEVY FLOW THRU
LTFM		8,905.40	6,679.05	742.12	000	390	LTFM LEVY FLOW THRU
OPERATING COSTS		38,256.00	28,692.00	3,188.00	000	305	GEN FUND
TOTAL		802,001.08	575,342.21	75,552.96			

LAKE CITY PUBLIC SCHOOLS #813
FY26 BILL FOR SERVICES
Revised Feb 2026

	FTE	ANNUAL AMT	INVOICED TO DATE	REMAINING PER MONTH	FIN	OBJ	813 REVENUE SOURCE
SPECIAL EDUCATION SERVICES							
EARLY CHILDHOOD							
Sarah Bauer (B-3 ECSE Teacher)	0.37	30,960.00	23,373.75	2,528.75	740	396	STATE SP ED
Lindsay Woodard (B-3 Speech Pathologist)	0.06	8,040.00	5,994.00	682.00	740	396	STATE SP ED
Morgan Price (B-3 Social Worker)	0.07	4,719.00	3,391.50	442.50	740	396	STATE SP ED
Benefits		7,813.00	7,055.25	252.58	740	397	STATE SP ED
OCCUPATIONAL & PHYSICAL THERAPY SERVICES							
Kennedy Mueller	0.11	6,794.00	6,876.75	-27.58	740	396	STATE SP ED
Jayne Molde-Boeding (PT)	0.25	27,846.00	20,910.00	2,312.00	740	396	STATE SP ED
Katee Bowe (OT)	0.12	9,820.00	7,396.50	807.83	740	396	STATE SP ED
Olivia Dick (OT)	0.72	60,953.00	45,876.00	5,025.67	740	396	STATE SP ED
Benefits		20,721.00	15,564.75	1,718.75	740	397	STATE SP ED
SCHOOL PSYCHOLOGY							
Brittany Liljevall	1.00	105,065.00	76,194.00	9,623.67	740	396	STATE SP ED
Benfits		19,356.00	13,538.25	1,939.25	740	397	STATE SP ED
SOCIAL WORK							
Korissa Atkinson	1.00	60,783.00	45,810.00	4,991.00	740	396	STATE SP ED
Benefits		31,953.00	22,400.25	3,184.25	740	397	STATE SP ED
SPEECH LANGUAGE PATHOLOGY							
Stephanie Weisenbeck	1.00	86,955.00	65,511.75	7,147.75	740	396	STATE SP ED
Rebecca Aplers	0.56	33,097.00	0.00	11,032.33	740	396	STATE SP ED
Madeline Ocel	0.44	32,721.00	60,666.00	-9,315.00	740	396	STATE SP ED
Benefits		60,653.00	37,370.25	7,760.92	740	397	STATE SP ED
SPECIAL EDUCATION COORDINATOR							
Jill Rohan	0.40	47,441.00	35,321.25	4,039.92	740	396	STATE SP ED
Benefits		19,156.00	13,809.75	1,782.08	740	397	STATE SP ED
GENERAL EDUCATION SERVICES							
MULTI LINGUAL LEARNERS							
Dalia Loyo (ML Teacher)	1.00	49,730.00	37,663.50	4,022.17	339	396	COMP ED
Iliana Espiricueta (Cultural Liaison)	0.27	14,649.00	11,279.25	1,123.25	339	396	COMP ED
Benefits		12,401.00	17,220.75	-1,606.58	339	397	COMP ED
Contracted Interpreters		600.00	386.25	71.25	339	305	COMP ED
Travel		1,500.00	1,350.00	50.00	339	305	COMP ED
COMMUNITY EDUCATION SERVICES							
OPERATIONS COSTS							
LEASE - SHORT TERM		2,806.53	2,104.90	233.88	389	335	LEASE LEVY FLOW THRU
LEASE - CERT OF PARTICIPATION PRINCIPAL		101,438.54	76,078.90	8,453.21	389	570	LEASE LEVY FLOW THRU
LEASE - CERT OF PARTICIPATION INTEREST		45,148.94	33,861.71	3,762.41	389	571	LEASE LEVY FLOW THRU
LTFM		15,699.70	11,774.78	1,308.31	000	390	LTFM LEVY FLOW THRU
OPERATING COSTS		56,531.00	42,398.25	4,710.92	000	305	GEN FUND
TOTAL		975,350.71	741,178.28	78,057.48			

**RED WING PUBLIC SCHOOLS #253
FY26 BILL FOR SERVICES
Revised Feb 2026**

	FTE	ANNUAL AMT	INVOICED TO DATE	REMAINING PER MONTH	FIN	OBJ	256 REVENUE SOURCE
SPECIAL EDUCATION SERVICES							
SPEECH LANGUAGE PATHOLOGY							
Megan Senechalle**	0.70	59,079.00	44,502.00	4,859.00	740	396	STATE SP ED
Benefits		25,232.00	17,468.25	2,587.92	740	397	STATE SP ED
Cassie Wenzel	1.00	60,950.00	50,490.00	3,486.67	740	396	STATE SP ED
Benefits		13,568.00	10,666.50	967.17	740	397	STATE SP ED
Cori Livinghouse	1.00	80,558.00	60,666.00	6,630.67	740	396	STATE SP ED
Benefits		15,825.00	11,147.25	1,559.25	740	397	STATE SP ED
Lindsay Woodard	0.20	26,801.00	19,979.25	2,273.92	740	396	STATE SP ED
Benefits		5,265.00	6,413.25	-382.75	740	397	STATE SP ED
Morgan Zebo	1.00	66,763.00	50,490.00	5,424.33	740	396	STATE SP ED
Benefits		23,071.00	16,707.00	2,121.33	740	397	STATE SP ED
Brianna Byam	1.00	62,523.00	46,279.50	5,414.50	740	396	STATE SP ED
Benefits		23,718.00	16,503.75	2,404.75	740	397	STATE SP ED
Ashlyn Werner	1.00	76,244.00	56,118.00	6,708.67	740	396	STATE SP ED
Benefits		26,149.00	18,218.25	2,643.58	740	397	STATE SP ED
EARLY CHILDHOOD							
Missy Carlson (B-3 ECSE Teacher)	1.00	81,877.00	52,851.00	9,675.33	740	396	STATE SP ED
Benefits		36,918.00	24,325.50	4,197.50	740	397	STATE SP ED
Substitutes		0.00	0.00	0.00	740	399	STATE SP ED
OCCUPATIONAL & PHYSICAL THERAPY SERVICES							
Kennedy Mueller	0.37	22,854.00	23,130.00	-92.00	740	396	STATE SP ED
Benefits		4,448.00	5,166.75	-239.58	740	397	STATE SP ED
Arlie McLaren (OT)	1.00	96,776.00	69,915.75	8,953.42	740	396	STATE SP ED
Benefits		31,925.00	20,985.00	3,646.67	740	397	STATE SP ED
Katee Bowe (OT)	0.40	32,735.00	24,654.00	2,693.67	740	396	STATE SP ED
Benefits		6,458.00	5,639.25	272.92	740	397	STATE SP ED
Mary Testen (OT)	0.59	56,049.00	42,226.50	4,607.50	740	396	STATE SP ED
Benefits		17,721.00	12,513.75	1,735.75	740	397	STATE SP ED
Sydney Jacobson (OT)	0.22	18,174.00	13,748.25	1,475.25	740	396	STATE SP ED
Benefits		3,453.00	2,522.25	310.25	740	397	STATE SP ED
Jayne Molde-Boeding (PT)	0.75	83,538.00	62,730.75	6,935.75	740	396	STATE SP ED
Benefits		16,303.00	11,634.00	1,556.33	740	397	STATE SP ED
Teasha Archambault (PT)	0.18	18,005.00	13,499.25	1,501.92	740	396	STATE SP ED
Benefits		6,981.00	4,965.75	671.75	740	397	STATE SP ED
SCHOOL PSYCHOLOGY							
Molly Paulson	1.00	111,436.00	82,440.75	9,665.08	740	396	STATE SP ED
Benefits		37,108.00	26,394.75	3,571.08	740	397	STATE SP ED
Michelle Lundberg Bogner	1.00	94,964.00	71,577.00	7,795.67	740	396	STATE SP ED
Benefits		37,618.00	26,354.25	3,754.58	740	397	STATE SP ED
Emily Kupka	1.00	63,616.00	48,143.25	5,157.58	740	396	STATE SP ED
Benefits		25,208.00	9,853.50	5,118.17	740	397	STATE SP ED
SOCIAL WORK							
Kaycee Tulip	1.00	64,398.00	48,574.50	5,274.50	740	396	STATE SP ED
Benefits		13,880.00	10,122.75	1,252.42	740	397	STATE SP ED
Ashley Nelson	1.00	70,499.00	53,195.25	5,767.92	740	396	STATE SP ED
Benefits		14,032.00	10,235.25	1,265.58	740	397	STATE SP ED
Liz Kittelson	1.00	84,108.00	63,172.50	6,978.50	740	396	STATE SP ED
Benefits		17,220.00	12,559.50	1,553.50	740	397	STATE SP ED
SPECIAL EDUCATION ADMINISTRATION							
Nicole Bolduan	1.00	143,358.00	97,675.90	15,227.37	740	305	STATE SP ED
Benefits		33,412.00	30,033.30	1,126.23	740	397	STATE SP ED
Carrie Hansen	0.90	112,661.00	83,102.25	9,852.92	740	396	STATE SP ED
Benefits		43,047.00	31,377.75	3,889.75	740	397	STATE SP ED
SPECIAL EDUCATION NURSING SERVICES							
Hiawatha Homecare Contract	1.00	57,000.00	38,625.00	6,125.00	740	399	STATE SP ED
Soliant - Elden, Salli		23,500.00	0.00	7,833.33	740	399	STATE SP ED
ADMINISTRATIVE ASSISTANT							
Kris Jurgenson	0.50	29,919.00	22,476.00	2,481.00	740	396	STATE SP ED
Benefits		11,890.00	8,358.00	1,177.33	740	397	STATE SP ED
GENERAL EDUCATION SERVICES							
MULTI LINGUAL LEARNERS							
Casey O'Donnell (ML Teacher)	1.00	72,064.00	53,570.25	6,164.58	339	396	COMP ED
Benefits		25,766.00	18,087.75	2,559.42	339	397	COMP ED
Baillie Roschen (ML Teacher)	0.23	11,281.00	0.00	3,760.33	339	396	COMP ED
Benefits		3,059.00	0.00	1,019.67	339	397	COMP ED
Carla Contla (Cultural Liaison)	1.00	50,982.00	34,768.50	5,404.50	339	396	COMP ED
Benefits		8,056.00	5,226.75	943.08	339	397	COMP ED
Contracted Interpreters		4,352.00	3,090.00	420.67	339	399	COMP ED
Travel between sites		750.00	1,125.00	-125.00	339	366	COMP ED
INSTRUCTIONAL COACHING							
Kate Safe	0.26	20,030.00	13,456.50	2,191.17	000	396	GEN FUND
Benefits		8,987.00	5,892.00	1,031.67	000	397	GEN FUND
DISTRICT ADMINISTRATION							
Carrie Hansen	0.10	12,518.00	9,234.00	1,094.67	000	396	GEN FUND
Benefits		4,783.00	3,486.75	432.08	000	397	GEN FUND
OPERATIONS COSTS							
LEASE - SHORT TERM		0.00	0.00	0.00	389	335	LEASE LEVY FLOW THRU
LEASE - CERT OF PARTICIPATION PRINCIPAL		205,757.85	154,318.39	17,146.49	389	570	LEASE LEVY FLOW THRU
LEASE - CERT OF PARTICIPATION INTEREST		91,580.09	68,685.06	7,631.67	389	571	LEASE LEVY FLOW THRU
LTFM		32,182.30	24,136.73	2,681.86	000	390	LTFM LEVY FLOW THRU
OPERATING COSTS		137,058.00	102,793.50	11,421.50	000	305	GEN FUND
TOTAL		2,878,041.24	2,088,299.38	263,247.29			

** 0.30 FTE COVERED BY FEDERAL 3-5 FUNDS

ZUMBROTA-MAZEPPA PUBLIC SCHOOLS #253
FY26 BILL FOR SERVICES
Revised Feb 2026

	FTE	ANNUAL AMT	INVOICED TO DATE	REMAINING PER MONTH	FIN	OBJ	2805 REVENUE SOURCE
SPECIAL EDUCATION SERVICES							
EARLY CHILDHOOD							
Emily Klapperich (ECSE Teacher)	1.00	50,465.00	38,219.25	4,081.92	740	396	STATE SP ED
Sue Bodenhamer (B-3 ECSE Teacher)	0.16	12,165.00	9,120.00	1,015.00	740	396	STATE SP ED
Sarah Bauer (B-3 ECSE Teacher)	0.00	0.00	28,428.00	-9,476.00	740	396	STATE SP ED
Nicole Meyer (B-3 ECSE Teacher)	0.45	30,075.00	0.00	10,025.00	740	396	STATE SP ED
Lindsay Woodard (B-3 Speech Pathologist)	0.08	10,720.00	7,991.25	909.58	740	396	STATE SP ED
Morgan Price (B-3 Social Worker)	0.09	6,067.00	4,360.50	568.83	740	396	STATE SP ED
Substitutes		850.00	551.25	99.58	740	396	STATE SP ED
Benefits		23,832.00	19,832.25	1,333.25	740	397	STATE SP ED
OCCUPATIONAL & PHYSICAL THERAPY SERVICES							
Kennedy Mueller	0.15	9,265.00	9,377.25	-37.42	740	396	STATE SP ED
Teasha Archambault (PT)	0.21	21,006.00	15,749.25	1,752.25	740	396	STATE SP ED
Katee Bowe (OT)	0.15	12,276.00	9,245.25	1,010.25	740	396	STATE SP ED
Nicole Yusten (OT)	0.63	51,557.00	38,829.75	4,242.42	740	396	STATE SP ED
Benefits		34,908.00	25,878.75	3,009.75	740	397	STATE SP ED
AMERICAN SIGN LANGUAGE (ASL) INTERPRETER							
Bonine, Katherine	1.00	33,323.00	28,064.25	1,752.92	740	396	STATE SP ED
Benefits		6,485.00	4,389.75	698.42	740	397	STATE SP ED
SPEECH LANGUAGE PATHOLOGY							
Megan Carlson	1.00	89,973.00	67,529.25	7,481.25	740	396	STATE SP ED
Madelyn Green	1.00	73,394.00	55,474.50	5,973.17	740	396	STATE SP ED
Benefits		51,590.00	36,905.25	4,894.92	740	397	STATE SP ED
DIRECTOR OF SPECIAL EDUCATION							
Wendy Ahren	0.50	71,186.00	52,546.50	6,213.17	740	305	STATE SP ED
Benefits		16,544.00	11,998.50	1,515.17	740	397	STATE SP ED
NURSING SERVICES							
Tiffany Boraas	0.10	6,754.00	5,058.00	565.33	740	396	STATE SP ED
Sarah Edwards	0.10	3,279.00	2,436.00	281.00	740	396	STATE SP ED
Sally Rude	0.10	6,704.00	4,927.50	592.17	740	396	STATE SP ED
Benefits		5,342.00	3,696.00	548.67	740	397	STATE SP ED
SCHOOL PSYCHOLOGY							
Diana Klein	1.00	82,452.00	83,640.75	-396.25	740	396	STATE SP ED
Benefits		16,022.00	23,133.75	-2,370.58	740	397	STATE SP ED
GENERAL EDUCATION SERVICES							
MULTI LINGUAL LEARNERS							
Hodgell, Linda (ML Teacher)	0.50	37,837.00	28,656.00	3,060.33	339	396	COMP ED
Iliana Espiricueta (Cultural Liaison)	0.17	9,224.00	6,185.25	1,012.92	339	396	COMP ED
Benefits		18,607.00	13,211.25	1,798.58	339	397	COMP ED
Travel Between Sites		1,130.00	637.50	164.17	339	366	COMP ED
NURSING SERVICES							
Tiffany Boraas	0.90	60,787.00	45,519.00	5,089.33	000	396	GEN FUND
Sarah Edwards	0.90	29,518.00	21,926.25	2,530.58	000	396	GEN FUND
Sally Rude	0.90	60,337.00	44,346.75	5,330.08	000	397	GEN FUND
Benefits		48,076.00	34,645.50	4,476.83	000	397	GEN FUND
BUILDING ADMINISTRATION							
Wendy Ahren	0.50	71,186.00	52,546.50	6,213.17	000	396	GEN FUND
Benefits		16,544.00	11,998.50	1,515.17	000	397	GEN FUND
COMMUNITY EDUCATION SERVICES							
ECFE							
Sarah Nygaard (PreK Paraprofessional)	0.20	5,441.00	3,490.50	650.17	325	396	COMM ED
Sue Underdahl (ECFE Teacher)	0.20	12,780.00	10,521.75	752.75	325	396	COMM ED
Benefits		2,189.00	1,071.75	372.42	325	397	COMM ED
SCHOOL READINESS							
Nicole Morgan (PreK Paraprofessional)	1.00	31,878.00	24,736.50	2,380.50	344	396	COMM ED
Benefits		15,124.00	8,975.25	2,049.58	344	397	COMM ED
OPERATIONS COSTS							
LEASE - SHORT TERM		3,504.02	2,628.02	292.00	389	335	LEASE LEVY FLOW THRU
LEASE - CERT OF PARTICIPATION PRINCIPAL		113,747.35	85,310.51	9,478.95	389	570	LEASE LEVY FLOW THRU
LEASE - CERT OF PARTICIPATION INTEREST		50,627.43	37,970.57	4,218.95	389	571	LEASE LEVY FLOW THRU
LTFM		18,034.40	13,525.80	1,502.87	000	390	LTFM LEVY FLOW THRU
OPERATING COSTS		63,554.00	47,665.50	5,296.17	000	305	GEN FUND
TOTAL		1,396,359.20	1,082,914.00	104,469.27			

Goodhue Co Ed District
Budget Overview
 Revised Budget Summary 2025-26



General Fund - 01	July 1, 2025	Revenues	Expenditures	Transfers	June 30, 2026 Proj. Balance	Net Increase or Decrease
Unassigned - 422	332,856	19,112,399	19,061,572		383,683	50,827
	<i>1.65%</i>				<i>1.85%</i>	
Restricted						
American Indian - 420	-	41,500	41,500		-	-
ALC - 434	-	590,693	590,693		-	-
QCOMP - 437	-	360,000	360,000		-	-
Basic Skills - 441	-	315,628	315,628		-	-
Teacher Comp Trng Read Act - 457	13,450	-	-		13,450	-
LTFM - 467	127,421	100,000	222,781	-	4,640	(122,781)
Medical Assistance - 472	53,817	137,171	133,672	-	57,316	3,499
Subtotal Restricted	194,688	1,544,992	1,664,274	-	75,406	(119,282)
Nonspendable						
Prepays	74,214	-	-	-	74,214	-
Subtotal Nonspendable - 460	74,214	-	-	-	74,214	-
Total General Fund	601,758	20,657,391	20,725,846	-	533,303	(68,455)
Total All Funds:	601,758	20,657,391	20,725,846	-	533,303	(68,455)

B. Review of Policy 204 Education District Board Meeting
Minutes and Policy 20 Recording of Board Meetings



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)

Adopted: 05/25/2023

Revised: _____

20 RECORDING OF BOARD MEETINGS

I. PURPOSE

The Board of the Goodhue County Education District believes that communication with the many varying constituencies that the cooperative serves is very important. Recording of board meetings is one of the methods of communication available to the Board of Education. Recording is intended to provide additional information to stakeholders while also increasing the cooperative's visibility in the community.

II. GENERAL STATEMENT OF POLICY

It is the policy of the Board of the Goodhue County Education District that its regular meetings be digitally recorded and made available online for the education and information of the stakeholders. The digital recording that is made available online on behalf of the cooperative is an informational medium only. The digital recording is not part of the official record of the Board proceedings.

The meetings shall be digitally recorded in their entirety. There shall be no editing of the actual Board meetings, other than to add titles or credits to a recorded session. If editing is desired or deemed to be in the public or cooperative interest, the edited version shall receive the approval of the Board prior to the broadcast of the edited version.

III. OFFICIAL RECORD

The official record of the Board of the Goodhue County Education District, is the Board meeting minutes as recorded and submitted by the Clerk or designee of the Board for the approval of the Board at a subsequent public meeting. The digital recording and its contents are the property of the district.

IV. AVAILABILITY OF DIGITAL RECORDINGS

Digital recordings of board meetings shall be available for public viewing on the cooperative's official video sharing service, which will be linked on gced.k12.mn.us, the cooperative's website.

The digital recording of a board meeting shall be posted for at least a period of time that encompasses the following four (4) regular board meetings. Beginning with the fifth board meeting after the digital recording was initially made, that recording may be available for use to record another meeting.

No copy of a digital recording may be made without the advance written permission of the cooperative.

An authorized copy of a digital recording shall be made only by an authorized Goodhue County Education District employee or designee. The cost of such recording shall be paid by a requesting person and the cost shall reflect first, the hourly rate for the employee or authorized person, second, the district's administrative cost, and third, the cost of materials used to make the recording. Payment shall be rendered before the recording is released.

V. MALFUNCTIONS AND OMISSIONS

Digital recording and re-broadcasting processes are composed of and dependent upon human and mechanical interactions as well as supportive systems. The system that the cooperative uses has no backup or alternate power sources.

It is acknowledged that the audio equipment may record imperfectly. While every attempt is made to get a proper recording, speakers may not always speak directly into the microphones. In the event of a power failure, equipment malfunction, operator error, or the quality of the digital recording, the cooperative will not be responsible for recording the meeting.

VI. REBROADCAST

No meeting may be digitally recorded more than twice without the advanced written approval of the Board. Any recording other than the master digital recording, owned by the cooperative, must be reused or destroyed immediately following the final digital recording as described above.

C. 1st Reading of Policies: 401, 402, 403, 404, 405, 406,
407, 408, 409 and 410.

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401 EQUAL EMPLOYMENT OPPORTUNITY

[NOTE: School districts are not required by statute to have a policy addressing these issues. However, the Equal Employment Opportunity Commission strongly encourages the adoption of a policy and will look for such a policy during accreditation visits, audits, or investigations.]

I. PURPOSE

The purpose of this policy is to provide equal employment opportunity for all applicants for education district employment and for all education district employees.

II. GENERAL STATEMENT OF POLICY

A. The policy of the education district is to provide equal employment opportunity for all applicants and employees. The education district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, including gender identity or expression, age, family care leave status, or veteran status. The education district also makes reasonable accommodations for disabled employees.

~~**[NOTE: The Minnesota Human Rights Act defines "sexual orientation" to include "having or being perceived as having a self image or identity not traditionally associated with one's biological maleness or femaleness." Minnesota Statutes, section 363A.03, subdivision 44.]**~~

¶

B. The education district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute impermissible harassment and the education district's internal procedures for addressing complaints of harassment, please refer to the education district's policy on harassment and violence.

C. This policy applies to all areas of employment, including hiring, discharge, promotion, compensation, facilities, or privileges of employment.

D. Every education district employee shall be responsible for following this policy.

E. Any person having a question regarding this policy should discuss it with:
Cheryl Johnson, Executive Director
Goodhue County Education District
395 Guernsey Lane
Red Wing, MN 55066
cjohnson@gced.k12.mn.us
651-388-4441

- Legal References:**
- Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
 - 29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
 - 29 U.S.C. § 2615 (Family and Medical Leave Act)
 - 38 U.S.C. § 4211 *et seq.* (Employment and Training of Veterans)
 - 38 U.S.C. § 4301 *et seq.* (Employment and Reemployment Rights of Members of the Uniformed Services)
 - 42 U.S.C. § 2000e *et seq.* (Equal Employment Opportunities; Title VII of the Civil Rights Act)
 - 42 U.S.C. § 12101 *et seq.* (Equal Opportunity for Individuals with Disabilities)

Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination)
MSBA/MASA Model Policy 405 (Veteran's Preference)
MSBA/MASA Model Policy 413 (Harassment and Violence)

402 DISABILITY NONDISCRIMINATION POLICY

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

I. PURPOSE

The purpose of this policy is to provide a fair employment setting for all persons and to comply with state and federal law.

II. GENERAL STATEMENT OF POLICY

- A. The education district shall not discriminate against qualified individuals with disabilities because of the disabilities of such individuals in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment.
- B. The education district shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The education district shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.
- C. The education district shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee unless the accommodation would impose undue hardship on the operation of the business of the education district.
- D. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact Cheryl Johnson, Executive Director, Goodhue County Education District, 395 Guernsey Lane, Red Wing, MN 55066 cjohnson@gced.k12.mn.us 651-398-6355. This individual is the education district's appointed ADA/Section 504 coordinator.

Legal References: Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
29 U.S.C. § 794 *et seq.* (Section 504 of the Rehabilitation Act of 1973)
42 U.S.C. § 12101 (Americans with Disabilities Act)
29 C.F.R. Part 32 (Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance)
34 C.F.R. Part 104 (Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance)

Cross References: MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

403 DISCIPLINE, SUSPENSION, AND DISMISSAL OF EDUCATION DISTRICT EMPLOYEES

I. PURPOSE

The purpose of this policy is to achieve effective operation of the education district's programs through the cooperation of all employees under a system of policies and rules applied fairly and uniformly.

II. GENERAL STATEMENT OF POLICY

The disciplinary process described herein is designed to utilize progressive steps, where appropriate, to produce positive corrective action. While the education district intends that in most cases progressive discipline will be administered, the specific form of discipline chosen in a particular case and/or the decision to impose discipline in a manner otherwise, is solely within the discretion of the education district.

III. DISCIPLINE

A. Violation of School Laws and Rules

The form of discipline imposed for violations of school laws and rules may vary from an oral reprimand to termination of employment or discharge depending upon factors such as the nature of the violation, whether the violation was intentional, knowing and/or willful and whether the employee has been the subject of prior disciplinary action of the same or a different nature. School laws and rules to which this provision applies include:

1. policies of the education district;
2. directives and/or job requirements imposed by administration and/or the employee's supervisor; and
3. federal, state, and local laws, rules and regulations, including, but not limited to, the rules and regulations adopted by federal and state agencies.

B. Substandard Performance

An employee's substandard performance may result in the imposition of discipline ranging from an oral reprimand to termination of employment or discharge. In most instances, discipline imposed for the reason of substandard performance will follow a progressive format and will be accompanied by guidance, help and encouragement to improve from the employee's supervisor and reasonable time for correction of the employee's deficiency.

C. Misconduct

Misconduct of an employee will result in the imposition of discipline consistent with the seriousness of the misconduct. Conduct which falls into this category includes, but is not limited to:

1. unprofessional conduct;
2. failure to observe rules, regulations, policies and standards of the education district and/or directives and orders of supervisors and any other act of an

insubordinate nature;

3. continuing neglect of duties in spite of oral warnings, written warnings and/or other forms of discipline;
4. personal and/or immoral misconduct;
5. use of illegal drugs, alcohol or any other chemical substance on the job or any use off the job which impacts on the employee's performance;
6. deliberate and serious violation of the rights and freedoms of other employees, students, parents or other persons in the education community;
7. activities of a criminal nature relating to the fitness or effectiveness of the employee to perform the duties of the position;
8. failure to follow the canons of professional and personal ethics;
9. falsification of credentials and experience;
10. unauthorized destruction of education district property;
11. other good and sufficient grounds relating to any other act constituting inappropriate conduct;
12. neglect of duty;
13. violation of the rights of others as provided by federal and state laws related to human rights.

IV. FORMS OF DISCIPLINE

- A. The forms of discipline that may be imposed by the education district include, but are not limited to:
 1. oral warning;
 2. written warning or reprimand;
 3. probation;
 4. disciplinary suspension, demotion or leave of absence with pay;
 5. disciplinary suspension, demotion or leave of absence without pay; and
 6. dismissal/termination or discharge from employment.
- B. Other forms of discipline, including any combination of the forms described in Paragraph A., above, may be imposed if, in the judgment of the administration, another form of discipline will better accomplish the education district's objective of stopping or correcting the offending conduct and improving the employee's performance.

V. PROCEDURES FOR ADMINISTERING POLICY

- A. When any form of discipline is imposed, the employee's supervisor will:
 1. Advise the employee of any inadequacy, deficiency or conduct which is the cause of the discipline, either orally or in writing. If given orally, the supervisor will document the fact that an oral warning was given to the

- employee specifying the date, time, and nature of the oral warning.
2. Provide directives to the employee to correct the conduct or performance.
 3. Forward copies of all writings to the administrator in charge of personnel for filing in the employee's personnel file.
 4. Allow a reasonable period of time, when appropriate, for the employee to correct or remediate the performance or conduct.
 5. Specify the expected level of performance or modification of conduct to be required from the employee.
- B. The education district retains the right to immediately discipline, terminate, or discharge an employee as appropriate, subject to relevant governing law and collective bargaining agreements when applicable.

Legal References: Minn. Stat. § 122A.40 (Employment; Contracts; Termination)
Minn. Stat. § 122A.41 (Teacher Tenure Act; Cities of the First Class)
Minn. Stat. § 122A.44 (Contracting with Teachers; Substitute Teachers)
Minn. Stat. § 122A.58 (Coaches; Termination of Duties)
Minn. Stat. § 123B.02, Subd. 14 (General Powers of Independent School Districts)
Minn. Stat. § 123B.143 (Superintendent)
Minn. Stat. § 123B.147 (Principals)
Minn. Stat. § 197.46 *et seq.* (Veterans Preference Act)

Cross References: None

404 EMPLOYMENT BACKGROUND CHECKS

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

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment in the education district in order to promote the physical, social, and psychological well-being of its students. To that end, the education district will seek a criminal history background check for applicants who receive an offer of employment with the education district and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the education district, regardless of whether any compensation is paid, or such other background checks as provided by this policy. The education district may also elect to do background checks of other volunteers, independent contractors, and student employees in the education district.

II. GENERAL STATEMENT OF POLICY

- A. The education district shall require that applicants for education district positions who ~~are receive an~~ offered ~~of~~ employment in the education district and all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the education district, regardless of whether any compensation is paid, submit to a criminal history background check. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the education district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the education district.
- B. The education district specifically reserves any and all rights it may have to conduct background checks regarding current employees, applicants, or service providers without the consent of such individuals.
- C. Adherence to this policy by the education district shall in no way limit the education district's right to require additional information, or to use procedures currently in place or other procedures to gain additional background information concerning employees, applicants, volunteers, service providers, independent contractors, and student employees.

III. PROCEDURES

- A. Normally an individual will not commence employment or provide services until the education district receives the results of the criminal history background check. ~~The education district may hire or otherwise allow an individual to provide a service to a school pending completion of a background check under Minnesota Statutes, section 123B.03, subdivision 1 or obtaining notice of a Professional Educator Licensing and Standards Board action under subdivision 1a but shall notify the individual that the individual's employment or other service may be terminated based on the result of the background check or Professional Educator Licensing and Standards Board action. The education district is not liable for failing to hire or for terminating an individual's employment or other service based on the result of a background check or Professional Educator Licensing and Standards Board action. The education district may conditionally hire an applicant or allow an individual to provide services pending completion of the background check but shall notify the individual that the individual's employment or opportunity to provide services may be terminated based on the result~~

~~of the background check.~~

Background checks will be performed by the Minnesota Bureau of Criminal Apprehension (BCA). The BCA shall conduct the background check by retrieving criminal history data as defined in Minnesota Statutes, section 13.87. The education district reserves the right to also have criminal history background checks conducted by other organizations or agencies.

- B. In order for an individual to be eligible for employment or to provide athletic coaching services or other extracurricular academic coaching services to the education district, except for an enrolled student volunteer, the individual must sign a criminal history consent form, which provides permission for the education district to conduct a criminal history background check, and provide a money order or check payable to either the BCA or to the education district, at the election of the education district, in an amount equal to the actual cost to the BCA and the education district of conducting the criminal history background check. The cost of the criminal history background check is the responsibility of the individual, unless the education district decides to pay the costs for a volunteer, an independent contractor, or a student employee. If the individual fails to provide the education district with a signed Informed Consent Form and fee at the time the individual receives a job offer, or permission to provide services, the individual will be considered to have voluntarily withdrawn the application for employment or request to provide services.

[NOTE: If the education district elects to receive payment, it may, at its discretion, accept payment in the form of a negotiable instrument other than a money order or check and then pay the superintendent of the BCA directly to conduct the background check.]

- C. The education district, in its discretion, may elect not to request a criminal history background check on an individual who holds an initial entrance license issued by the Minnesota Professional Educator Licensing and Standards Board or the ~~Minnesota~~ Commissioner of ~~the Minnesota~~ Department of Education within the twelve (12) months preceding an offer of employment or permission to provide services.
- D. The education district may use the results of a criminal background check conducted at the request of another school hiring authority if:
1. the results of the criminal background check are on file with the other school hiring authority or otherwise accessible;
 2. the other school hiring authority conducted a criminal background check within the previous twelve (12) months;
 3. the individual executes a written consent form giving the education district access to the results of the check; and
 4. there is no reason to believe that the individual has committed an act subsequent to the check that would disqualify the individual for employment or provision of services.
- E. For all nonstate residents who are offered employment with or the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the education district, the education district shall request a criminal history background check on such individuals from the superintendent of the BCA and from the government agency performing the same function in the resident state or, if no government entity performs the same function in the resident state, from the Federal Bureau of Investigation. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the education district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the education district. Such individuals must provide an

executed criminal history consent form.

- F. When required, individuals must provide fingerprints to assist in a criminal history background check. If the fingerprints provided by the individual are unusable, the individual will be required to submit another set of prints.
- G. Copies of this policy shall be available in the education district's employment office and will be distributed to applicants for employment and individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services upon request. The need to submit to a criminal history background check may be included with the basic criteria for employment or provision of services in the position posting and position advertisements.
- H. The individual will be informed of the results of the criminal background check(s) to the extent required by law.
- I. If the criminal history background check precludes employment with, or provision of services to, the education district, the individual will be so advised.
- J. The education district may apply these procedures to other volunteers, independent contractors, or student employees.
- K. At the beginning of each school year or when a student enrolls, the education district will notify parents and guardians about this policy and identify those positions subject to a background check and the extent of the education district's discretion in requiring a background check. The education district may include this notice in its student handbook, a school policy guide, or other similar communication. A form notice for this purpose is included with this policy.

IV. CRIMINAL HISTORY CONSENT FORM

A form to obtain consent for a criminal history background check is included with this policy.

Legal References: Minn. Stat. § 13.04, Subd. 4 (Rights of Subjects of Data)
Minn. Stat. § 13.87, Subd. 1 (Criminal Justice Data)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. §§ 299C.60-299C.64 (Minnesota Child, Elder, and Individuals with Disabilities Protection Background Check Act)
Minn. Stat. § 364.09(b) (Exception for School Districts)

Cross References: None

405 VETERAN'S PREFERENCE

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. The education district's policy is to comply with the VPA regarding veteran's preference rights and mandated preference points to veterans and spouses of deceased veterans or disabled veterans.
- B. The education district's policy is also to comply with the VPA requirement that no covered veteran may be removed from public employment except for incompetency or misconduct shown after a hearing upon due notice, upon stated charges, and in writing. This paragraph does not apply to the position of teacher.
- C. Veteran's preference points will be applied pursuant to applicable law as follows:
 - 1. A credit of ten (10) points shall be added to the competitive open examination rating of a non-disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
 - 2. A credit of fifteen (15) points shall be added to the competitive open examination rating of a disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
 - 3. A credit of five (5) points shall be added to the competitive promotional examination rating of a disabled veteran, who so elects, provided that (a) the veteran obtained a passing rating on the examination without the addition of the credit points and (b) the veteran is applying for a first promotion after securing public employment.
 - 4. A preference may be used by the surviving spouse of a deceased veteran and by the spouse of a disabled veteran who, because of the disability, is unable to qualify.
- D. Eligibility for and application of veteran's preference, the definition of a veteran, and the definition of a disabled veteran for purposes of this policy will be pursuant to the VPA.
- E. When notifying applicants that they have been accepted into the selection process, the education district shall notify applicants that they may elect to use veteran's preference.
- F. The education district's policy is to use a 100-point hiring system to enable allocation of veteran's preference points. The education district may or may not use a 100-point hiring system for filling teaching positions. If a 100-point hiring system is not used for

filling a teaching position, preference points will not be added, but all veteran applicants who have proper licensure for the teaching position will be granted an interview for the position.

- G. If the education district does not select a member of the finalist pool who has claimed veteran's preference, the education district shall notify the finalist in writing of the reasons for the rejection and file the notice with the education district's personnel officer.

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

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

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

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

406 PUBLIC AND PRIVATE PERSONNEL DATA

[NOTE: The provisions of this policy accurately reflect the Minnesota Government Data Practices Act and are not discretionary in nature.]

I. PURPOSE

The purpose of this policy is to provide guidance to education district employees as to the data the education district collects and maintains regarding its ~~employees, volunteers, independent contractors, and applicants ("personnel").~~ ~~personnel.~~

II. GENERAL STATEMENT OF POLICY

- A. All data on individuals collected, created, received, maintained, or disseminated by the education district, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the education district.
- B. All other data on individuals is private or confidential.

III. DEFINITIONS

- A. "Confidential" means the data ~~are not public and are not accessible to the subject.~~ ~~is not available to the subject.~~
- B. "Finalist" means an individual who is selected to be interviewed by the education district board for a position.
- C. "Parking space leasing data" means the following government data on an applicant for, or lessee of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, location of parking space, and work telephone number.
- D. "Personnel data" means government data on individuals maintained because they are or were employees ~~of the education district,~~ applicants for employment, ~~or volunteers or independent contractors for the education district,~~ ~~or members of or applicants for an advisory board or commission.~~ Personnel data include data submitted ~~by an employee~~ to the education district ~~by an employee~~ as part of an organized self-evaluation effort by the education district to request suggestions from all employees on ways to cut costs, make the education district more efficient, or to improve education district operations. ~~An employee who is identified in a suggestion shall have access to all data in the suggestion except the identity of the employee making the suggestion.~~
- E. "Private" means that the data ~~is not public and is accessible only to the following: the subject of the data, as limited by any applicable state or federal law; individuals within the education district whose work assignments reasonably require access; entities and agencies as determined by the responsible authority who are authorized by law to gain access to that specific data; and entities or individuals given access by the express written direction of the data subject.~~ ~~is available to the subject of the data and to education district staff who need it to conduct the business of the education district.~~
- F. "Protected health information" means individually identifiable health information as

defined in 45 Code of Federal Regulations, section 160.103, that is transmitted by electronic media, maintained in electronic media, or transmitted or maintained in any other form or medium by a health care provider, in connection with a transaction covered by 45 Code of Federal Regulations, Parts 160, 162 and 164. "Protected health information" excludes individually identifiable health information in education records covered by the Family Educational Rights and Privacy Act, employment records held by a school district in its role as employer;; and records regarding a person who has been deceased for more than fifty (50) years.~~transmitted in electronic form by a school district acting as a health care provider. "Protected health information" excludes health information in education records covered by the federal Family Educational Rights and Privacy Act and employment records held by a school in its role as employer.~~

- G. "Public" means that the data is available to anyone who requests it.
- H. "Public officials" means business managers; human resource directors; athletic directors whose duties include at least fifty (50)50 percent of their time spent in administration, personnel, supervision, and evaluation; chief financial officers; directors; and individuals defined as superintendents and principals under Minnesota Rules, part 3512.0100.¶

IV. PUBLIC PERSONNEL DATA

- A. The following information on current and former employees, ~~including~~ volunteers and independent contractors of the education district, is public:
 - 1. name;
 - 2. employee identification number, which may not be the employee's Social Security number;
 - 3. actual gross salary;
 - 4. salary range;
 - 5. terms and conditions of employment relationship;
 - 6. contract fees;
 - 7. actual gross pension;
 - 8. the value and nature of employer-paid fringe benefits;
 - 9. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
 - 10. job title;
 - 11. bargaining unit;
 - 12. job description;
 - 13. education and training background;
 - 14. previous work experience;
 - 15. date of first and last employment;
 - 16. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;

17. the final disposition of any disciplinary action, as defined in Minnesota Statutes, section 13.43, subdivision 2(b), ~~Minn. Stat. § 13.43, Subd. 2(b)~~, together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the education district;
 18. the complete terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;
 19. work location;
 20. work telephone number;
 21. badge number;
 22. work-related continuing education;
 23. honors and awards received; and
 24. payroll time sheets or other comparable data that are used only to account for an employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.
- B. The following information on current and former applicants for employment by the education district is public:
1. veteran status;
 2. relevant test scores;
 3. rank on eligible list;
 4. job history;
 5. education and training; and
 6. work availability.
- C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when they become finalists for an employment position. ~~applicants are considered by the education district board to be finalists for public employment.~~
- D. Applicants for appointment to a public body.
1. Data about applicants for appointment to a public body collected by the education district as a result of the applicant's application for employment are private data on individuals except that the following are public:
 - a. name;
 - b. city of residence, except when the appointment has a residency requirement that requires the entire address to be public;
 - c. education and training;

- d. employment history;
 - e. volunteer work;
 - f. awards and honors;
 - g. prior government service;
 - h. any data required to be provided or that are voluntarily provided in an application for appointment to a multimember agency pursuant to [Minnesota Statutes, section 15.0597](#); ~~Minn. Stat. § 15.0597~~; and
 - i. veteran status.
2. Once an individual is appointed to a public body, the following additional items of data are public:
- a. residential address;
 - b. either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee;
 - c. first and last dates of service on the public body;
 - d. the existence and status of any complaints or charges against an appointee; and
 - e. upon completion of an investigation of a complaint or charge against an appointee, the final investigative report is public, unless access to the data would jeopardize an active investigation.
3. Notwithstanding ~~Paragraph 2~~, any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.
- E. Regardless of whether there has been a final disposition as defined in [Minnesota Statutes, section 13.43, subdivision 2\(b\)](#), ~~Minn. Stat. § 13.43, Subd. 2(b)~~, upon completion of an investigation of a complaint or charge against a public official, as defined in [Minnesota Statutes, section 13.43, subdivision 2\(e\)](#), ~~Minn. Stat. § 13.43, Subd. 2(e)~~, or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources. [Data relating to a complaint or charge against a public official is public only if:](#)
- 1. [the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending;](#) or
 - 2. [potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement](#)
- [Data that is classified as private under another law is not made public by this provision.](#)
- ~~F. Data relating to a complaint or charge against a public official is public only if: (1) the complaint or charge results in disciplinary action or the employee resigns or is~~

~~terminated from employment while the complaint or charge is pending; or (2) potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement. Data that is classified as private under another law is not made public by this provision.~~

V. PRIVATE PERSONNEL DATA

- A. All other personnel data ~~not listed in Article IV.~~ are private data ~~and will only be shared with education district staff whose work requires such access. Private data will not be otherwise released unless authorized by law or by the employee's informed written consent.~~ not be otherwise released unless authorized by law.
- B. Data pertaining to an employee's dependents are private data on individuals.
- C. Data created, collected, or maintained by the education district to administer employee assistance programs are private.
- D. Parking space leasing data with regard to data on individuals are private.
- E. An individual's checking account number is private when submitted to a government entity.
- F. ~~Notwithstanding classification by any other provision of Minnesota Statutes, chapter 13, upon request from an exclusive representative, personnel~~ Personnel data ~~must may~~ be disseminated to labor organizations to the extent ~~the education district determines it is necessary for the labor organization to conduct its business or when ordered or authorized by the Commissioner of the Bureau of Mediation Services.~~ necessary to conduct elections, investigate and process grievances, and implement the provisions of Minnesota Statutes, chapters 179 and 179A. Personnel data shall be disseminated to labor organizations and the Bureau of Mediation Services ("BMS") to the extent the dissemination is ordered or authorized by the Commissioner of the BMS. Employee Social Security numbers are not necessary to implement the provisions of chapters 179 and 179A.

The home addresses, nonemployer issued phone numbers and email addresses, dates of birth, and emails or other communications between exclusive representatives and their members, prospective members, and nonmembers are private data on individuals.

Dissemination of personnel data to a labor organization pursuant to Minnesota Statutes, section 13.43, subdivision 6, shall not subject the education district to liability under Minnesota Statutes, section 13.08.

Personnel data described under Minnesota Statutes, section 179A.07, subdivision 8, must be disseminated to an exclusive representative under the terms of that subdivision.

- G. The education district may display a photograph of a current or former employee to prospective witnesses as part of the education district's investigation of any complaint or charge against the employee.
- H. The education district may, if its responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:
 - 1. the person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;

2. a prepetition screening team conducting an investigation of the employee under Minnesota Statutes, section 253B.07, subdivision 1 ~~Minn. Stat. § 253B.07, subd. 1~~; or
 3. a court, law enforcement agency, or prosecuting authority.
- I. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of a crime or alleged crime committed by an employee.
 - J. A complainant has access to a statement provided by the complainant to the education district in connection with a complaint or charge against an employee.
 - K. When allegations of sexual or other types of harassment are made against an employee, the employee does not have access to data that would identify the complainant or other witnesses if the responsible authority determines that the employee's access to that data would:
 1. threaten the personal safety of the complainant or a witness; or
 2. subject the complainant or witness to harassment.

If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.
 - L. The education district must report to the Minnesota Professional Educator Licensing and Standards Board ("PELSB") or the Board of School Administrators ("BOSA"), whichever has jurisdiction over the teacher's or administrator's license, as required by Minnesota Statutes § 122A.20, subdivision. 2, ~~shall make any report to the Minnesota Professional Educator Licensing and Standards Board or the state board of education as required by Minn. Stat. § 122A.20, Subd. 2~~ and shall, upon written request from the licensing board having jurisdiction over ~~thea~~ teacher's license, provide the licensing board with information about the teacher or administrator from the education district's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with Minnesota Statutes § 122A.20, subdivision 2. ~~Minn. Stat § 122A.20, Subd. 2.~~
 - M. Private personnel data shall be disclosed to the Minnesota Department of Employment and Economic Development for the purpose of administration of the unemployment insurance program under Minnesota Statutes, chapter 268.
 - N. When a report of alleged maltreatment of a student in an elementary, middle school, high school or charter school ~~in a school~~ is made to the Commissioner of the Minnesota Department of Education ("MDE"), ~~of Education~~ under Minnesota Statutes, chapter 260E, data that are relevant and collected by the school facility about the person alleged to have committed maltreatment must be provided to the MDE Commissioner ("Commissioner") on request for purposes of an assessment or investigation of the maltreatment report. Additionally, personnel data may be released for purposes of providing information to ~~informing~~ a parent, legal guardian, or custodian of a child in accordance with MDE Screening Guidelines. ~~that an incident has occurred that may constitute maltreatment of the child, when the incident has occurred, and the nature of the conduct that may constitute maltreatment.~~
 - O. The education district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if

1. an investigation conducted by or on behalf of the education district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data; or
2. the employee resigned while a complaint or charge involving the allegations was pending, the allegations involved acts of sexual contact with a student, and the employer informed the employee in writing, before the employee resigned, that if the employee resigns while the complaint or charge is still pending, the employer must release private personnel data about the employee's alleged sexual contact with a student to a school district or charter school requesting the data after the employee applies for employment with that school district or charter school and the data remain classified as provided in Minnesota Statutes, chapter 13.

Data that are released under this paragraph must not include data on the student.

- P. Data submitted by an employee to the education district as part of an organized self-evaluation effort by the education district to request suggestions from all employees on ways to cut costs, make the education district more efficient, or improve the education district operations is private data. An employee who is identified in a suggestion, however, shall have access to all data in the suggestion except the identity of the employee making the suggestion. ~~The identity of an employee making a suggestion as part of an organized self-evaluation effort by the education district to cut costs, make the education district more efficient, or to improve education district operations is private.~~
- Q. Protected health information, as defined in 45 Code of Federal Regulations, Parts 160 and 164, on employees is private and will not be disclosed except as permitted or required by law. ~~Health information on employees is private unless otherwise provided by law. To the extent that the education district transmits protected health information, the education district will comply with all privacy requirements.~~
- R. Personal home contact information for employees may be used by the education district to ensure that an employee can be reached in the event of an emergency or other disruption affecting continuity of education district operations and may be shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the education district or government entity.
- S. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the education district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.
- T. When a continuing contract teacher is discharged immediately because the teacher's license has been revoked due to a conviction for child abuse or sexual ~~abuse offenses involving a child as set forth in Minnesota Statutes, section 122A.40, subdivision 13(b),~~ or when the Commissioner of the Minnesota Department of Education (MDE) makes a final determination of child maltreatment involving a teacher under ~~Minnesota Statutes, section 260E.21, subdivision 4, or 260E.35,~~ the school principal or other person having administrative control of the school must include in the teacher's employment record the information contained in the record of the disciplinary action or the final maltreatment determination, consistent with the definition of public data under Minn. Stat. § 13.41, Subd. 5, ~~Minnesota Statutes, section 13.41, subdivision 5,~~ and must provide ~~PELSB the Minnesota Professional Educator Licensing and Standards Board~~ and the licensing division at MDE with the necessary and relevant information to enable ~~PELSB the Minnesota Professional Educator Licensing and Standards Board~~ and MDE's licensing division to fulfill their statutory and administrative duties related to

issuing, renewing, suspending, or revoking a teacher's license. In addition to the background check required under Minnesota Statutes, section 123B.03, a school board or other school hiring authority must contact ~~PELSB~~~~the Minnesota Professional Educator Licensing and Standards Board~~ and MDE to determine whether the teacher's license has been suspended or revoked, consistent with the discharge and final maltreatment determinations. Unless restricted by federal or state data practices law or by the terms of a collective bargaining agreement, the responsible authority for a school district must disseminate to another school district private personnel data on a current or former teacher (employee or contractor) of the district, including the results of background investigations, if the requesting school district seeks the information because the subject of the data has applied for employment with the requesting school district.

VI. MULTIPLE CLASSIFICATIONS

If data on individuals are classified as both private and confidential by ~~Minn. Stat. Ch. Minnesota Statutes, chapter~~ 13, or any other state or federal law, the data are private.

VII. CHANGE IN CLASSIFICATIONS

The education district shall change the classification of data in its possession if it is required to do so to comply with either judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

VIII. RESPONSIBLE AUTHORITY

The education district has designated Cheryl Johnson, Executive Director of the Goodhue County Education District, as the authority responsible for personnel data. Contact information is 395 Guernsey Lane, Red Wing, MN 55066 cjohnson@gced.k12.mn.us 651-388-4441.

The responsible authority, or an education district employee if so designated, shall serve as the education district's data practices compliance official and, as such, shall be the employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.

IX. EMPLOYEE AUTHORIZATION/RELEASE FORM

An employee authorization form is included as an addendum to this policy.

Legal References:

- Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
- Minn. Stat. § 13.02 (Definitions)
- [Minn. Stat. § 13.03 \(Access to Government Data\)](#)
- [Minn. Stat. § 13.05 \(Duties of Responsible Authority\)](#)
- Minn. Stat. § 13.37 (General Nonpublic Data)
- Minn. Stat. § 13.39 (Civil Investigation)
- [Minn. Stat. § 13.41 \(Licensing Data\)](#)
- Minn. Stat. § 13.43 (Personnel Data)
- Minn. Stat. § 13.601, subd. 3 (Elected and Appointed Officials)
- [Minn. Stat. § 15.0597 \(Appointment to Multimember Agencies\)](#)
- Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting)
- Minn. Stat. § 122A.40, Subds. 13 and 16 (Employment; Contracts; Termination)
- [Minn. Stat. § 123B.03 \(Background Check\)](#)
- [Minn. Stat. § 123B.143, subd. 2 \(Disclose Past Buyouts\)](#)
- [Minn. Stat. Ch. 179 \(Minnesota Labor Relations Act\)](#)
- [Minn. Stat. Ch. 179A \(Minnesota Public Labor Relations Act\)](#)
- [Minn. Stat. § 253B.07 \(Judicial Commitment: Preliminary Procedures\)](#)
- [Minn. Stat. Ch. 260E \(Reporting of Maltreatment of Minors\)](#)

Minn. Stat. Ch. 268 (Unemployment Insurance)
Minn. R. Pt. 1205 (Data Practices)
~~Minn. Stat. § 626.556, Subd. 7 (Reporting of Maltreatment of Minors)~~
P.L. 104-191 (HIPAA)
45 C.F.R. Parts 160, 162, and 164 (HIPAA Regulations)

Cross References: 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 515 (Protection and Privacy of Pupil Records)
MSBA Service Manual, Chapter 13, School Law Bulletin "I" (School Records - Privacy - Access to Data) ~~MSBA/MASA Model Policy 722 (Public Data Requests)~~
~~MSBA Law Bulletin "I" (School Records - Privacy - Access to Data)~~

407 EMPLOYEE RIGHT TO KNOW – EXPOSURE TO HAZARDOUS SUBSTANCES

[NOTE: School districts are not required by statute to have a policy addressing these issues. However, the provisions of this policy accurately reflect the requirements of Minnesota Statutes, section 182.653.]

I. PURPOSE

The purpose of this policy is to provide school district employees a place of employment and conditions of employment free from recognized hazards that are likely to cause death or serious injury or harm. ~~(Minn. Stat. § 182.653, Subd. 2)~~

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to provide information and training to employees who may be “routinely exposed” to a hazardous substance, harmful physical agent, infectious agent, or blood borne pathogen.

III. DEFINITIONS

- A. “Blood borne pathogen” means a pathogenic microorganism that is present in human blood and can cause disease in humans. This definition includes, but is not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).
- B. “Commissioner” means the Minnesota Commissioner of Labor and Industry.
- C. “Harmful physical agent” means a physical agent determined by the commissioner as a part of the standard for that agent to present a significant risk to worker health or safety or imminent danger of death or serious physical harm to an employee. This definition includes, but is not limited to, radiation, whether ionizing or nonionizing.
- D. “Hazardous substance” means a chemical or substance, or mixture of chemicals and substances, which:
 - 1. is regulated by the Federal Occupational Safety and Health Administration under the Code of Federal Regulations; or
 - 2. is either toxic or highly toxic; an irritant; corrosive; a strong oxidizer; a strong sensitizer; combustible; either flammable or extremely flammable; dangerously reactive; pyrophoric; pressure-generating; compressed gas; carcinogen; teratogen; mutagen; reproductive toxic agent; or that otherwise, according to generally accepted documented medical or scientific evidence, may cause substantial acute or chronic personal injury or illness during or as a direct result of any customary or reasonably foreseeable accidental or intentional exposure to the chemical or substance; or

3. is determined by the commissioner as a part of the standard for the chemical or substance or mixture of chemicals and substances to present a significant risk to worker health and safety or imminent danger of death or serious physical harm to an employee as a result of foreseeable use, handling, accidental spill, exposure, or contamination.
- E. "Infectious agent" means a communicable bacterium, rickettsia, parasites, virus, or fungus determined by the commissioner by rule, with approval of the commissioner of health, which, according to documented medical or scientific evidence, causes substantial acute or chronic illness or permanent disability as a foreseeable and direct result of any routine exposure to the infectious agent. Infectious agent does not include an agent in or on the body of a patient before diagnosis.
 - F. "Routinely exposed" means that there is a reasonable potential for exposure during the normal course of assigned work or when an employee is assigned to work in an area where a hazardous substance has been spilled.

IV. TARGET JOB CATEGORIES

Annual training will be provided to all full- and part-time employees who are "routinely exposed" to a hazardous substance, harmful physical agent, infectious agent, or blood borne pathogen as set forth above.

V. TRAINING SCHEDULE

Training will be provided to employees before beginning a job assignment as follows:

- A. Any newly hired employee assigned to a work area where he or she is determined to be "routinely exposed" under the guidelines above.
- B. Any employee reassigned to a work area where he or she is determined to be routinely exposed" under the above guidelines.

Legal References: Minn. Stat. Ch. 182 (Occupational Safety and Health)
Minn. Rules Ch. 5205 (Occupational Safety and Health Standards)
Minn. Rules Ch. 5206 (Hazardous Substances; Employee Right to Know Standards)
29 C.F.R. § 1910.1050, App. B (Substance Technical Guidelines)

Cross References: MSBA/MASA Model Policy 420 (Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions)
MSBA/MASA Model Policy 807 (Health and Safety Policy)

408 SUBPOENA OF A SCHOOL DISTRICT EMPLOYEE

I. PURPOSE

The purpose of this policy is to protect the privacy rights of education district employees and students under both state and federal law when requested to testify or provide educational records for a judicial or administrative proceeding.

II. GENERAL STATEMENT OF POLICY

This policy is to provide guidance and direction for education district employees who may be subpoenaed to testify and/or provide educational records for a judicial or administrative proceeding.

III. DATA CLASSIFICATION

A. Educational Data

1. State Law

The Minnesota Government Data Practices Act (MGDPA), Minnesota Statutes chapter 13, classifies all educational data, except for directory information as designated by the school district, as private data on individuals. The state statute provides that **private data on individuals may not be released, except pursuant to a valid court order or informed consent by the subject of the data or a parent if the subject of the data is a minor.**

2. Federal Law

The Family Educational Rights and Privacy Act (FERPA), 20 United States Code section 1232g, provides that educational data may not be released, except pursuant to informed consent by the individual subject of the data or any lawfully issued subpoena. Regulations promulgated under the federal law require that the school district must first make a reasonable effort to notify the parent of the student, or the student if the student is 18 years of age or older, of the subpoena in advance of releasing the information pursuant to the subpoena.

B. Personnel Data

The MGDPA, ~~Minn. Stat. Ch. 13~~, also classifies all personnel data, except for certain data specifically classified as public, as private data on individuals. The state statute provides that **private data on individuals may not be released, except pursuant to a valid court order or informed consent by the subject of the data.**

IV. APPLICATION AND PROCEDURES

A. Any employee who receives a subpoena for any purpose related to employment is to inform the building administrator or designated supervisor when the employee receives the subpoena. The building administrator or designated supervisor shall immediately inform the executive director that the employee has received a subpoena.

B. No employee may release educational data, personnel data, or any other data of any kind without consultation in advance with the school district official who is designated

as the authority responsible for the collection, use and dissemination of data.

- C. Payment for attendance at judicial or administrative proceedings and the retention of witness and mileage fees is to be determined in accordance with the applicable school board policies and collective bargaining agreements.
- D. The administration shall not release any information except in strict compliance with state and federal law and this policy. Recognizing that an unauthorized release may expose the school district or its employees to civil or criminal penalties or loss of employment, the administration shall confer with school district legal counsel prior to release of such data.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Rules 1205.0100, Subp. 5 (~~How These Rules Apply~~ ~~Minnesota Rules~~
~~Regarding Data Practices~~)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross References: MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA Law Bulletin "I" (School Records – Privacy – Access to Data)

Adopted: 12/03/09

MSBA/MASA Model Policy 409

Orig. 1995

Revised: TBD

Rev. 2008

409 EMPLOYEE PUBLICATIONS, INSTRUCTIONAL MATERIALS, INVENTIONS, AND CREATIONS

I. PURPOSE

The purpose of this policy is to identify and reserve the proprietary rights of the school district to certain publications, instructional materials, inventions, and creations which employees may develop or create, or assist in developing or creating, while employed by the education district.

II. GENERAL STATEMENT OF POLICY

Unless the employee develops, creates or assists in developing or creating a publication, instructional material, computer program, invention or creation entirely on the employee's own time and without the use of any school district facilities or equipment, the employee shall immediately disclose and, on demand of the school district, assign any rights to publications, instructional materials, computer programs, materials posted on websites, inventions or creations which the employee develops or creates or assists in developing or creating during the term of employee's employment and for three (3) years thereafter. In addition, employees shall sign such documents and perform such other acts as may be necessary to secure the rights of the school district relating to such publications, instructional materials, computer programs, materials posted on websites, inventions and/or creations, including domestic and foreign patents and copyrights.

III. NOTICE OF POLICY

The school district shall give employees notice of this policy by such means as are reasonably likely to inform them of this policy.

Legal References: Minn. Stat. § 181.78 (Agreements; Terms Relating to Inventions)
17 U.S.C. § 101 *et seq.* (Copyrights)

Cross References: None

410 FAMILY AND MEDICAL LEAVE POLICY

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

I. PURPOSE

The purpose of this policy is to provide for family and medical leave to education district employees in accordance with the Family and Medical Leave Act of 1993 (FMLA). ~~and also with parenting leave under state law.~~

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding family and medical leave are adopted by the education district, pursuant to the requirements of the FMLA. ~~and consistent with the requirements of the Minnesota parenting leave laws.~~

III. DEFINITIONS

A. "Covered active duty" means:

1. in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
2. in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 United States Code, section 101(a)(13)(B).

B. "Covered servicemember" means:

1. a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
2. a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, and was discharged or released under conditions other than dishonorable, at any time during the period of five years preceding the first date the eligible employee takes FMLA leave to care for the covered veteran.

C. "Eligible employee" means an employee who has been employed by the education district for a total of at least twelve (12) months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. An employee returning from fulfilling his or her Uniformed Services Employment and Reemployment Rights Act (USERRA)-covered service obligation shall be credited with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. In determining whether the employee met the hours of service requirement, and to determine the hours that would have been worked during the period of absence from work due to or necessitated by USERRA-covered service,

the employee's pre-service work schedule can generally be used for calculations.

While the twelve (12) months of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless: (1) the break is occasioned by the employee's fulfillment of his or her USERRA-covered service obligation; or (2) a written agreement, including a collective bargaining agreement, exists concerning the education district's intention to rehire the employee after the break in service.

- D. "Military caregiver leave" means leave taken to care for a covered servicemember with a serious injury or illness.
- E. "Next of kin of a covered servicemember" means the nearest blood relative other than the covered servicemember's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember's next of kin, and the employee may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember's only next of kin.
- F. "Outpatient status" means, with respect to a covered servicemember who is a current member of the Armed Forces, the status of a member of the Armed Forces assigned to:
 - 1. a military medical treatment facility as an outpatient; or
 - 2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.
- G. "Qualifying exigency" means a situation where the eligible employee seeks leave for one or more of the following reasons:
 - 1. to address any issues that arise from a short-notice deployment (seven (7) calendar days or less) of a covered military member;
 - 2. to attend military events and related activities of a covered military member;
 - 3. to address issues related to childcare and school activities of a covered military member's child;
 - 4. to address financial and legal arrangements for a covered military member;
 - 5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or his/her child;
 - 6. to spend up to fifteen (15) calendar days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment;
 - 7. to attend post-deployment activities related to a covered military member;
 - 8. to address care needs of a covered military member's parent who is incapable of self-care; and

9. to address other events related to a covered military member that both the employee and education district agree is a qualifying exigency.
- H. "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:
1. inpatient care in a hospital, hospice, or residential medical care facility; or
 2. continuing treatment by a health care provider.
- I. "Spouse" means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage that either: (1) was entered into in a state that recognizes such marriages; or (2) if entered into outside of any state, is valid in the place where entered into and could have been entered into in at least one state.
- J. "Veteran" has the meaning given in 38 United States Code, section 101.

IV. LEAVE ENTITLEMENT

- A. Twelve-week Leave under Federal Law
1. Eligible employees are entitled to a total of twelve (12) work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one (1) or more of the following reasons in accordance with applicable law:
 - a. birth of the employee's child and to care for such child;
 - b. placement of an adopted or foster child with the employee;
 - c. to care for the employee's spouse, son, daughter, or parent with a serious health condition;
 - d. the employee's serious health condition makes the employee unable to perform the functions of the employee's job; and/or
 - e. any qualifying exigency arising from the employee's spouse, son, daughter, or parent being on covered active duty, or notified of an impending call or order to covered active duty in the Armed Forces.
 2. For the purposes of this policy, "year" is defined as a rolling 12-month period measured backward from the date an employee's leave is to commence.
 3. An employee's entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.
 4. A "serious health condition" typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short-term conditions for which treatment and recovery are very brief.
 5. A "serious injury or illness," in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:

- a. injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and
 - b. in the case of a covered veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five (5) years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty in the Armed Forces and that manifested itself before or after the member became a veteran, and is:
 - (1) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating; or
 - (2) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability (VASRD) rating of fifty (50) percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or
 - (3) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
 - (4) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.
6. Eligible spouses employed by the education district are limited to an aggregate of twelve (12) weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care, or to care for a parent. This limitation for spouses employed by the education district does not apply to leave taken: by one (1) spouse to care for the other spouse who is seriously ill; to care for a child with a serious health condition; because of the employee's own serious health condition; or pursuant to Subparagraph IV.A.1.e. above.
7. Depending on the type of leave, intermittent or reduced schedule leave may be granted at the discretion of the education district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the education district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.

8. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child, or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within fifteen (15) days from the date of the request or as soon as practicable under the circumstances.
9. If the education district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the education district's expense. If the opinions of the first and second health care providers differ, the education district may require certification from a third health care provider at the education district's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.
10. Requests for leave shall be made to the education district. When leave relates to an employee's spouse, son, daughter, parent, or covered servicemember being on covered active duty, or notified of an impending call or order to covered active duty pursuant to Subparagraph IV.A.1.e. above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the education district of the need for leave. For all other leaves, employees must give thirty (30) days' written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the education district, subject to and in coordination with the health care provider.
11. The education district may require that a request for leave under Subparagraph IV.A.1.e. above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status and the dates of active duty service. In addition, the education district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.
12. During the period of a leave permitted under this policy, the education district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage. An employee who does not return to work after the leave may be required, in some situations, to reimburse the education district for the cost of the health plan premiums paid by it.
13. The education district may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The superintendent shall be responsible to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the education district board for annual review.

The education district shall comply with written notice requirements as set forth in federal regulations.
14. Employees returning from a leave permitted under this policy are eligible for

reinstatement in the same or an equivalent position as provided by law. However, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave.

~~B. Twelve-week Leave under State Law~~

~~An employee who does not qualify for parenting leave under Subparagraphs IV.A.1.a. or IV.A.1.b. above may qualify for a 12 week unpaid leave which is available to a biological or adoptive parent in conjunction with the birth or adoption of a child, or to a female employee for prenatal care or incapacity due to pregnancy, childbirth, or related health conditions. The length of the leave shall be determined by the employee but must not exceed twelve (12) weeks unless agreed to by the education district. The employee may qualify if he or she has worked for the education district for at least twelve (12) months and has worked an average number of hours per week equal to one half of the full time equivalent during the 12-month period immediately preceding the leave. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs but may be reduced by any period of paid parental, disability, personal, or medical, or sick leave, or accrued vacation provided by the education district so that the total leave does not exceed twelve (12) weeks, unless agreed to by the education district, or leave taken for the same purpose under the FMLA. The leave taken under this section shall begin at a time requested by the employee. An employee who plans to take leave under this section must give the education district reasonable notice of the date the leave shall commence and the estimated duration of the leave. For leave taken by a biological or adoptive parent in conjunction with the birth or adoption of a child, the leave must begin within twelve (12) months of the birth or adoption; except that, in the case where the child must remain in the hospital longer than the mother, the leave must begin within twelve (12) months after the child leaves the hospital.~~

B. Twenty-six-week Servicemember Family Military Leave

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember shall be entitled to a total of twenty-six (26) work weeks of leave during a 12-month period to care for the servicemember. The leave described in this paragraph shall be available only during a single 12-month period. For purposes of this leave, the need to care for a servicemember includes both physical and psychological care.
2. During a single 12-month period, an employee shall be entitled to a combined total of twenty-six (26) work weeks of leave under Paragraphs IV.A. and IV.C. above.
3. The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered servicemember and ends twelve (12) months after that date.
4. Eligible spouses employed by the education district are limited to an aggregate of twenty-six (26) weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition; or to care for a covered servicemember with a serious injury or illness.
5. The education district may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply

with the family and medical leave directives and guidelines prior to starting leave.

6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered servicemember and other information in support of requested leave and eligibility for such leave under this section within fifteen (15) days from the date of the request or as soon as practicable under the circumstances.
7. The provisions of Subparagraphs IV.A.7., IV.A.10., IV.A.12., IV.A.13., and IV.A.14. above shall apply to leaves under this section.

V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES

- A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.
- B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than twenty (20) percent of the workdays in the leave period may be required to:
 1. take leave for the entire period or periods of the planned medical treatment; or
 2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.
- C. Instructional employees who request continuous leave near the end of a semester may be required to extend the leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.
 1. If an instructional employee begins leave for any purpose more than five (5) weeks before the end of a semester and it is likely the leave will last at least three (3) weeks, the education district may require that the leave be continued until the end of the semester.
 2. If the instructional employee begins leave for a purpose other than the employee's own serious health condition during the last five (5) weeks of a semester, the education district may require that the leave be continued until the end of the semester if the leave will last more than two (2) weeks or if the employee's return from leave would occur during the last two (2) weeks of the semester.
 3. If the instructional employee begins leave for a purpose other than the employee's own serious health condition during the last three (3) weeks of the semester and the leave will last more than five (5) working days, the education district may require the employee to continue taking leave until the end of the semester.
 4. If the education district requires an instructional employee to extend leave through the end of a semester as set forth in this paragraph, only the period of leave until the employee is ready and able to return to work shall be charged against the employee's FMLA leave entitlement. Any additional leave required by the education district to the end of the school term is not counted as FMLA leave but as an unpaid or paid leave, to the extent the instructional employee has accrued paid leave available and the education district shall maintain the

employee's group health insurance and restore the employee to the same or equivalent job, including other benefits, at the conclusion of the leave.

- D. ~~The entire period of leave taken under the special rules will be counted as leave. The education district will continue to fulfill the education district's leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's leave entitlement ends before the involuntary leave period expires.~~

VI. OTHER

- A. The provisions of this policy are intended to comply with applicable law, including the FMLA and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by the FMLA and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.
- B. The requirements stated in the collective bargaining agreement between employees in a certified collective bargaining unit and the education district regarding family and medical leaves (if any) shall be followed.

VII. DISSEMINATION OF POLICY

- A. A poster prepared by the U.S. Department of Labor summarizing the major provisions of the Family and Medical Leave Act and informing employees how to file a complaint shall be conspicuously posted in each education district building in areas accessible to employees and applicants for employment.
- B. This policy will be reviewed according to the education district policy review cycle for compliance with state and federal law.

Legal References: ~~Minn. Stat. §§ 181.940-181.944 (Parenting Leave and Accommodations)~~10
U.S.C. § 101 *et seq.* (Armed Forces General Military Law)
29 U.S.C. § 2601 *et seq.* (Family and Medical Leave Act)
38 U.S.C. § 101 (Definitions)
29 C.F.R. Part 825 (Family and Medical Leave Act)

Cross References: ~~MSBA School Law Bulletin "M" (Licensed and Non-Licensed School District Employee Leave)~~None

- VIII. **Other:**
- IX. **Comments: Board/Director**
- X. **Next Meeting Date: March 26, 2026, at 6 p.m. at the River Bluff Education Center in Red Wing.**
- XI. **Adjournment**