

Wrenshall Board of Education  
Wednesday, March 12, 2025 6:00 PM Central

Wrenshall School Commons  
207 Pioneer Drive  
Wrenshall, MN 55797

Eric Ankrum: Present  
Jon Beck: Present  
Mary Carlson: Present  
Ben Johnson: Present  
Ashley Laveau: Present  
Erin Riley: Present

Present: 6.

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Adoption of Agenda
5. Regular Business
  - 5.a. Approval of Minutes
  - 5.b. Accept Business Office Report
  - 5.c. Approval of Consent Agenda
6. Informational Items
  - 6.a. Principal's Report
  - 6.b. Community Education Report
  - 6.c. American Indian Cultural Liaison Report
  - 6.d. Enrollment Report
  - 6.e. Superintendent's Report
  - 6.f. Board Director or Committee Reports
7. Action Items
  - 7.a. Approve 2025-2026 School Year Calendar
  - 7.b. Approve Revised Raptor Activities Cooperative Agreement
  - 7.c. Northern Lights Special Education Cooperative Annual Renewal
  - 7.d. Approve Committee Acknowledgments
  - 7.e. Approve Purchase of Service Agreement for Teacher Evaluation
  - 7.f. Policy Review Cycle
    - 7.f.1. Annual Policy Review
  - 7.g. Acceptance of Donations
  - 7.h. Hiring Requests
8. Future Meetings
9. Adjournment

**Wrenshall ISD 100 Wrenshall Board of Education**

Wednesday, March 12, 2025 - 6:00 PM

Wrenshall School Commons

This is the regular monthly business meeting of the Wrenshall Board of Education. An opportunity for public comment will be available in accordance with Policy 206 and 206A preceding the meeting at 5:30 p.m. in the same location.

1. Call to Order  
Chairperson
2. Pledge of Allegiance  
Chairperson
3. Roll Call  
Chairperson
4. Adoption of Agenda  
Chairperson
5. Regular Business

Chairperson

- a. Approval of Minutes  
Chairperson  
Approval of official minutes for the February 10 regular business meeting, the February 19 special session, and the March 5 work session.
- b. Accept Business Office Report  
Jeff Pesta
- c. Approval of Consent Agenda  
Jeff Pesta
6. Informational Items

Chairperson

Regular Business

- a. Principal's Report  
Michelle Blanchard  
Optional Informational Principal's report.
- b. Community Education Report  
Katie Beck

Optional Informational Report from the Community Education Coordinator.

c. American Indian Cultural Liaison Report

Kevin Kot

An AIPAC meeting was scheduled for March 11.

d. Enrollment Report

Jeff Pesta

Monthly snapshot of current enrollment statistics

e. Superintendent's Report

Jeff Pesta

Update on new propane bus delivery and copier RFP.

f. Board Director or Committee Reports

Chairperson

This is an opportunity for individual directors or committees to share information or reports with the full board.

7. Action Items

Chairperson

a. Approve 2025-2026 School Year Calendar

Michelle Blanchard

b. Approve Revised Raptor Activities Cooperative Agreement

Mary Carlson

Revisions were made by the joint committee and recommended to each Board for approval.

c. Northern Lights Special Education Cooperative Annual Renewal

Jeff Pesta

d. Approve Committee Acknowledgments

Chairperson

By formally acknowledging a committee, the Board clarifies its mission, membership, reporting responsibilities and any compensation due to its members.

e. Approve Purchase of Service Agreement for Teacher Evaluation

Mary Carlson

In an effort to delegate some school administrative responsibilities and to remain aligned with the District's Human Resources calendar, the consensus of the Board work session discussion was to contract for services to conduct the remaining teacher evaluations for this school year.

f. Policy Review Cycle

Mary Carlson

1. Annual Policy Review

Mary Carlson

Annual review of the 700 series policies. All recent state legislative updates are reflected in proposed policy updates. All remaining 700 series policies were reviewed and approved by the Board on September 9, 2024. The Board will continue to review one policy series per month until the entire policy book has been updated.

g. Acceptance of Donations

Chairperson

h. Hiring Requests

Jeff Pesta

8. Future Meetings

Chairperson

Confirm upcoming committee, work session, and business meeting dates.

9. Adjournment

Chairperson

1. Call to Order

Chair Carlson called the meeting to order at 6:00 p.m.

2. Pledge of Allegiance

3. Roll Call

All directors were present.

4. Adoption of Agenda

Motion to approve. This motion, made by Ben Johnson and seconded by Erin Riley, Carried.

Eric Ankrum: Yea, Jon Beck: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Ashley Laveau: Yea,  
Erin Riley: Yea

Yea: 6, Nay: 0

5. Regular Business

5.a. Approval of Minutes

Motion to approve official minutes as presented. This motion, made by Eric Ankrum and seconded by Jon Beck, Carried.

Eric Ankrum: Yea, Jon Beck: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Ashley Laveau:  
Yea, Erin Riley: Yea

Yea: 6, Nay: 0

5.b. Accept Business Office Report

Motion to accept business report as presented. This motion, made by Ashley Laveau and seconded by Eric Ankrum, Carried.

Eric Ankrum: Yea, Jon Beck: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Ashley Laveau:  
Yea, Erin Riley: Yea

Yea: 6, Nay: 0

5.c. Approval of Consent Agenda

Motion to approve. This motion, made by Ben Johnson and seconded by Eric Ankrum,  
Carried.

Eric Ankrum: Yea, Jon Beck: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Ashley Laveau:  
Yea, Erin Riley: Yea

Yea: 6, Nay: 0

6. Informational Items

6.a. Principal's Report

6.b. Community Education Report

6.c. American Indian Cultural Liaison Report

Kevin Kot provided an update on the process for the annual AIPAC Vote of Concurrence / Nonconcurrence scheduled for February 11. A special session will need to be scheduled for the Board to receive the vote and any recommendations. The revised aid application was accepted by the Minnesota Department of Education. Kevin also provided a preview of upcoming events and projects.

#### 6.d. Enrollment Report

#### 6.e. Superintendent's Report

#### 6.f. Board Director or Committee Reports

Consolidation - Chair Carlson summarized recent communications with the Carlton School District regarding future joint board sessions to further explore consolidation.

Therapy Dog - Chair Carlson will be organizing a community advisory group to explore interest in developing guidelines for utilizing a therapy dog within the school.

Additional committee reports were submitted.

### 7. Action Items

#### 7.a. Resolution for Program or Position Reductions

Motion to introduce and approve the resolution. This motion, made by Eric Ankrum and seconded by Erin Riley, Carried.

Eric Ankrum: Yea, Jon Beck: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Ashley Laveau: Yea, Erin Riley: Yea

Yea: 6, Nay: 0

#### 7.b. Approve Half-Time Superintendent Contract

Motion to approve as presented. This motion, made by Ashley Laveau and seconded by Jon Beck, Carried.

Eric Ankrum: Yea, Jon Beck: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Ashley Laveau: Yea, Erin Riley: Yea

Yea: 6, Nay: 0

The Board expressed its appreciation to Rising Tide School Board Services for its facilitation of the successful superintendent search.

#### 7.c. Approve Continuation of Part-Time Employment for School Board Directors

Motion to approve the continued employment of Director Johnson and Director Riley per the terms of their at-will agreements not to exceed \$20,000 in Fiscal Year 2025. This motion, made by Eric Ankrum and seconded by Ashley Laveau, Carried.

Eric Ankrum: Yea, Jon Beck: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Ashley Laveau: Yea, Erin Riley: Yea

Yea: 6, Nay: 0

Currently, Director Johnson serves as an on-call substitute teacher in the Wrenshall District. Director Riley was previously hired as a contract communications co-coordinator for Wrenshall School prior to her election.

#### 7.d. Approve Revised Community Education Program Handbooks

Motion to approve as presented. This motion, made by Ashley Laveau and seconded by Ben Johnson, Carried.

Eric Ankrum: Yea, Jon Beck: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Ashley Laveau:

Yea, Erin Riley: Yea  
Yea: 6, Nay: 0

#### 7.e. Approve Committee Acknowledgments

#### 7.f. Policy Review Cycle

##### 7.f.1. Annual Policy Review

Motion to approve revised policies 606, 606.5, 613, 614 and 615 to reflect state legislative changes or reference citations. This motion, made by Erin Riley and seconded by Jon Beck, Carried.

Eric Ankrum: Yea, Jon Beck: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Ashley Laveau: Yea, Erin Riley: Yea  
Yea: 6, Nay: 0

##### 7.f.2. Federal Policy Review

Motion to approve revised Policy 522 following one reading due to change in federal guidance. This motion, made by Jon Beck and seconded by Eric Ankrum, Carried.

Eric Ankrum: Yea, Jon Beck: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Ashley Laveau: Yea, Erin Riley: Yea  
Yea: 6, Nay: 0

#### 7.g. Acceptance of Donations

Motion to introduce and approve the resolution to accept donation with gratitude. This motion, made by Ashley Laveau and seconded by Ben Johnson, Carried.

Eric Ankrum: Yea, Jon Beck: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Ashley Laveau: Yea, Erin Riley: Yea  
Yea: 6, Nay: 0

#### 7.h. Hiring Requests

#### 8. Future Meetings

The Chair confirmed the date of the next work session as March 5 and the next regular meeting on March 12. Special sessions will be called for consolidation discussions and to receive the AIPAC vote when confirmation of dates is possible.

#### 9. Adjournment

The meeting was adjourned by Chair Carlson at 7:09 p.m.

American Indian Parent Advisory Council  
Vote of Concurrence  
Wednesday, February 19, 2025 7:00 PM  
Central

Wrenshall School Library Media Center  
207 Pioneer Drive  
Wrenshall, MN 55797

### 1. Call to Order

The special session was called to order by Chair Carlson at 7:01 p.m. Director Laveau was absent with notice and Director Johnson participated remotely from the Duluth Fire Station.

### 2. Action Items

2.a. Presentation of the American Indian Parent Advisory Council Vote of Concurrence  
Motion to receive the AIPAC vote as presented. This motion, made by Eric Ankrum and seconded by Jon Beck, Carried.

Ashley Laveau: Absent, Eric Ankrum: Yea, Jon Beck: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Erin Riley: Yea

Yea: 5, Nay: 0, Absent: 1

### 3. Adjournment

Motion to adjourn. This motion, made by Erin Riley and seconded by Eric Ankrum, Carried.

Ashley Laveau: Absent, Eric Ankrum: Yea, Jon Beck: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Erin Riley: Yea

Yea: 5, Nay: 0, Absent: 1

The meeting was adjourned by Chair Carlson at 7:19 p.m.

Work Session  
Wednesday, March 5, 2025 6:00 PM Central

Wrenshall School Commons  
207 Pioneer Drive  
Wrenshall, MN 55797

Eric Ankrum: Present  
Jon Beck: Present  
Mary Carlson: Present  
Ben Johnson: Present  
Ashley Laveau: Present  
Erin Riley: Present  
Present: 6.

### 1. Call to Order

Chair Carlson called the work session to order at 6:08 p.m. All directors were present.

### 2. Preview of Regular Meeting Agenda for March 12

#### 2.a. Board Committee Reports

Raptor Sports Cooperative: A revised agreement has been recommended for approval by both boards this month.

CEAC: The first ECFE session will take place next Monday.

NLSEC: Director Beck attended a tour and orientation session at Northern Lights Academy.

AIPAC: Director Riley has registered for the Minnesota Indian Education Association Conference.

Grants: Director Johnson is recruiting members and awaiting board acknowledgment of the committee.

Directors Carlson and Ankrum attended MSBA negotiations and officer training. All directors are encouraged to participate in the MSBA Day at the Capitol.

### 3. Strategic Planning

#### 3.a. Presentation from the Teacher Field School Professional Learning Community

Teachers Suzy Berger and Theresa Vermeersch previewed a potential grant opportunity to develop an outdoor learning structure on the school campus. Next steps will be to collaborate with other departments to include American Indian Education and Community Education and further develop the grant application before presenting to the Grants Committee for support.

#### 3.b. Development of District Organizational Chart

The Board discussed priority committee acknowledgments and intends to proceed with the Safety and Grants committee acknowledgments on March 12. A summary of the Assistant Principal search was provided and the Board consensus was to seek a quote for professional services to complete the scheduled teacher evaluations for the remainder of this year.

#### 3.c. Revised Fiscal Year 2025 Budget and Proposed Fiscal Year 2026 Budget

The Board confirmed the proposed FY26 budget assumptions by consensus with the addition of a placeholder for the cost of implementing paid family leave effective January 1, 2026.

#### 3.d. Building the 2025-2026 School Year Calendar

The Board previewed the proposed calendar and made minor suggestions for a final draft to be considered for approval on March 12.

### 3.e. Action Plan for Obsolete Materials

The Board reached consensus not to move forward with a fee-based online auction site at this time. They endorsed making surplus technology available to current students as early as the upcoming parent conferences. They also endorsed removing all staff resources from storage areas and requiring staff to claim any essential resources before departing for the summer. The organizational goal is to donate as many surplus items as possible, before reconsidering the need to post them on a public auction site.

### 3.f. Analysis of Career and Technical Education Processes and Procedures

The Board had previously reached consensus to endorse Mr. Gustafson's application for a local housing development grant. The superintendent has authorized the application. However, if the grant is awarded, the Board intends to have their approval protocol in place to consider formal action.

### 3.g. Next Phase Strategic Plan

None of the current Board directors were involved in the development of the expiring District Strategic Plan. The plan was posted to ensure that the new Board has the opportunity to become familiar with the expiring plan and set a timeline for the development of the next generation strategic plan.

## 4. Adjournment

Chair Carlson adjourned the work session at 8:37 p.m.

## Wrenshall School ISD #100 Receipt Listing Report

Deposit Ctrl No	Batch	Co	Receipt No	Receipt Type	Bank	Check No	Date	Pmt Type	Grp	Code	Customer	Status	Amount
3695		0100	12190	Credit	1	0000193791	02/11/25	Check	1	1002	State of MN	Applied	24,817.12
<b>Deposit Control Total:</b>												<b>24,817.12</b>	
3696		0100	12191	Credit	1	0009394190	02/11/25	Check	1	1002	State of MN	Applied	937.97
<b>Deposit Control Total:</b>												<b>937.97</b>	
3697		0100	12192	Credit	1	0009406320	02/12/25	Check	1	1002	State of MN	Applied	3,770.85
<b>Deposit Control Total:</b>												<b>3,770.85</b>	
3698		0100	12193	Credit	1	0009414799	02/13/25	Check	1	1002	State of MN	Applied	197,935.05
<b>Deposit Control Total:</b>												<b>197,935.05</b>	
3699		0100	12194	Credit	1		02/13/25	Check	1	1042	LATCH KEY	Applied	540.38
		0100	12195	Credit	1		02/13/25	Check	1	1044	PreSchool	Applied	1,208.34
		0100	12196	Credit	1		02/13/25	Check	1	1500	Miscellaneous	Applied	1,060.00
<b>Deposit Control Total:</b>												<b>2,808.72</b>	
3700		0100	12197	Credit	1		02/19/25	Check	1	1002	State of MN	Applied	115.41
<b>Deposit Control Total:</b>												<b>115.41</b>	
3701		0100	12198	Credit	1		02/21/25	Check	1	1007	ISD 093 - Carlton	Applied	315.62
		0100	12199	Credit	1		02/21/25	Check	1	1012	ISD #4 McGregor	Applied	242.46
		0100	12200	Credit	1		02/21/25	Check	1	1500	Miscellaneous	Applied	170.00
<b>Deposit Control Total:</b>												<b>728.08</b>	
3702		0100	12201	Credit	1	0009427698	02/26/25	Check	1	1002	State of MN	Applied	1,977.68
<b>Deposit Control Total:</b>												<b>1,977.68</b>	
3703		0100	12202	Credit	1		02/18/25	Wire	1	1025	ISD 381 Lake Superior District	Applied	432.69
<b>Deposit Control Total:</b>												<b>432.69</b>	
3704		0100	12203	Credit	1		02/18/25	Wire	1	1500	Miscellaneous	Applied	1,700.00
<b>Deposit Control Total:</b>												<b>1,700.00</b>	
3705		0100	12204	Credit	1	0009440917	02/27/25	Check	1	1002	State of MN	Applied	231,499.07
<b>Deposit Control Total:</b>												<b>231,499.07</b>	
3706		0100	12205	Credit	1		02/27/25	Check	1	1011	ISD #91 - Barnum	Applied	286.20
		0100	12206	Credit	1		02/27/25	Check	1	1013	ISD #95, Cromwell	Applied	206.94
		0100	12207	Credit	1		02/27/25	Check	1	1008	ISD 094 - Cloquet	Applied	695.35
		0100	12208	Credit	1		02/27/25	Check	1	1009	ISD 099 - Esko	Applied	412.82
		0100	12209	Credit	1		02/27/25	Check	1	1046	Community Ed	Applied	42.00
		0100	12210	Credit	1		02/27/25	Check	1	1044	PreSchool	Applied	308.54

## Wrenshall School ISD #100 Receipt Listing Report

Deposit Ctrl No	Batch	Co	Receipt No	Receipt Type	Bank	Check No	Date	Pmt Type	Grp	Code	Customer	Status	Amount
3706		0100	12211	Credit	1		02/27/25	Check	1	1042	LATCH KEY	Applied	265.00
		0100	12212	Credit	1		02/27/25	Check	1	1500	Miscellaneous	Applied	933.40
<b>Deposit Control Total:</b>												<b>3,150.25</b>	
3707		0100	12213	Credit	1		02/28/25	Check	1	1045	BRIGHTWHEEL	Applied	5,098.10
<b>Deposit Control Total:</b>												<b>5,098.10</b>	
<b>Report Total:</b>												<b>474,970.99</b>	

## EXPENSE SUMMARY -- FEBRUARY 2025

Check No.	Vendor	Amount	Date	Description
56946	BRITTANY CAMPBELL	\$63.94	2/5/2025 0:00	General Supplies-Food Svc
56947	CARLTON COUNTY AUDIT TREAS	\$798.47	2/5/2025 0:00	Postage & Express
56948	CITY OF WRENSHALL	\$1,150.00	2/5/2025 0:00	Snow Removal
56949	COMO OIL AND PROPANE	\$432.04	2/5/2025 0:00	Fuel For Vehicles
56950	COMO OIL AND PROPANE	\$419.39	2/5/2025 0:00	Fuel For Vehicles
56951	DELTA DENTAL OF MINNESOTA	\$3,352.12	2/5/2025 0:00	Dental Insurance
56952	DSC COMMUNICATIONS	\$140.00	2/5/2025 0:00	Communications Serv
56953	DSC COMMUNICATIONS	\$70.00	2/5/2025 0:00	Communication Srvc-Telephone
56954	DSC COMMUNICATIONS	\$460.00	2/5/2025 0:00	Communications Serv
56955	JEFF PESTA	\$3,287.40	2/5/2025 0:00	Consulting Fees/Serv-Admin
56956	JOSIAH DAVEY	\$166.60	2/5/2025 0:00	Travel-Admin Staff Development
56957	KIRK HILL	\$9.98	2/5/2025 0:00	Repairs & Maint Serv
56958	MELANIE HUMMEL Ed S	\$3,412.50	2/5/2025 0:00	To Non-Ed Agency-SpEd General
56959	MENARDS - WEST DULUTH	\$133.29	2/5/2025 0:00	Sup/Mat Indiv Instr- Industrial Ed
56960	MINNEAPOLIS OXYGEN CO	\$225.65	2/5/2025 0:00	Instru Supplies-Industrial Ed
56961	MN INDIAN EDUC ASSN MIEA	\$175.00	2/5/2025 0:00	Amer Indian Ed- Staff Dev Travel
56962	MN TELECOMMUNICATIONS	\$403.00	2/5/2025 0:00	Svc Purch from MN Joint-Powers
56963	MOLLY KIDD	\$67.44	2/5/2025 0:00	Instru Supplies-Art
56964	MRI SOFTWARE	\$15.00	2/5/2025 0:00	Legal Fees
56965	MSBA	\$75.00	2/5/2025 0:00	Travel-Admin Staff Development
56966	MSBA	\$125.00	2/5/2025 0:00	Travel-Admin Staff Development
56967	MSBA	\$125.00	2/5/2025 0:00	Travel-Admin Staff Development
56968	MSBA	\$75.00	2/5/2025 0:00	Travel-Admin Staff Development
56969	MSBA	\$125.00	2/5/2025 0:00	Travel-Admin Staff Development
56970	MSBA	\$210.00	2/5/2025 0:00	Travel-Admin Staff Development
56971	MSBA	\$210.00	2/5/2025 0:00	Travel-Admin Staff Development
56972	MSBA	\$210.00	2/5/2025 0:00	Travel-Admin Staff Development
56973	MSBA	\$100.00	2/5/2025 0:00	Travel-Admin Staff Development
56974	MSBA	\$100.00	2/5/2025 0:00	Travel-Admin Staff Development
56975	PEC SOLUTIONS LLC	\$4,280.00	2/5/2025 0:00	Consulting Fees/Serv
56976	SCHMITT DIRECTOR CENTER	\$40.00	2/5/2025 0:00	Instru Supplies-Music
56977	SCHMITT MUSIC DULUTH	\$245.00	2/5/2025 0:00	Repairs-Band Instruments
56978	SCHMITT MUSIC DULUTH	\$154.75	2/5/2025 0:00	Repairs-Band Instruments
56979	SCHMITT MUSIC DULUTH	\$50.00	2/5/2025 0:00	Repairs-Band Instruments
56980	SFM	\$1,061.00	2/5/2025 0:00	Payroll Taxes-Workers Comp
56981	TASC	\$62.26	2/5/2025 0:00	Consulting Fees/Serv-Admin
56982	UHL / ABE	\$863.00	2/5/2025 0:00	Repairs & Maint Serv-MECH SYS
56983	UHL / ABE	\$3,979.00	2/5/2025 0:00	Repairs & Maint Serv-MECH SYS
56984	UHL / ABE	\$547.00	2/5/2025 0:00	Repairs & Maint Serv-MECH SYS
56985	UNITED TRUCK BODY CO INC	\$65.00	2/5/2025 0:00	Repairs & Maint Serv
56986	UNITED TRUCK BODY CO INC	\$318.52	2/5/2025 0:00	Repairs & Maint Serv
56987	UPPER LAKES FOODS INC	\$4,354.71	2/5/2025 0:00	Food
56988	WIEDIGER SPEECH & LANGUAGE	\$11,880.00	2/5/2025 0:00	To Non-Ed Agency
56989	KETTLE RIVER PIZZA INC	\$1,256.00	2/12/2025 0:00	Class of 2025 - Expense
56990	CLOQUET SANITARY SERVICE	\$918.89	2/14/2025 0:00	Contr Svc- Garbage
56991	COCA-COLA BEVERAGES DULUTH	\$201.00	2/14/2025 0:00	Class of 2025 - Expense
56992	COMO OIL AND PROPANE	\$474.59	2/14/2025 0:00	Fuel For Vehicles
56993	COMO OIL AND PROPANE	\$275.27	2/14/2025 0:00	Fuel For Vehicles
56994	COMO OIL AND PROPANE	\$427.26	2/14/2025 0:00	Fuel For Vehicles
56995	EMC INSURANCE COMPANIES	\$6,622.24	2/14/2025 0:00	Insurance
56996	ERIN RILEY	\$315.42	2/14/2025 0:00	Travel-Admin Staff Dev
56997	ESC SYSTEMS	\$300.00	2/14/2025 0:00	Prof & Tech Svcs-FIRE SAFETY
56998	GOLD MEDAL MINNEAPOLIS ML55	\$86.77	2/14/2025 0:00	Class of 2025 - Expense
56999	ISD #0094 CLOQUET	\$3,977.18	2/14/2025 0:00	Fed Subaward <\$25,000
57000	ISD #0095 CROMWELL	\$1,040.34	2/14/2025 0:00	Fed Subaward <\$25,000
57001	ISD #0099 ESKO	\$2,715.80	2/14/2025 0:00	Fed Subaward <\$25,000
57002	ISD #0381 LAKE SUPERIOR	\$1,212.45	2/14/2025 0:00	Fed Subaward <\$25,000
57003	ISD #0577 WILLOW RIVER	\$1,005.53	2/14/2025 0:00	Fed Subaward <\$25,000

57004	ISD #0700 HERMANTOWN	\$580.64	2/14/2025 0:00	Fed Subaward <\$25,000
57005	ISD #0700 HERMANTOWN	\$380.71	2/14/2025 0:00	Fed Subaward <\$25,000
57006	ISD #0700 HERMANTOWN	\$2,437.33	2/14/2025 0:00	Fed Subaward <\$25,000
57007	JON BECK	\$507.27	2/14/2025 0:00	Travel-Admin Staff Dev
57008	L & M SUPPLY INC	\$258.46	2/14/2025 0:00	Supplies-Operations & Maint
57009	MADELINE JENSEN	\$61.26	2/14/2025 0:00	Textbooks-High School
57010	MINNESOTA POWER	\$7,079.55	2/14/2025 0:00	Electricity
57011	MN ENERGY RESOURCES	\$1,078.26	2/14/2025 0:00	METER 20123480
57012	MN ENERGY RESOURCES	\$1,214.35	2/14/2025 0:00	METER 20111857
57013	MN PEIP	\$33,569.10	2/14/2025 0:00	Health Insurance
57014	MN TELECOMMUNICATIONS	\$403.00	2/14/2025 0:00	Svc Purch - MN Jnt-Powers
57015	MRI SOFTWARE	\$25.00	2/14/2025 0:00	Legal Fees
57016	NORTHERN LIGHTS ACADEMY	\$4,770.09	2/14/2025 0:00	Coop Personnel Aid Sp Educ
57017	PAN-O-GOLD BAKING	\$428.15	2/14/2025 0:00	Food-Lunch
57018	PER MAR SECURITY SERVICES	\$21.62	2/14/2025 0:00	Security System Fees
57019	PINE JOURNAL	\$65.55	2/14/2025 0:00	Communications Serv
57020	PINE KNOT LLC	\$303.50	2/14/2025 0:00	Communication
57021	SCHOLASTIC BOOK FAIRS	\$1,252.71	2/14/2025 0:00	Misc Rev from Local
57022	SCHOOL NUTRITION DIRECTORS	\$100.00	2/14/2025 0:00	Dues/License-Food Svc
57023	ST LUKE'S CLINICS - ASPIRUS	\$110.00	2/14/2025 0:00	Physicals/Drug Testing
57024	TK ELEVATOR CORP	\$627.25	2/14/2025 0:00	Prof & Tech Svcs-PHYS HAZ
57025	ASHLEY LAVEAU	\$700.47	2/27/2025 0:00	Travel-Admin Staff Dev
57026	BRITTANY CAMPBELL	\$23.10	2/27/2025 0:00	Travel-Food Svc
57027	CARDMEMBER SERVICE	\$7,525.11	2/27/2025 0:00	Supplies-Travel-Staff Dev
57028	CARLTON COUNTY HUMAN SVCS	\$50.00	2/27/2025 0:00	Communication Svc
57029	CARLTON COUNTY HUMAN SVCS	\$14,752.26	2/27/2025 0:00	School Social Worker
57030	CHRIS GUSTAFSON	\$45.00	2/27/2025 0:00	Travel-PERKINS Staff Dev
57031	CITY OF WRENSHALL	\$2,600.00	2/27/2025 0:00	Snow Removal
57032	CITY OF WRENSHALL	\$46.81	2/27/2025 0:00	Water & Sewage
57033	COMO OIL AND PROPANE	\$1,287.50	2/27/2025 0:00	Fuel For Vehicles
57034	COMO OIL AND PROPANE	\$632.85	2/27/2025 0:00	Fuel For Vehicles
57035	COMO OIL AND PROPANE	\$589.95	2/27/2025 0:00	Fuel For Vehicles
57036	COMO OIL AND PROPANE	\$1,667.53	2/27/2025 0:00	Fuel For Vehicles
57037	CONSTELLATION NEW ENERGY	\$5,526.80	2/27/2025 0:00	Fuel For Bldgs
57038	DELTA DENTAL OF MINNESOTA	\$3,174.16	2/27/2025 0:00	Dental Insurance
57039	EDUCATORS BENEFIT CONSULT	\$74.36	2/27/2025 0:00	Consult Fees/Serv-Bus Office
57040	EHLERS INVESTMENT PTNRS	\$3,250.00	2/27/2025 0:00	Other Cost
57041	ERIN RILEY	\$131.87	2/27/2025 0:00	Class of 2026- Expense
57042	GOLD MEDAL MINNEAPOLIS ML55	\$95.86	2/27/2025 0:00	Class of 2025 - Expense
57043	GUARDIAN PEST SOLUTIONS, INC	\$57.91	2/27/2025 0:00	Fees for Svc-Food Svc
57044	JILLIAN ENGSTROM BRULA	\$543.98	2/27/2025 0:00	Meetings/Travel-Elem SD
57045	MEDTOX	\$135.22	2/27/2025 0:00	Physicals/Drug Testing
57046	METRO SALES INC	\$482.00	2/27/2025 0:00	Lease Principal
57047	NATL INSURANCE SVCS OF WI	\$856.82	2/27/2025 0:00	Life Insurance
57048	NORTHEAST SERVICE CO-OP	\$925.00	2/27/2025 0:00	Prof & Tech Svcs-ENVIR MGMT
57049	SFM	\$1,061.00	2/27/2025 0:00	Payroll Taxes-Workers Comp
57050	TASC	\$62.26	2/27/2025 0:00	Consulting Fees/Serv-Admin
57051	UNITED TRUCK BODY CO INC	\$620.29	2/27/2025 0:00	Repairs & Maint Serv
57052	UNITED TRUCK BODY CO INC	\$248.92	2/27/2025 0:00	Repairs & Maint Serv
57053	UNITED TRUCK BODY CO INC	\$78.00	2/27/2025 0:00	Repairs & Maint Serv
57054	UNITED TRUCK BODY CO INC	\$300.48	2/27/2025 0:00	Repairs & Maint Serv
57055	UNITED TRUCK BODY CO INC	\$246.72	2/27/2025 0:00	Repairs & Maint Serv
57056	UNITED TRUCK BODY CO INC	\$533.49	2/27/2025 0:00	Repairs & Maint Serv
57057	UNITED TRUCK BODY CO INC	\$65.00	2/27/2025 0:00	Repairs & Maint Serv
57058	UNITED TRUCK BODY CO INC	\$96.42	2/27/2025 0:00	Repairs & Maint Serv
57059	UNITED TRUCK BODY CO INC	\$1,068.75	2/27/2025 0:00	Principal Bus Lease
57060	UNITED TRUCK BODY CO INC	\$4,047.71	2/27/2025 0:00	Repairs & Maint Serv
57061	UNITED TRUCK BODY CO INC	\$97.50	2/27/2025 0:00	Repairs & Maint Serv
57062	UPPER LAKES FOODS INC	\$5,108.08	2/27/2025 0:00	Food
	<b>Total</b>	<b>\$178,948.78</b>		

**Wrenshall School ISD #100**  
**Detail Payment Register By Check**  
**Fund Summary**

<b>Fund</b>	<b>Description</b>	<b>Total</b>
01	General Fund	\$135,417.64
02	Food Services Fund	\$10,121.90
03	Transportation (Sub of 01)	\$17,959.26
04	Community Service	\$289.99
05	Capital Outlay (Sub of 01)	\$9,440.58
07	Debt Redemption Fund	\$3,250.00
21	Student Activities	\$2,469.41
<b>Report Total</b>		<b>\$178,948.78</b>

**Wrenshall School ISD #100**  
**Exp/Rev Summary - Fd**  
**Period Ending February 28, 2025**

Sequence: L, Fd

Description		Adopted25 Annual Budget	Period 202508	Year To Date	% YTD	Encumbrances	% YTD + Enc	Remaining Balance
E	Expenditure							
01	General Fund	4,697,696.00	422,900.55	2,706,513.24	58%	6,786.59	58%	1,984,396.17
02	Food Services Fund	185,838.00	19,065.41	119,768.45	64%	0.00	64%	66,069.55
03	Transportation (Sub of 01)	416,410.00	43,791.32	246,445.52	59%	140,975.90	93%	28,988.58
04	Community Service	247,317.00	16,440.12	99,189.21	40%	0.00	40%	148,127.79
05	Capital Outlay (Sub of 01)	159,232.00	9,440.58	142,940.92	90%	2,906.00	92%	13,385.08
07	Debt Redemption Fund	943,770.00	3,250.00	943,545.00	100%	0.00	100%	225.00
18	Custodial	0.00	0.00	3,200.00	0%	0.00	0%	(3,200.00)
21	Student Activities	0.00	2,469.41	22,038.62	0%	0.00	0%	(22,038.62)
E	Expenditure	6,650,263.00	517,357.39	4,283,640.96	64%	150,668.49	67%	2,215,953.55
R	Revenue							
01	General Fund	(4,898,170.00)	(436,407.17)	(3,159,595.78)	65%	0.00	65%	(1,738,574.22)
02	Food Services Fund	(201,100.00)	(24,932.53)	(116,205.58)	58%	0.00	58%	(84,894.42)
03	Transportation (Sub of 01)	(233,582.00)	0.00	0.00	0%	0.00	0%	(233,582.00)
04	Community Service	(268,752.00)	(11,233.21)	(100,302.67)	37%	0.00	37%	(168,449.33)
05	Capital Outlay (Sub of 01)	(131,776.00)	0.00	0.00	0%	0.00	0%	(131,776.00)
07	Debt Redemption Fund	(986,897.00)	0.00	(105,639.73)	11%	0.00	11%	(881,257.27)
18	Custodial	0.00	(1,700.00)	(1,700.00)	0%	0.00	0%	1,700.00
21	Student Activities	0.00	(1,903.40)	(4,384.06)	0%	0.00	0%	4,384.06
R	Revenue	(6,720,277.00)	(476,176.31)	(3,487,827.82)	52%	0.00	52%	(3,232,449.18)
<b>Report Totals:</b>		<b>(70,014.00)</b>	<b>41,181.08</b>	<b>795,813.14</b>	<b>(1137%)</b>	<b>150,668.49</b>	<b>(1352%)</b>	<b>(1,016,495.63)</b>

**Wrenshall School ISD #100**  
**Receipt Listing Report with Detail by Deposit**  
**Fund Summary**

<b>Fund</b>	<b>Total</b>
01	\$435,201.85
02	\$24,932.53
04	\$11,233.21
18	\$1,700.00
21	\$1,903.40
<b>Report Total</b>	<b>\$474,970.99</b>



# Wrenshaw Public Schools

Superintendent- Jeff Pesta  
Principal- Michelle Blanchard

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March 12, 2025

## Consent Agenda

- *Any Director may request to remove any item from this consent agenda and place it on the regular meeting agenda for individual consideration.*

### Appointments:

1. Ellen Erdahl, Long-Term Substitute Teacher 6th grade. B.A., Step 1, effective March 31 through May 30, 2025.

### At-Will Agreements:

### Change to Contract:

1. Anna George, Kindergarten Teacher, lane change to B.A.+20, effective February 13, 2025.

### Leave of Absence Requests:

### Resignations:

### Terminations:

1. Dan Stevens, Grade 4 Custodian, effective February 25, 2025.

S.M.A.R.T. Goals  
Principal Blanchard  
24-25

**1. Classroom Walkthroughs:**

**Smart Goal:** By May of 2025, I will conduct at least 5 classroom walkthroughs per week, documenting observations and providing timely feedback to support teachers.

**2. Staff Substitute Plan:**

**Smart Goal :** By next Fall, I will present a next-generation staff substitute plan to the school board that decreases the need for 1:1 substitutes at the secondary level by utilizing Google Classroom and combining classrooms into common spaces with adequate supervision.

**3. Crisis Plan:**

**Smart Goal:** I will create an updated crisis plan and prepare a presentation for the board. This will involve reviewing the current plan, gathering feedback from key stakeholders, making necessary updates, and ensuring the plan is clearly presented to the board, including supporting materials.

**4. PK-12 Student Management System:**

**Smart Goal:** I will propose and work to receive school board approval for a cohesive PK-12 student management system, ensuring the system integrates all necessary functionalities for student tracking, reporting, and communication across grade levels.



Community Education Report  
3/12/2025

Programing

- ECFE - Mondays March 3rd, 17th, April 7th, 21st and May 5th
  - ECFE Parent Educator, Preschool Teacher & Assistant
  - Big Celebration in May (for whole community)
  
- Youth enrichment
  - Dungeons and Dragons Club -7th grade - graduates
    - Mondays 3:15 - 4:30 PM
    - Ends in April
  - Leadership program (service project) 3rd - 12th grade
    - Meet 3-4x in April
  
- After school enrichment
  - Northern outdoors club NOC (Feb-April) - 2nd - 6th grade
    - Feb 27th
    - April 24th
  
  - Young book dragons club with Girl scout troop 4337
    - Partnering with the Wrens Club
  
  - Lego Club k-2nd grade
    - March 10th
    - March 17th
  
- Adult enrichment
  - Weight lifting club - 18+
    - March 4th, 7th, 11th and 14th
  
- Events
  - Family Ball - Saturday April 26th
    - Invitations went out Monday (March 10th)
  - Brickyard Days - Friday - Sunday August 1-3rd
    - Community Committee formed
    - Sponsor a game/have a table



- Fun day Thursday March 13th
  - CE provide child care for families due to all day teacher conferences

#### Early Childhood Screening

- Thursday April 17th
  - School readiness children will be screened in class
- Next year screening - month

#### Wrens Club Child Care - Registration started Feb 24th

- Summer Registration 2025
  - # 10
- Fall/Spring 2025-26
  - # 6

#### School Readiness - Preschool 3-5 year olds - Registration started Feb 24th

- Hatchling 2025-26
  - # 3
- Little Wrens 2025-26
  - # 6
- Wrap around 2025-26
  - # 2
- New Next year - Spring open House

#### Facilities

- School documents & scheduling with rSchools
  - Mirroring the websites
- New Facilities document - communicated to coaches & staff
  - Email sent / on website

#### Grants

- Wetherby - Submitted (Here back in April/May)
- Kwik Trip - In process
- Irving Community - In process

#### Staff Development & Training

- April 5th DHS Training Wrens Club
- April 9th-11th MNAFEE (Preschool teacher, assistant, child care coordinator)

#### A Big Shout out

- Team, Staff & Community

## 2025 - 2026 School Year

Updated 3/7/2025

Grade	Projection	Target	Variance	Waitlist	Inquiries
K	15	20	-5		2
1	28	23	+5		1
2	23	23	0		1
3	25	25	0		3
4	21	25	-4		
5	28	25	+3		
6	23	25	-2		1
7	27	28	-1		1
8	23	28	-5		
9	30	30*			
10	21	30*			
11	28	30*			
12	27	30*			
<b>TOTAL</b>	<b>319</b>				<b>9</b>

**0100 WRENSHALL District**207 PIONEER DRIVE, WRENSHALL, MN 55797-0068  
Generated on 03/07/2025 08:35:35 AM Page 1 of 1**Student Enrollment Summary Report**

Effective Date: 03/07/2025 Enrollment Types: P, S, N

Total Race/Ethnicities: 5 of 7 Total Schools: 2

Race/Ethnicity Source: Federal Male/Female/Total: 172/169/341

**Student Population by Race/Ethnicity and Grade Level (Male/Female/Total)****Wrenshall Elementary**

Grade	1:Hispanic/Latino	2:American Indian or Alaska Native	3:Asian	4:Black or African American	5:Native Hawaiian or Other Pacific Islander	6:White	7:Two or more races	Total
01	1/0/1	1/0/1	-	-	-	7/11/18	1/2/3	10/13/23
02	1/0/1	-	-	-	-	14/9/23	0/2/2	15/11/26
03	-	1/0/1	-	-	-	6/9/15	2/3/5	9/12/21
04	0/1/1	0/1/1	-	-	-	14/14/28	-	14/16/30
05	0/1/1	-	-	-	-	10/13/23	-	10/14/24
06	-	0/1/1	-	-	-	12/11/23	1/1/2	13/13/26
EC	-	-	-	-	-	4/1/5	-	4/1/5
KA	4/2/6	1/0/1	-	-	-	9/13/22	-	14/15/29
All Grades	6/4/10	3/2/5	-	-	-	76/81/157	4/8/12	89/95/184

**Wrenshall High School**

Grade	1:Hispanic/Latino	2:American Indian or Alaska Native	3:Asian	4:Black or African American	5:Native Hawaiian or Other Pacific Islander	6:White	7:Two or more races	Total
07	-	1/0/1	-	-	-	12/10/22	0/1/1	13/11/24
08	-	0/1/1	-	0/1/1	-	14/11/25	0/3/3	14/16/30
09	-	-	-	-	-	11/9/20	1/1/2	12/10/22
10	1/0/1	0/1/1	-	-	-	15/10/25	0/1/1	16/12/28
11	1/1/2	1/0/1	-	-	-	10/12/22	2/0/2	14/13/27
12	-	1/0/1	-	0/1/1	-	10/9/19	3/2/5	14/12/26
All Grades	2/1/3	3/2/5	-	0/2/2	-	72/61/133	6/8/14	83/74/157

**Student Population Excluding White not of Hispanic Origin**

School	Total	Percentage
Wrenshall Elementary	27	14.67%
Wrenshall High School	24	15.29%
Total	51	14.96%

INDEPENDENT SCHOOL DISTRICT 93  
Carlton Minnesota 55718



2/20/25

Laura Nilsen  
Carlton Board Chair  
Carlton School District Board of Education  
405 School Ave, Carlton MN 55718

Wrenshall School Board  
207 Pioneer Drive, Wrenshall MN 55797

Dear Wrenshall School Board Members and Chair Mary Carlson,

Thank you for the quick response. Our board considered your letter during our February 18, 2025 and is very excited about the opportunity to meet on March 3rd for a joint work session of the Carlton and Wrenshall School Boards to discuss consolidation.. I would like to suggest 6pm in the Wrenshall Commons for our first meeting since the Wrenshall board already has a set up for recording meetings. We could then rotate between Wrenshall and South Terrace Locations.

Our board also agreed for efficiency purposes that I as board chair can communicate and meet with you to build the agendas. I would suggest an in person meeting next week to determine the first agenda. As you mentioned no action will take place within our 1-1 meetings and will only take place at the board table or through formal communications to best keep our communities well informed.

Look forward to setting our agenda meeting date!

#Raptor Strong

Laura Nilsen

A handwritten signature in black ink, appearing to be 'LN', written over a horizontal line.

Carlton School Board Chair  
Carlton School Board  
lnilsen@carlton.k12.mn.us

## Feb 19, 2025 | 📅 Raptor's Cooperative Meeting

Attendees: Eric Ankrum Donita Stepan Ryan Leonzal dsolarz@carlton.k12.mn.us  
brentpokornowski@carlton.k12.mn.us Mary Carlson Erin Riley Sam Ojibway

8 p.m. - Wrenshall School Library

### Notes

- Raptors Sports Cooperative Agreement
  - Had a discussion about who would have access to edit the Raptors Cooperative Agreement. The group had consensus that the committee co-chairs should be the only people with access to edit the document in order to protect the document's integrity.
    - Once approved by both boards, there was agreement that a physical signed copy should be kept at both schools and a PDF version containing the signatures should be placed in the cooperative shared folder in Google Drive.
  - The group went through all of the Athletic Director's suggested comments as well as others by the group and edited the document.
  - The group had consensus to send it back to both boards for approval.
- MSHSL Bass Fishing League
  - There are parents concerned we will lose our status in the MSHSL Bass Fishing League. Most of the committee did not know this was a thing. We agreed to ask Wrenshall board member Ben Johnson to investigate what we need to do in order to stay active.
- Coach Conduct
  - Board Member Carlson brought to the committee some information about two concerning incidents with a coach. She explained that she had referred the parent to the communication flow chart back in December, but it seemed that no formal complaint was filed. The committee was concerned about the nature of the informal complaint and asked that the athletic director get more specific information. No names or identifying information was used during this conversation.

### Action items

- Both boards review and approve the updated Raptors Cooperative Agreement in March
- Mary Carlson to reach out to Ben Johnson Re: Bash Fishing League
- Athletic Director Brent to follow up on the coach conduct conversation per the Administrative/Fiscal Host's HR procedures.

Adjournment: 10:45 p.m.

March 3, 2025 || Special Joint Session of the Boards of Education from  
Wrenshall and Carlton || 6:00 p.m.

- I. Welcome/Introduction
  - A. Each Board member had the opportunity to introduce themselves
- II. How did we get here?
  - A. Laura Introduced Lessons from the past.
  - B. Mary Described Needing to be Radically Different this time around. Focusing on:
    1. Kids first
    2. Facts
    3. Transparency
- III. Brainstorm Session - Laura Introduced the SWOT Analysis
  - A. S - Strengths
  - B. S - Weaknesses
  - C. O - Opportunities
  - D. T - Threats
    1. Each board member had the opportunity to share their ideas in each category.
- IV. The MDE Questions - A straw poll was taken on each of the following questions:
  - A. ...whether any bonded debt, capital or energy loan, or down payment levy obligations will remain the obligation of each pre-existing district's taxpayers, or become in part or whole the obligation of all the taxpayers in the newly consolidated district
    1. Majority of members supported sharing.
  - B. ... whether any existing operating levy referendum revenues will be combined, recalculated, and continued at the same or reduced level in the newly consolidated district, or discontinued. The levy will be levied against the market value of the new district. The operating levies will assume the duration of the levy with the longest duration. The new district may not raise any more operating levy revenues than the combined revenue without a further referendum [Minn. Stat. § 123A.73, subdivisions 4-7 ]
    1. Majority of members supported combining.
  - C. ... whether any existing operational debt as of June 30 of the year prior to

D. July 1 of the effective date of the consolidation will remain an obligation of each pre-existing district's taxpayers, or whether any existing operational debt will become an obligation of all the taxpayers in the newly consolidated district using an operational debt levy made over five years

1. Majority of members supported sharing.

E. ... whether the new school board will consist of six or seven members elected at large or through election districts. If election districts are proposed, specify one of the following options: single-member districts, multimember districts, at large, or a combination of these options. Election districts must be equal in population and be drawn according to township, city, or precinct election lines. Candidates must come from and citizens vote only in their election districts

1. Fairly split, but slightly in favor of a 7 person board with multiple members supporting multi-member election districts to ensure representation from each district for an undetermined period of time.

V. Future Meetings

A. Decided to take it one step at a time - listening sessions with both full boards ASAP. Start with one in Carlton and one in Wrenshall, then look to further out areas of the districts.

**Carlton-Wrenshall Cooperative  
Agreement**

**FOR MINNESOTA STATE HIGH SCHOOL  
LEAGUE ACTIVITIES**

**INCLUDING JUNIOR HIGH  
ATHLETICS and Co-Curricular  
Activities**

**March 2025**

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**CARLTON-WRENSHALL RAPTORS COOPERATIVE AGREEMENT FOR MINNESOTA  
STATE HIGH SCHOOL LEAGUE ACTIVITIES INCLUDING JUNIOR HIGH ATHLETICS AND  
THE IDENTIFIED CO-CURRICULAR ACTIVITIES.**

This Agreement is between the Independent School District #93, Carlton, MN and Independent School District #100, Wrenshall, MN to provide a sports and co-curricular cooperative based on the rules and regulations of the Minnesota State High School League under the name of the "Carlton-Wrenshall Raptors".

***MISSION STATEMENT: The purpose of the Carlton-Wrenshall activity cooperative is to provide a comprehensive and balanced activity program that will provide more opportunities and experiences for our students that either school may not be able to provide individually.***

The mission of each school board is to provide educational based athletic programs to teach sportsmanship, teamwork, respect, responsibility, and achievement in a safe and diverse environment. The school boards are also committed to providing a variety of athletic activities that best meets the needs of our students and be fiscally responsible to our districts.

**SECTION 1- DEFINITIONS**

Throughout this agreement the following definitions shall be used and interpreted as defined:

**Cooperative Committee:** The term "Cooperative Committee" refers to a joint meeting of school board Representatives from both Carlton & Wrenshall School Districts, superintendents and athletic director will serve as ex officio members.

**Facilities Host:** As a Facilities Host of a cooperative sport, the school's responsibility shall be:

Providing a game-ready facility and/or practice facilities as defined in Section IX "Practice and Game Sites for the sport (if applicable); (See exception below)

- A. Provides maintenance for said facilities;
- B. Provides all equipment necessary for games and/or practice;

**Administrative/Fiscal Host:** As the Administrative/Fiscal Host of a cooperative sport, the school's responsibility shall be:

- A. Pay all bills
- B. Order all supplies necessary
- C. Manage Game funds

- D. Hires and terminates coaches for the sport
- E. Responsible for putting processes and procedures in place.

## **SECTION II - ADMINISTRATIVE MANAGEMENT**

2.1 For the duration of this Agreement, the Carlton School District (ISD #93), hereinafter referred to as "Carlton" will be the Administrative/Fiscal Host.

2.2 The Carlton school board and the Wrenshall school board shall officially act on all matters relative to the terms and conditions of this agreement. The Cooperative Committee shall function as a review body for the purposes of reviewing and supporting the athletic director and make recommendations to the administration of each school. The findings and recommendations will then be presented to each respective school board for action. The athletic director will oversee the implementation and management of the sports cooperative with the support of the Administrative/Fiscal Host

2.3 The Cooperative Committee will meet after fall sports, after winter sports and as needed. The chair/co-chairs will schedule the meeting with sufficient notice as to allow the athletic director and Principals to communicate to students, parents and coaches the expectations for the upcoming year. (ie: prices and athletic fees, budgets, etc).

The following format shall be used for the Cooperative Committee Meetings:

- A. Meeting Location: Alternate between schools
- B. Three (3) members from each school board, the athletic director, a superintendent and administration as needed
- C. The meeting location shall provide: adequate room and accommodations, person to take formal minutes; agenda (in conjunction with all members).
- D. Co-Chairs of the meeting shall be determined by the members of the committee.
- E. Recommended changes to the "Carlton-Wrenshall Cooperative Agreement" must be sent back to each school district for a majority vote of the school board. Each board will review at least annually the cooperative agreement.

## **SECTION III - FISCAL MANAGEMENT**

3.1 For the duration of the agreement between Carlton and Wrenshall Public Schools for Administrative/Fiscal Host Duties, Carlton will be the Administrative/Fiscal Host for the sports.

3.2 Responsibilities of the Administrative/Fiscal Host will be to make payment of all valid

claims and bill the other district for the share of the costs subject to this Agreement. Each district will be responsible for purchasing equipment and supplies needed to host games, events, and practices.

3.3 Each School District will have the responsibility to pay their separate internal administrative costs, facility construction costs, and maintenance and equipment costs (specific to their respective facility) of its sports facilities (custodial and maintenance expenses; utilities, storage, practice and game locker rooms).

3.4 It is the responsibility of the Administrative/Fiscal Host to retain fiscal management of those expenses which are to be shared between the School Districts, which shall include but is not limited to the following: coaches' salaries and benefits, supplies including supplies purchased from the MSHSL and supplies relative to a specific sport; officials; event workers; athletic dues and memberships; entry fees; laundry costs.

3.41 Cost of admissions and passes shall be the same for both districts. All revenue will be split 50/50. Passes given in one district will be honored in the other.

3.5 Transportation costs will be split 50/50 between the districts. The athletic director is responsible for arranging transportation. Both district's bus garages will be used for transportation. The athletic director shall be responsible for the coordination of the schedules.

3.6 Any and all cash receivables will be deposited by the Administrative/Fiscal Host weekly or as soon thereafter as practical. All transactions will be approved by the Administrative/Fiscal Host's school board.

3.7 An annual budget for all programs within the jurisdiction of the sports cooperative shall remain the same each year, unless approved by both school boards. The AD and/or Administrative/Fiscal Host can present proposed budget changes during the fall cooperative meeting. Business managers of both host schools shall present an annual budget to their respective school boards for approval before June of each year.

3.8 Shared Costs. Carlton and Wrenshall share the costs based on the following formula:

1. Any costs shall be shared 50/50. superintendents from both schools must be aware and in agreement of the shared cost before moving forward with any purchases that exceed annual team budget amounts.
2. The athletic director will develop a rotating schedule for uniform purchases, including approximate dates and cost. The athletic director will get approval of the rotating schedule from both business offices, by February of each year for

budgeting purposes. The Administrative/Fiscal Host business manager will budget for uniforms each year.

3.9 Failure to pay their portion of costs associated with the cooperative agreement over the course of one fiscal year would waive the September 1st requirement to dissolve this agreement listed in section 17.1 of this agreement.

3.10 Cooperative Fundraisers: Fundraisers, other than concession stands, conducted by a Cooperative Activity must be done in accordance with the Administrative/Fiscal Host's policy 511.

#### **SECTION IV - LIABILITY INSURANCE**

Nothing contained in this Agreement shall relieve any party to this Agreement from liability for its negligence or that of its officers, agents, and employees. Each party shall carry liability insurance in the amount of not less than amounts required by law. The policy shall name the officers, agents and employees of the other party as named insureds. Each party shall provide the other party with a certificate evidencing such insurance coverage on an annual basis.

#### **SECTION V - ELIGIBILITY**

5.1 Eligibility requirements shall be minimally set by the Minnesota State High School League.

5.2 Should the members of the Cooperative wish to add requirements above those established by the Minnesota State High School League, those requirements will be mutually arrived upon and approved by the Cooperative Committee.

#### **SECTION VI - ATHLETIC DIRECTOR/PROGRAM MANAGEMENT**

6.1 There will be one athletic Director shared by both school districts.

6.2 The athletic Director will provide guidance, direction, supervision and support for the programs within their scope of responsibility.

6.3 The athletic Director will evaluate all head coaches on a yearly basis. Head coaches will evaluate all other program coaches on a yearly basis.

6.4 All head coaches shall be appointed through the process of application, team interview and

recommendation to the school board of the fiscal host for final approval.

Internal candidates for coaching positions will be given an interview.

6.5 Coaching renewal contracts are annual appointments based on the recommendation of the athletic Director.

6.7 All coaches will be paid from the fiscal host's schedule C contract.

## **SECTION VII - COOPERATIVE EVENTS**

7.1 The following activities listed below are within the jurisdiction of the Cooperative:

7.3 Students from each school shall have an equal opportunity to try out.

7.4 Co-Curricular Activities will be combined as soon as possible.

## **SECTION VIII - GAME SUPPORT SERVICES**

8.1 Game supervision and support shall be the responsibility of the facility host and athletic Director.

8.2 Violations of code of conduct shall be reported to the respective building Principal.

## **SECTION IX FACILITY HOST - PRACTICE AND GAME SITES**

9.1 For school years beginning in an odd number the facility host shall be as listed below.

**Volleyball** - practices in Carlton, games in Carlton

**Football** - practices in Wrenshall, Varsity games Carlton and JV/JH games Wrenshall

**Cross Country** - practices in both districts, potentially hosting meets at some point

**Girls Basketball** - practices at Carlton, games in Carlton

**Boys Basketball** - practices at Wrenshall, games in Wrenshall

**Softball** - practices and games at Chub Lake.

**Baseball** - practices and games at Chub Lake.

**Track** - practices in both districts, no home meets.

9.2 For school years beginning in an even number the facility host practice and game sites shall be as listed below:

**Volleyball** - practices in Wrenshall, games in Wrenshall.

**Football** - practices in Wrenshall, Varsity games Carlton and JV/JH games Wrenshall

**Cross Country** - practices in both districts, potentially hosting meets at some point

**Girls Basketball** - practices at Wrenshall, games in Wrenshall.

**Boys Basketball** - practices at Carlton, games in Carlton.

**Softball** - practices and games at Chub Lake.

**Baseball** - practices and games at Chub Lake.

**Track** - practices in both districts, no home meets.

9.3 The AD has authority to grant temporary site changes due to extenuating circumstances.

## **SECTION X - TEAM NAME AND COLORS**

10.1 The teams shall be called the Carlton-Wrenshall Raptors

10.2 The team colors shall be blue, orange, black, and white.

10.3 The team song shall be determined at a later date.

10.4 The AD and athletic department will maintain a brand guide for all coaches to follow

## **SECTION XII - EQUIPMENT**

11.1 All equipment shall be pooled and accounted for on a common inventory system in each facility host district. Values for equipment shall be identified. Such inventory and value/depreciation records shall be maintained and updated by the varsity coaches and provided to athletic Director and in accordance with the facility host district's business manager and audit practices. Any specific equipment purchases (i.e. Volleyball posts, Basketball hoops, scoreboards, etc), specific to each building, shall be the responsibility of each separate district.

11.2 All equipment and uniform purchases must meet Raptor branding guidelines and must be approved by the athletic Director prior to purchase.

## **SECTION XII - CONCESSIONS**

12.1 The Facility Host determines concession procedures/protocols for the event. If the host school can not find concession volunteers, they will offer it to the other school.

12.2 Concessions at Chub Lake for Raptors Cooperative games will be managed by the CW Raptors Youth Baseball/Softball Association.

## **SECTION XIV - RESOLUTION OF DISPUTES**

13.1 Refer to "Raptors Communication Flow Chart" approved by both school boards.

## **SECTION XV - COMMON LETTER, CERTIFICATES & LETTER JACKET COLOR SCHEME**

14.1 Letter winners will receive a common letter certificate.

14.2 The letter shall be "CW".

## **SECTION XVI - DUPLICATE TROPHIES**

15.1 When Cooperative sponsored athletic teams win Sub-Section, Section, State, or Polar League trophy awards, the athletic Director shall assure that a duplicate trophy is purchased and further act to distribute such trophy to each school district if the budget allows.

## **SECTION XVII - TRANSPORTATION**

16.1 All transportation costs for practices, home games held at the other school, and away games will be split evenly between both districts.

16.2 All safety and capacity regulations will be followed at all times by both districts.

16.3 Transportation will be arranged by the Administrative/Fiscal Host's athletic Director.

16.4 All students will be offered transportation via school bus or school vehicle to the schools for practice and home games held at the other school. Each school may put transportation practices in place. Only athletes and coaches may ride the school bus.

16.5 Both schools shall keep detailed records of payments made for drivers.

16.6 Overnight Trips: Coaches will be expected to meet with the Athletic Director as soon as an overnight trip is deemed necessary. Coaches will provide the Athletic Director with an itinerary for all overnight trips at least three (3) days prior to departure. The itinerary will include the following: Departure date and time, hotel information, meal plans/schedules, performance schedules, and potential arrival times. The itinerary must be approved by the Athletic Director before departure and should be shared with parents of participating students.

16.7 Regardless of who is the Administrative/Fiscal Host, both district's bus garages will be used for transportation. The split between garages should be as close to 50/50 as possible.

**SECTION XVIII - TERM OF AGREEMENT**

17.1 The term of this Agreement shall be continuous unless one party so determined to terminate such Agreement by majority action of its school board and only when written notice is presented to the participating School District by September 1st of the year preceding the termination school year. Such termination shall be governed or modified in compliance with Minnesota State High School League regulations or legislative mandates.

**SECTION XIX - AMENDMENTS**

18.1 This Agreement may be altered, amended or repealed and new provisions may be adopted by a majority vote of each school board at any regular or special meeting.

18.2 Should any provision of this Agreement be found unlawful, the other provisions shall remain in full force and effect by doing so, the purpose of this provision(s) taken as a whole can be operative. Should any provision be found unlawful, the provision shall be amended so that

the provision is lawful.

**Chair, Carlton school board**

**Date:**

**Chair, Wrenshall school board**

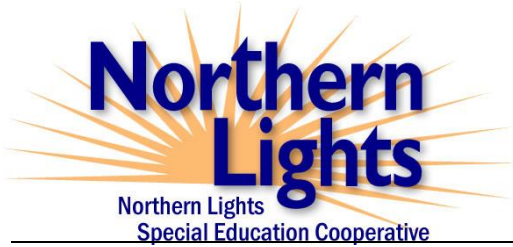
**Date:**

**Clerk, Wrenshall school board**

**Date:**

**Clerk, Carlton school board**

**Date:**



**Northern Lights Special Education Cooperative**

16 E Hwy 61, PO Box 40, Esko, MN 55733

(218)655-5018 ~ (218)451-4511 FAX

www.nlsec.org

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**Membership Enrollment Renewal  
Purchase of Service Agreement  
2025 - 2026**

**WHEREAS**, Independent School District No. \_\_\_\_\_ has been a member of the Northern Lights Special Education Cooperative and desires to continue to share special education services as a member of the Cooperative.

**WHEREAS**, the districts of the Northern Lights Special Education Cooperative have determined that it is in their mutual best interests to set forth the terms of membership in the Special Education Cooperative in the form of a written agreement and approved by the School Boards of all members and executed by their chairman.

**BE IT RESOLVED**, that Independent School District No. \_\_\_\_\_ hereby agrees to purchase services from member school districts of the Northern Lights Special Education Cooperative according to the terms and conditions of the Northern Lights Special Education Cooperative Agreement (a copy of which is on file in the school district office) and

**BE IT FURTHER RESOLVED**, that \_\_\_\_\_

School Representative(s)

are hereby authorized to execute said Agreement on behalf of Independent School District No. \_\_\_\_\_.

Dated: \_\_\_\_\_

Chairperson

The undersigned as Clerk of the School Board for Independent School District No. \_\_\_\_\_ hereby certifies that the above Resolutions are true and correct copies of the Resolutions are adopted by the School Board of Independent School District No. \_\_\_\_\_ on \_\_\_\_\_, 2025.

\_\_\_\_\_  
Clerk





# Wrenshall Public Schools

Superintendent- Jeff Pesta  
Principal- Michelle Blanchard

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## Board of Education Committee Acknowledgement

Date: March 12, 2025

Committee Title: **Community Education Advisory Committee (CEAC)**

Statutory Reference:

[Minnesota Statute 124D.19](#)

**COMMUNITY EDUCATION PROGRAMS; ADVISORY COUNCIL**

Each school board must provide for an advisory council to consist of members who represent: various service organizations; churches; public and nonpublic schools; local government including elected officials; public and private nonprofit agencies serving youth and families; parents; youth; park, recreation or forestry services of municipal or local government units located in whole or in part within the boundaries of the school district; and any other groups participating in the community education program in the school district.

The council must function in cooperation with the community education director in an advisory capacity in the interest of promoting the goals and objectives of sections [124D.18](#) and [124D.19](#). Subd. 5. Policy to avoid program duplication.

Each council must adopt a policy to reduce and eliminate program duplication within the district. Subd. 9. Youth development plans.

A district advisory council may prepare a youth development plan. The council is encouraged to use the state guidelines when developing the local plan. The school board may approve the youth development plan.

Members: Board Liaison: Ashley Laveau  
Staff: Katie Beck, Michele Carlson  
Community Members: Debbie Nyberg, Betsy Dugan, Stacy Rohweder,  
Lisa Hansmann, Ashley Beecroft, Cindy Washensky, Nick Shanda, Terri Thell

Participant Compensation:

- Community members are volunteers.
- Staff compensation options - meetings during school hours, Schedule D for instructional staff outside of school hours.
- School Board Directors - committee time is included in their compensation.

Budget: Unrestricted General Funds and Fund 04 can be used to budget or assign resources to support the CEAC's mission.

Annual Reporting Date: Prior to November 1st, should coincide with the Board accepting the annual district community education report. Each district offering a community education program under this section must annually report to the Minnesota Department of Education with information regarding each community education program, including youth after-school enrichment programs, for which it receives aid or levy.

**Mission**

**The mission of the CEAC** is to harness the community's human, physical, and financial resources **to provide life-long learning and enrichment** in education, recreation, social and cultural life to meet the challenging and growing needs of individuals and groups within that community.



# Wrenshull Public Schools

Superintendent- Jeff Pesta  
Principal- Michelle Blanchard

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## Board of Education Committee Acknowledgement

Date: March 12, 2025

Committee Title: **Curriculum Advisory**

Statutory Reference:

[Minnesota Statute 120B.11](#)

[SCHOOL DISTRICT PROCESS FOR REVIEWING CURRICULUM, INSTRUCTION, AND STUDENT ACHIEVEMENT GOALS; STRIVING FOR COMPREHENSIVE ACHIEVEMENT AND CIVIC READINESS.](#)

Members:

Staff: Michelle Blanchard, Natalie Cass, Denise North and Chloe Swanson  
Board Liaisons: Mary Carlson

Participant Compensation:

- Community members are volunteers.
- Staff compensation options - meetings during school hours, Schedule D for instructional staff outside of school hours.
- School Board Directors - committee time is included in their compensation.

Budget: To Be Set Annually.

Annual Reporting Date: March Board Meeting

### **Mission**

The mission of the Curriculum Committee is to collaboratively design, review, and implement a dynamic and inclusive curriculum that fosters academic excellence, critical thinking, and personal growth for all students. We are committed to ensuring that our curriculum is engaging, relevant, and aligned with both state and national standards. By continuously evaluating and adapting our educational practices, we strive to empower students to reach their full potential, preparing them for success in an ever-changing world.



# Wrenshall Public Schools

Superintendent- Jeff Pesta  
Principal- Michelle Blanchard

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## Board of Education Committee Acknowledgement

Date: March 12, 2025

Committee Title: **Grant Committee**

Statutory Reference:

A grant committee is not mandated in Minnesota state statute; however, statute does offer guidance on grant management process in:

**Minnesota Statute 16B.98 GRANTS MANAGEMENT PROCESS**

**Minnesota Statute 127A.20 EVIDENCE-BASED EDUCATION GRANTS**

Members:

Staff: TBD

Community: TBD

Board Liaisons: Ben Johnson and Eric Ankrum

Participant Compensation:

- Community members are volunteers.
- Staff compensation options - meetings during school hours, Schedule D for instructional staff outside of school hours.
- School Board Directors - committee time is included in their compensation.

Budget: None.

Annual Reporting Date: July Each Year.

The annual report should include grants the school has received and grant opportunities the committee intends to target in the upcoming year.

## **Mission**

The mission of the Grant Committee at Wrenshall School is to support and enhance educational opportunities for all students by identifying, securing, and allocating funding through grants. We are committed to fostering an inclusive, innovative, and equitable learning environment by collaborating with educators, administrators, and community partners to ensure that every student has access to resources that inspire growth, creativity, and academic excellence. Through thoughtful stewardship of resources, we aim to empower teachers and students alike, creating a lasting impact on our school community.

The grant committee has authorization to apply for grants that benefit Wrenshall School.



# Wrenshaw Public Schools

Superintendent- Jeff Pesta  
Principal- Michelle Blanchard

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## Board of Education Committee Acknowledgement

Date: March 12, 2025

Committee Title: **Safety**

Statutory Reference:

**Minnesota Statute 182.676**                      **Safety Committee**

Employers with 25+ employees must have a safety committee which meets a minimum of once per quarter.

**Minnesota Statute 121A.037**                      **School Safety Drills**

**Minnesota Statute 299F.30**                      **Fire Drills**

**Minnesota Statute 123B. 57**                      **Radon**

**Minnesota Statute 326B.112**                      **Bleacher Safety**

**Minnesota Statute 121A.335**                      **Lead in Water**

**EPA Asbestos Hazard Emergency Response Act (AHERA)**

**Additional Reference: Minnesota School Safety Center**

**<https://dps.mn.gov/divisions/hsem/mn-school-safety-center/Pages/policy-minnesota-statutes.aspx>**

Members:      Jon Beck and Ben Johnson, Board Liaisons  
                         Taylor Dickinson and Tyler Peterson, IEA Safety Consultants

Josie Hlava, Kirk Hill, Lisa Jurek, Chris Gustafson, Michelle Blanchard, Danielle Arneson, Josiah Davey, Renae House, additional staff representatives as assigned.

Participant Compensation:

- Community members are volunteers.
- Staff compensation options - meetings during school hours, Schedule D for instructional staff outside of school hours.
- School Board Directors - committee time is included in their compensation.

Budget: Restricted School Safety and Long-Term Facilities Management Funds and zero-based budgeting for capital expenses or targeted projects.

Annual Reporting Date: February Each Year.

**Mission:**

The safety committee is charged with statutory and federal safety compliance which is coordinated with the staff development plan, District budget, and Building and Grounds Committee.

The School Board shall establish a **District Safety Committee** to develop and maintain:

- 1. Campus Crisis Plan**
- 2. OSHA and Other Safety Compliance**
- 3. Environmental Health and Safety Management**



# Wrenshaw Public Schools

Superintendent- Jeff Pesta  
Principal- Michelle Blanchard

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## Board of Education Committee Acknowledgement

Date: March 12, 2025

Committee Title: **Staff Development**

Statutory Reference:

Minnesota Statutes 122A.60 and 122A.61  
STAFF DEVELOPMENT PROGRAM

The local school board must establish an advisory district staff development committee to:

1. Develop a district staff development plan that is consistent with education outcomes that the board has determined;
2. Evaluate staff development efforts at the site/district level. The districtwide committee must be composed of a majority of teachers, representing an array of grade and subject specialties including special education, plus non-teaching staff, parents, and administrators.

The advisory committee must adopt a staff development plan, and the school board and committee must reach agreement that the staff development plan is consistent with the education outcomes that the board determined. The school board and the advisory district staff development committee must work together to resolve any differences.

Members: Coordinator Staff Development - Bridget Stensaas  
Coordinator Teacher Relicensure – Laura Lemke  
Staff – TBD  
Community - TBD  
Principal Blanchard  
Board Liaison - Ashley Laveau

Participant Compensation:

- Coordinator compensation = Stipend for Staff Development Coordinator from restricted QComp funds; \$481.23 (24-25 school year)
- Community members are volunteers.
- Staff compensation options - meetings during school hours, Schedule D for instructional staff outside of school hours.
- School Board Directors - committee time is included in their compensation.

**Budget:** Fund 01 restricted funds under [section 122A.61](#).  
(2% of General Fund annually unless designated as unrestricted by a majority vote of the Education Minnesota – Wrenshall membership.

**Annual Reporting Date:** December as part of the public hearing for the World's Best Workforce and Comprehensive Achievement and Civic Readiness report under [section 120B.11, subdivision 5](#).

The report must break down expenditures for:

- (1) curriculum development and curriculum training programs; and
- (2) staff development training models, workshops, and conferences, and the cost of releasing teachers or providing substitute teachers for staff development purposes.

The district staff development committee shall write a report of staff development activities and expenditures for the previous year. The report, signed by the district superintendent and staff development coordinator, must include assessment and evaluation data indicating progress toward district staff development goals based on teaching and learning outcomes, including the percentage of teachers and other staff involved in instruction who participate in effective staff development activities under subdivision 3 as part of the district's comprehensive achievement and civic readiness report.

### **Mission**

**The Staff Development Committee** is an advisory committee to the administration which develops and plans training opportunities which **align with the District strategic plan**.

#### **The Staff Development Coordinator:**

- Plans and coordinates training and development activities for staff
- Assesses training needs: conducts surveys and consults with the Education Minnesota Guidelines
- Evaluates training effectiveness: monitoring and evaluating training programs to ensure they are current and effective
- Keeps a record of each training offered by the district for the teacher in-service days
- Creates training hour certificates for all trainings offered by the district
- Updates Staff Development Google Classroom as a resource for teaching staff
- Sits on the Teacher Relicensure Committee
- Approves staff requests of the Staff Development funds; along with the Teacher Relicensure Coordinator



## Rising Tide School Board Services

March 5, 2025

Ms. Mary Carlson  
Wrenshall Board of Education Chair  
ISD 100  
207 Pioneer Road  
Wrenshall, MN. 55797

Greetings Madame Chair and Wrenshall Board of Education:

The purpose of this communication is to provide a quote for professional teacher evaluation services. The following fees would be applicable if Wrenshall Public Schools chooses to engage Rising Tide School Board Services in completing any of the District's responsibilities within your approved Teacher Evaluation and Development (TDE) plan:

**Probationary Teacher Evaluation** (including planning and reflection cognitive coaching sessions, observation, and written evaluation) =  
\$200 per completed evaluation

**Continuing Contract Teacher Evaluation** (including planning and reflection cognitive coaching sessions, observation, and written evaluation) =  
\$200 per completed evaluation

**Performance Improvement Plans** (including initial observation, customized plan development, follow up observation(s) and additional progress reports as needed within one school year =  
\$500 per plan

Rising Tide will invoice a professional fee for completed evaluations or plans, plus mileage from Deer River or Brook Park for required on site meetings that do not align with other professional duty days. The number of evaluations and the individuals evaluated will be coordinated with Principal Blanchard.

Sincerely,

A handwritten signature in black ink that reads "J. Pesta". The signature is written in a cursive, flowing style.

Jeff Pesta, Ed.D.

Enc: Current Minnesota Principal License for Provider



Issued to: **JEFFREY ALAN PESTA**  
File Folder Number: **348553**

Issuance date: **04/07/2022**  
Serial Number:

License	Licensure Field	Student Level	Expiration Date
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An application to renew a license may be submitted after January 1 in the year of expiration. You are responsible for the following renewal conditions even if you do not teach in this licensure period. Licensing information is available at <http://mn.gov/pelsb>.

### Teaching

Tier	Licensure Field	Student Level	Expiration Date
<b>Tier 4</b>	<b>Life Science</b>	<b>7-12</b>	<b>06/30/2027</b>

If you have been or are currently employed by a Minnesota school district, renewal of this license will require completion of 125 clock hours verified and approved by the district's local continuing education committee.

If you are currently residing in Minnesota but have never been employed by a Minnesota school district, renewal of this license will require completion of 125 clock hours verified and approved by your local school district's continuing education committee.

If you do not live in Minnesota and have never been employed in Minnesota, you may renew your license by submitting an official transcript verifying 12 quarter or 8 semester credits in the licensure area(s) or in general education courses.

These credits must have been earned within the five year period immediately preceding the renewal. All of the renewal options indicated above must include specific professional development requirements in rules that are in effect at the time of renewal.

License	Licensure Field	Student Level	Expiration Date
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### Administrative

<b>Professional Administration</b>	<b>District Superintendent</b>	<b>District</b>	<b>06/30/2027</b>
<b>Professional Administration</b>	<b>Principal K-12</b>	<b>District</b>	<b>06/30/2027</b>

#### Applies to all (Administrative)

Renewal of continuing license/s for superintendents and principals, as well as supervisory and consultative personnel, will require submission of completion certificates verifying 125 clock hours in administrative continuing education programs that have been pre-approved by the Board of School Administrators.

Completion certificates or college credits must be submitted with the renewal form to the Board of School Administrators.

The credits must have been earned during the five-year period immediately preceding the renewal.

**Note:** It is the responsibility of the license holder to examine the license for accuracy. Please contact PELSB within 30 days of the issue date if you believe this license contains any errors or omissions. License requirements are subject to change. The licensed professional is responsible for knowing current and revised regulations. It is the responsibility of the license holder to obtain and maintain a valid and appropriate Minnesota licensure to practice in this state.

**PELSB**  
**1021 Bandana Blvd. E., Suite 222,**  
**Saint Paul, MN 55108-5111**

Email: [PELSB@STATE.MN.US](mailto:PELSB@STATE.MN.US)  
Call: **651-539-4200**

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 701

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2024 (Nov.)

## **701 ESTABLISHMENT AND ADOPTION OF SCHOOL DISTRICT BUDGET**

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

### **I. PURPOSE**

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

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

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

### **III. REQUIREMENT**

- A. The superintendent or such other school official as designated by the superintendent or the school board shall each year prepare preliminary revenue and expenditure budgets for review by the school board or its designated committee or committees. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for the school district for the next fiscal year and make such adjustments in the expenditure budget as necessary to carry out the education program within the revenues projected. When projected expenditures exceed projected revenues, the school board may consider use of an available fund balance, if one exists.
- B. The school district must maintain separate accounts to identify revenues and expenditures for each building. Expenditures shall be reported in compliance with Minnesota Statutes, section 123B.76.
- C. Prior to July 1 of each year, the school board shall approve and adopt its initial revenue and expenditure budgets for the next school year. The adopted expenditure budget document shall be considered the school board's expenditure authorization for that school year. No funds may be expended for any purpose in any school year prior to the adoption of the budget document which authorizes that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year.
- D. Each year, the school district shall publish its adopted revenue and expenditure budgets for the current year, the actual revenues, expenditures, and fund balances for the prior year, and the projected fund balances for the current year in the form prescribed by the ~~Minnesota~~ Commissioner of the Minnesota Department of Education (Commissioner) within one week of the acceptance of the final audit by the school board, or November 30, whichever is earlier. A statement shall be included in the publication that the complete budget in detail may be inspected by any resident of the school district upon request to the superintendent. A summary of this information and the address of the

school district's official website where the information can be found must be published in a newspaper of general circulation in the school district. At the same time as this publication, the school district shall publish the other information required by Minnesota Statutes section 123B.10.

- E. At the public hearing on the adoption of the school district's proposed property tax levy, the school board shall review its current budget and the proposed property taxes payable in the following calendar year.
- F. The school district must also post the materials specified in Paragraph III.D. above on the school district's official website, including a link to the school district's school report card on the Minnesota Department of Education's website, and publish a summary of information and the address of the school district's website where the information can be found in a qualified newspaper of general circulation in the district.

#### **IV. IMPLEMENTATION**

- A. The school board places the responsibility for administering the adopted budget with the superintendent. The superintendent may delegate duties related thereto to other school officials, but the superintendent maintains the ultimate responsibility for this function.
- B. The program-oriented budgeting system will be supported by a program-oriented accounting structure organized and operated on a fund basis as provided for in Minnesota statutes through the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS).
- C. The superintendent or the superintendent's designee is authorized to make payments of claims or salaries authorized by the adopted or amended budget prior to school board approval.
- D. Supplies and capital equipment can be ordered prior to budget adoption only by authority of the school board. If additional personnel are provided in the proposed budget, actual hiring may not occur until the budget is adopted unless otherwise approved by the school board. Other funds to be expended in a subsequent school year may not be encumbered prior to budget adoption unless specifically approved by the school board.
- E. The school district shall make such reports to the ~~Minnesota~~ Commissioner of Education as required relating to initial allocations of revenue, reallocations of revenue, and expenditures of funds.

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

**Cross References:** MSBA/MASA Model Policy 701.1 (Modification of School District Budget)  
MSBA/MASA Model Policy 702 (Accounting)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 707

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2024~~2~~

## **707 TRANSPORTATION OF PUBLIC SCHOOL STUDENTS**

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

### **I. PURPOSE**

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

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

- A. The policy of the school district is to provide for the transportation of students in a manner which will protect their health, welfare, and safety.
- B. The school district recognizes that transportation is an essential part of the school district services to students and parents but further recognizes that transportation by school bus is a privilege and not a right for an eligible student.

### **III. DEFINITIONS**

- A. "Child with a disability" includes every child identified under federal and state special education law as deaf or hard of hearing, blind or visually impaired, deafblind, or having a speech or language impairment, a physical impairment, other health disability, developmental cognitive disability, an emotional or behavioral disorder, specific learning disability, autism spectrum disorder, traumatic brain injury, or severe multiple impairments, and who needs special education and related services, as determined by the rules of the Commissioner of the Minnesota Department of Education ("Commissioner"). A licensed physician, an advanced practice nurse, a physician assistant, or a licensed psychologist is qualified to make a diagnosis and determination of attention deficit disorder or attention deficit hyperactivity disorder for purposes of identifying a child with a disability. In addition, every child under age three, and at the school district's discretion from age three to seven, who needs special instruction and services, as determined by the rules of the Commissioner, because the child has a substantial delay or has an identifiable physical or mental condition known to hinder normal development is a child with a disability. A child with a short-term or temporary physical or emotional illness or disability, as determined by the rules of the Commissioner, is not a child with a disability.
- B. "Home" is the legal residence of the child. In the discretion of the school district, "home" also may be defined as a licensed day care facility, school day care facility, a respite care facility, the residence of a relative, or the residence of a person chosen by the student's parent or guardian as the home of a student for part or all of the day, if requested by the student's parent or guardian, or an afterschool program for children operated by a political subdivision of the state, if the facility, residence, or program is within the attendance area of the school the student attends. Unless otherwise specifically provided by law, a homeless student is a resident of the school district if enrolled in the school district.
- C. "Homeless student" means a student, including a migratory student, who lacks a fixed,

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

- D. "Nonpublic school" means any school, church, or religious organization, or home school wherein a resident of Minnesota may legally fulfill the compulsory instruction requirements of Minnesota Statutes, section 120A.22, which is located within the state, and which meets the requirements of Title VI of the Civil Rights Act of 1964.
- E. "Nonresident student" is a student who attends school in the school district and resides in another district, defined as the "nonresident district." In those instances when the divorced or legally separated parents or parents residing separately share joint physical custody of a student and the parents reside in different school districts, the student shall be a resident of the school district designated by the student's parents. When parental rights have been terminated by court order, the legal residence of a student placed in a residential or foster facility for care and treatment is the district in which the student resides.
- F. "Pupil support services" are health, counseling, and guidance services provided by the public school in the same district where the nonpublic school is located.
- G. "School of origin," for purposes of determining the residence of a homeless student, is the school that the student attended when permanently housed or the school in which the student was last enrolled.
- H. "Shared time basis" is a program where students attend public school for part of the regular school day and who otherwise fulfill the requirements of Minnesota Statutes, section 120A.22 by attendance at a nonpublic school.
- I. "Student" means any student or child attending or required to attend any school as provided in Minnesota law and who is a resident or child of a resident of Minnesota.

#### **IV. ELIGIBILITY**

- A. Upon the request of a parent or guardian, the school district shall provide transportation to and from school, at the expense of the school district, for all resident students who reside two miles or more from the school, except for those students whose transportation privileges have been revoked or have been voluntarily surrendered by the student's parent or guardian.
- B. The school district may, in its discretion, also provide transportation to any student to and from school, at the expense of the school district, for any other purpose deemed appropriate by the school board.

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

- C. In the discretion of the school district, transportation along regular school bus routes may also be provided, where space is available, to any person where such use of a bus does not interfere with the transportation of students. The cost of providing such transportation must be paid by those individuals using these services or some third-party payor. Bus transportation also may be provided along school bus routes when space is available for participants in early childhood family education programs and school readiness programs if these services do not result in an increase in the school district's expenditures for transportation
- D. For purposes of stabilizing enrollment and reducing mobility, the school district may, in its discretion, establish a full-service school zone and may provide transportation for students attending a school in that full-service school zone. A full-service school zone may be established for a school that is located in an area with higher than average crime or other social and economic challenges and that provides education, health or human services, or other parental support in collaboration with a city, county, state, or nonprofit agency.

**V. TRANSPORTATION OF NONRESIDENT STUDENTS**

- A. If requested by the parent of a nonresident student, the school district shall provide transportation to a nonresident student within its borders at the same level of service that is provided to resident students.
- B. If the school district decides to transport a nonresident student within the student's resident district, the school district will notify the student's resident district of its decision, in writing, prior to providing transportation.
- C. When divorced or legally separated parents or parents residing separately reside in different school districts and share physical custody of a student, the parents shall be responsible for the transportation of the student to the border of the school district during those times when the student is residing with the parent in the nonresident school district.
- D. The school district may provide transportation to allow a student who attends a high-need English language learner program and who resides within the transportation attendance area of the program to continue in the program until the student completes the highest grade level offered by the program.

**VI. TRANSPORTATION OF RESIDENT STUDENTS TO NONDISTRICT SCHOOLS**

- A. In general, the school district shall not provide transportation between a resident student's home and the border of a nonresident district where the student attends school under the Enrollment Options Program. A parent may be reimbursed by the nonresident district for the costs of transportation from the pupil's residence to the border of the nonresident district if the student is from a family whose income is at or below the poverty level, as determined by the federal government. The reimbursement may not exceed the pupil's actual cost of transportation or 15 cents per mile traveled, whichever is less. Reimbursement may not be paid for more than 250 miles per week. (~~Minn. Stat. §~~Minnesota Statutes, section 124D.03, ~~subdivision~~Subd. 8).
- B. Resident students shall be eligible for transportation to and from a nonresident school district at the expense of the school district, if in the discretion of the school district, inadequate room, distance to school, unfavorable road conditions, or other facts or conditions make attendance in the resident student's own district unreasonably difficult

or impracticable. The school district, in its discretion, may also provide for transportation of resident students to schools in other districts for grades and departments not maintained in the district, including high school, for the whole or a part of the year or for resident students who attend school in a building rented or leased by the school district in an adjacent district.

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

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

- A. Upon a request of a parent or guardian, the board must provide necessary transportation, consistent with Minnesota Statutes, section 123B.92, subdivision 1(b)(4), for a resident child with a disability not yet enrolled in kindergarten for the provision of special instruction and services. Special instruction and services for a child with a disability not yet enrolled in kindergarten include an individualized education program (IEP) team placement in an early childhood program when that placement is necessary to address the child's level of functioning and needs.
- B. Resident students with a disability whose disabling conditions are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport students with a disability on the basis of the disabling condition and applicable laws. This provision shall not be applicable to parents who transport their own child under a contract with the school district.
- C. Resident students with a disability who are boarded and lodged at Minnesota state academies for educational purposes, but who also are enrolled in a public school within the school district, shall be provided transportation, by the school district to and from said board and lodging facilities, at the expense of the school district.
- D. If a resident student with a disability attends a public school located in a contiguous school district and the school district of attendance does not provide special instruction and services, the school district shall provide necessary transportation for the student between the school district boundary and the educational facility where special instruction and services are provided within the school district. The school district may provide necessary transportation of the student between its boundary and the school attended in the contiguous district, but shall not pay the cost of transportation provided outside the school district boundary.
- E. When a student with a disability or a student with a short-term or temporary disability is temporarily placed for care and treatment in a day program located in another school district and the student continues to live within the school district during the care and treatment, the school district shall provide the transportation, at the expense of the school district, to that student. The school district may establish reasonable restrictions on transportation, except if a Minnesota court or agency orders the child placed at a day care and treatment program and the school district receives a copy of the order, then the school district must provide transportation to and from the program unless the court or agency orders otherwise. Transportation shall only be provided by the school district during regular operating hours of the school district.

- F. When a nonresident student with a disability or a student with a short-term or temporary disability is temporarily placed in a residential program within the school district, including correctional facilities operated on a fee-for-service basis and state institutions, for care and treatment, the school district shall provide the necessary transportation at the expense of the school district. Where a joint powers entity enters into a contract with a privately owned and operated residential facility for the provision of education programs for special education students, the joint powers entity shall provide the necessary transportation.
- G. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law.
- H. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in Minnesota Statutes, chapter 125A.

#### **VIII. HOMELESS STUDENTS**

- A. Homeless students shall be provided with transportation services comparable to other students in the school district.
- B. Upon request by the student's parent, guardian, or homeless education liaison, the school district shall provide transportation for a homeless student as follows:
  - 1. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements within the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location on the same basis as transportation services are provided to other students in the school district.
  - 2. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements outside of the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location on the same basis as transportation services are provided to other students in the school district, unless the school district and the school district in which the student is temporarily placed agree that the school district in which the student is temporarily placed shall provide transportation.
  - 3. If a nonresident student is homeless and is residing in a public or private homeless shelter or has other non-shelter living arrangements within the school district, the school district may provide transportation services between the shelter or non-shelter location and the student's school of origin outside of the school district upon agreement with the school district in which the school of origin is located.
  - 4. A homeless nonresident student enrolled under Minnesota Statutes section 124D.08, subdivision 2a, must be provided transportation from the student's district of residence to and from the school of enrollment.

#### **IX. AVAILABILITY OF SERVICES**

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

**X. MANNER OF TRANSPORTATION**

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

**XI. RESTRICTIONS**

Transportation by the school district is a privilege and not a right for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or violation of any other law governing student conduct on a school bus pursuant to the school district's discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act. Revocation procedures for a student who is an individual with a disability under 20 United States Code, section 1415 (Individuals with Disabilities Act), 29 United States Code, section 794 (the Rehabilitation Act), and 42 United States Code, section 12132, (Americans with Disabilities Act) are governed by these provisions.

**XII. FEES**

- A. In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional.
- B. The school district may charge fees for transportation of students to and from school when authorized by law. If the school district charges fees for transportation of students to and from school, guidelines shall be established for that transportation to ensure that no student is denied transportation solely because of inability to pay. The school district also may waive fees for transportation if the student's parent is serving in, or within the past year has served in, active military service as defined in Minnesota Statutes section 190.05.
- C. The school district may charge reasonable fees for transportation of students to and from post-secondary institutions for students enrolled under the post-secondary enrollment options program. Families who qualify for mileage reimbursement may use their state mileage reimbursement to pay this fee
- D. Where, in its discretion, the school district provides transportation to and from an instructional community-based employment station that is part of an approved occupational experience vocational program, the school district may require the payment of reasonable fees for transportation from students who receive remuneration for their participation in these programs.

**Legal References:** Minn. Stat. § 120A.22 (Compulsory Instruction)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)

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

**Cross References:**

MSBA/MASA Model Policy 708 (Transportation of Nonpublic School Students)  
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)  
MSBA/MASA Model Policy 710 (Extracurricular Transportation)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 708

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2024

## **708 TRANSPORTATION OF NONPUBLIC SCHOOL STUDENTS**

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

### **I. PURPOSE**

The purpose of this policy is to address transportation rights of nonpublic school students and to provide equality of treatment in transporting such students pursuant to law.

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

The policy of the school district is to recognize the rights of nonpublic school students and to provide equal transportation to those students as required by law.

### **III. ELIGIBILITY**

- A. The school district shall provide equal transportation within the district for all students to any school when transportation is deemed necessary by the school district because of distance or traffic conditions in like manner and form as provided in Minnesota Statutes, sections 123B.88 and 123B.92 when applicable.
- B. Upon the request of a parent or guardian, the school district must provide school bus transportation to the school district boundary for students residing in the school district at least the same distance from a nonpublic school actually attended in another school district as public school students are transported in the transporting school district. Such transportation must be provided whether or not there is another nonpublic school within the transporting school district, if the transportation is to schools maintaining grades or departments not maintained in the school district or if the attendance of such students at school can more safely, economically, or conveniently be provided for by such means.
- C. The school district may provide school bus transportation to a nonpublic school in another school district for students residing in the school district and attending that school, whether there is or is not another nonpublic school within the transporting school district, if the transportation is to schools maintaining grades or departments not maintained in the school district or if the attendance of such students at school can more safely, economically, or conveniently be provided for by such means. If the school district transports students to a nonpublic school located in another school district, the nonpublic school ~~must~~ shall pay the cost of such transportation provided outside the school district boundaries.
- D. The school district must provide the necessary transportation within school district boundaries between the nonpublic school and a public school or neutral site for nonpublic school students who are provided pupil support services if the school district elects to provide pupil support services at a site other than a nonpublic school.
- E. When transportation is provided, the scheduling of routes, manner and method of transportation, control and discipline of students, and any other matter relating thereto shall be within the sole discretion, control, and management of the school district. A nonpublic or charter school student transported by the school district shall comply with

school district student bus conduct and student bus discipline policies.

- F. The school board and a nonpublic school may mutually agree to a written plan for the board to provide nonpublic pupil transportation to nonpublic school students. The school district must report the number of nonpublic school students transported and the nonpublic pupil transportation expenditures incurred in the form and manner specified by the Minnesota Commissioner of Education.
- G. If the school board provides pupil transportation through the school's employees, the school board may transport nonpublic school students according to the plan and retain the nonpublic pupil transportation aid attributable to that plan. A nonpublic school may make a payment to the school district to cover additional transportation services agreed to in the written plan for nonpublic pupil transportation services not required under Minnesota Statutes, sections 123B.84 to 123B.87.
- H. A school board that contracts for pupil transportation services may enter into a contractual arrangement with a school bus contractor according to the written plan adopted by the school board and the nonpublic school to transport nonpublic school students and retain the nonpublic pupil transportation aid attributable to that plan for the purposes of paying the school bus contractor. A nonpublic school may make a payment to the school district to cover additional transportation services agreed to in the written plan for nonpublic pupil transportation services included in the contract that are not required under Minnesota Statutes, sections 123B.84 to 123B.87.
- I. Additional transportation to and from a nonpublic school may be provided at the expense of the school district when such services are provided in the discretion of the school district.

#### **IV. STUDENTS WITH DISABILITIES**

- A. If a resident student with a disability attends a nonpublic school located within the school district, the school district must provide necessary transportation for the student within the school district between the nonpublic school and the educational facility where special instruction and services are provided on a shared-time basis. If a resident student with a disability attends a nonpublic school located in another school district and if no agreement exists for the provision of special instruction and services on a shared time basis to that student by the school district of attendance and where the special instruction and services are provided within the school district, the school district ~~must~~ provide necessary transportation for that student between the school district boundary and the educational facility. The school district may provide necessary transportation for that student between its boundary and the nonpublic school attended, but the nonpublic school ~~shall~~ pay the cost of transportation provided outside the school district boundary. School districts may make agreements for who provides transportation. Parties serving students on a shared time basis have access to a due process hearing system as provided by law.
- B. When the disabling conditions of a student with a disability are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program, the student shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport students with a disability on the basis of the disabling conditions and applicable laws. This section shall not be applicable to parents who transport their own child under a contract with the school district.

- C. Each driver and aide assigned to a vehicle transporting students with a disability must (1) be instructed in basic first aid and procedures for the students under their care; (2) within one month after the effective date of assignment, participate in a program of in-service training on the proper methods of dealing with the specific needs and problems of students with disabilities; (3) assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and (4) ensure that proper safety devices are in use and fastened properly.
- D. Each driver and aide assigned to a vehicle transporting students with a disability shall have available to them the following information in hard copy or immediately accessible through a two-way communication system: (1) the student's name and address; (2) the nature of the student's disabilities; (3) emergency health care information; and (4) the names and telephone numbers of the student's physician, parents, guardians, or custodians, and some person other than the student's parents or custodians who can be contacted in case of an emergency.
- E. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the due process procedures provided for in Minnesota Statutes chapter 125A.

**V. APPLICATION OF GENERAL POLICY**

The provisions of the school district's policy on transportation of public school students [*Model Policy 707*] shall apply to the transportation of nonpublic school students except as specifically provided herein.

**Legal References:**

- Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
- Minn. Stat. § 123B.84 (Policy)
- Minn. Stat. § 123B.86 (Equal Treatment)
- Minn. Stat. § 123B.88 (Independent School Districts, Transportation)
- Minn. Stat. § 123B.91, Subd. 1a (School District Bus Safety Requirements)
- Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
- Minn. Stat. Ch. 125A (Special Education and Special Programs)
- Minn. Stat. § 125A.18 (Special Instruction; Nonpublic Schools)
- Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)
- Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disability)
- Americans United, Inc. as Protestants and Other Am. United for Separation of Church and State, et al. v. Independent Sch. Dist. No. 622, et al.*, 288 Minn. 1996, 179 N.W.2d 146 (Minn. 1970)
- Eldredge v. Independent Sch. Dist. No. 625*, 422 N.W.2d 319 (Minn. Ct. App. 1988)
- Healy v. Independent Sch. Dist. No. 625*, 962 F.2d 1304 (8<sup>th</sup> Cir. 1992)
- Minn. Op. Atty. Gen. 166a-7 (June 3, 1983)
- Minn. Op. Atty. Gen. 166a-7 (Sept. 14, 1981)
- Minn. Op. Atty. Gen. 166a-7 (July 15, 1976)
- Minn. Op. Atty. Gen. 166a-7 (July 17, 1970)
- Minn. Op. Atty. Gen. 166a-7 (Oct. 3, 1969)
- Minn. Op. Atty. Gen. 166a-7 (Sept. 12, 1969)

**Cross References:**

- MSBA/MASA Model Policy 707 (Transportation of Public School Students)
- MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 709

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2024

## **709 STUDENT TRANSPORTATION SAFETY POLICY**

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

### **I. PURPOSE**

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

### **II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING**

#### **A. School Bus Safety Week**

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

#### **B. Student School Bus Safety Training**

1. The school district shall provide students enrolled in grades kindergarten (K) through 10 with age-appropriate school bus safety training of the following concepts:
  - a. transportation by school bus is a privilege, not a right;
  - b. school district policies for student conduct and school bus safety;
  - c. appropriate conduct while on the bus;
  - d. the danger zones surrounding a school bus;
  - e. procedures for safely boarding and leaving a school bus;
  - f. procedures for safe vehicle lane crossing; and
  - g. school bus evacuation and other emergency procedures.
2. All students in grades K through 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. All students in grades 7 through 10 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training or receive bus safety instruction materials by the end of the sixth week of school, if they have not previously received school bus training. Students in grades K through 10 who enroll in a school after the second week of school, are transported by school bus, and have not received training in their previous school districts shall undergo school bus safety training or receive bus safety instructional materials within 4 weeks of their first day of attendance.
3. The school district and a nonpublic school with students transported by school bus at public expense must provide students enrolled in grades K through 3 school bus safety training twice during the school year.

4. Students taking driver's training instructional classes must receive training in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus as required by Minnesota Statutes, section 169.446, subdivision 2.
5. The school district and a nonpublic school with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.
6. The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.
7. The school district may provide kindergarten students with school bus safety training before the first day of school.
8. The school district shall adopt and make available for public review a curriculum for transportation safety education.
9. Nonpublic school students transported by the school district will receive school bus safety training by their nonpublic school. The nonpublic schools may use the school district's school transportation safety education curriculum. Upon request by the school district superintendent, the nonpublic school must certify to the school district's school transportation safety director that all students enrolled in grades K through 10 have received the appropriate training.

C. Active Transportation Safety Training

1. Training required

- a. The school district must provide public school pupils enrolled in kindergarten through grade 3 with age-appropriate active transportation safety training. At a minimum, the training must include pedestrian safety, including crossing roads.
- b. The school district must provide pupils enrolled in grades 4 through 8 with age-appropriate active transportation safety training. At a minimum, the training must include:
  - (1) pedestrian safety, including crossing roads safely using the searching left, right, left for vehicles in traffic technique; ~~and~~
  - (2) bicycle safety, including relevant traffic laws, use and proper fit of protective headgear, bicycle parts and safety features, and safe biking techniques; ~~and~~
  - (3) electric-assisted bicycle safety, including that a person under the age of 15 is not allowed to operate an electric-assisted bicycle.

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

2. Deadlines.

- a. Students under subdivision 1, paragraph (a), who are enrolled during the first or second week of school and have not previously received active

transportation safety training specified in that paragraph must receive the safety training by the end of the third week of school.

- b. Students under subdivision 1, paragraph (b), who are enrolled during the first or second week of school and have not previously received active transportation safety training specified in that paragraph must receive the safety training by the end of the sixth week of school.
  - c. Students under subdivision 1, paragraph (a) or (b), who enroll in a school after the second week of school and have not received the appropriate active transportation safety training in their previous school district must undergo the training or receive active transportation safety instructional materials within four weeks of the first day of attendance.
  - d. The school district and a nonpublic school may provide kindergarten pupils with active transportation safety training before the first day of school.
3. Instruction
- a. The school district may provide active transportation safety training through distance learning.
  - b. The district and a nonpublic school must make reasonable accommodations for the active transportation safety training of pupils known to speak English as a second language and pupils with disabilities.

### **III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR**

- A. Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students.
- B. Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

#### **1. School Bus and Bus Stop Rules**

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

#### **2. Rules at the Bus Stop**

- a. Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- b. Respect the property of others while waiting at your bus stop.
- c. Keep your arms, legs, and belongings to yourself.
- d. Use appropriate language.

- e. Stay away from the street, road, or highway when waiting for the bus.
  - f. Wait until the bus stops before approaching the bus.
  - g. After getting off the bus, move away from the bus.
  - h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
  - i. No fighting, harassment, intimidation, or horseplay.
  - j. No use of alcohol, tobacco, or drugs.
3. Rules on the Bus

- a. Immediately follow the directions of the driver.
- b. Sit in your seat facing forward.
- c. Talk quietly and use appropriate language.
- d. Keep all parts of your body inside the bus.
- e. Keep your arms, legs, and belongings to yourself.
- f. No fighting, harassment, intimidation, or horseplay.
- g. Do not throw any object.
- h. No eating, drinking, or use of alcohol, tobacco, or drugs.
- i. Do not bring any weapons or dangerous objects on the school bus.
- j. Do not damage the bus.

4. Consequences

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

(1) Elementary (K-6)

1st offense – warning

2nd offense – 3 school-day suspension from riding the bus

3rd offense – 5 school-day suspension from riding the bus

4th offense – 10 school-day suspension from riding the bus/meeting with parent

Further offenses – individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

(2) Secondary (7-12)

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

**[NOTE: When any student goes 60 transportation days without a report, the student’s consequences may start over at the first offense.]**

(3) Other Discipline

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

(4) Records

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

(5) Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within 2 weeks may result in the loss of bus privileges until damages are paid.

(6) Notice

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

(7) Criminal Conduct

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

**IV. PARENT AND GUARDIAN INVOLVEMENT**

A. Parent and Guardian Notification

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

**B. Parents/Guardians Responsibilities for Transportation Safety**

Parents/Guardians are responsible to:

1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;
2. Support safe riding and walking practices, and recognize that students are responsible for their actions;
3. Communicate safety concerns to their school administrators;
4. Monitor bus stops, if possible;
5. Have their children to the bus stop 5 minutes before the bus arrives;
6. Have their children properly dressed for the weather; and
7. Have a plan in case the bus is late.

**V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES**

- A. School bus drivers shall have a valid Class A, B, or C Minnesota driver's license with a school bus endorsement. A person possessing a valid driver's license, without a school bus endorsement, may drive a type III vehicle set forth in Sections VII.B. and VII.C., below. Drivers with a valid Class D driver's license, without a school bus endorsement, may operate a "type A-I" school bus as set forth in Section VII.D., below.
- B. The school district shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and school district policy.
- C. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services (Division) of the conviction within 30 days of the conviction. For purposes of this paragraph, a "serious traffic violation" means a conviction of any of the following offenses:
  1. excessive speeding, involving any single offense for any speed of 15 miles per hour or more above the posted speed limit;
  2. reckless driving;
  3. improper or erratic traffic lane changes;
  4. following the vehicle ahead too closely;

5. a violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident;
  6. driving a commercial vehicle without obtaining a commercial driver's license or without having a commercial driver's license in the driver's possession;
  7. driving a commercial vehicle without the proper class of commercial driver's license and/or endorsements for the specific vehicle group being operated or for the passengers or type of cargo being transported;
  8. a violation of a state or local law prohibiting texting while driving a commercial vehicle; and
  9. a violation of a state or local law prohibiting the use of a hand-held mobile telephone while driving a commercial vehicle.
- D. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of violating, in any type of motor vehicle, a Minnesota state or local law relating to motor vehicle traffic control, other than a parking violation, shall notify the person's employer of the conviction within 30 days of conviction. The notification shall be in writing and shall contain all the information set forth in Attachment A accompanying this policy.
- E. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a Minnesota commercial driver's license suspended, revoked, or cancelled by the state of Minnesota or any other state or jurisdiction and who loses the right to operate a commercial vehicle for any period or who is disqualified from operating a commercial motor vehicle for any period shall notify the person's employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege, or disqualification. The notification shall be in writing and shall contain all the information set forth in Attachment B accompanying this policy.
- F. A person who operates a type III vehicle and who sustains a conviction as described in Section VII.C.1.g. (i.e., driving while impaired offenses), VII.C.1.h. (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor), or VII.C.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person's employer within 10 days of the date of the conviction. The notification shall be in writing and shall contain all the information set forth in Attachment C accompanying this policy.

## **VI. SCHOOL BUS DRIVER TRAINING**

### **A. Training**

1. All new school bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction, before transporting students and shall meet the competency testing specified in the Minnesota Department of Public Safety Model School Bus Driver Training Manual. All school bus drivers shall receive in-service training annually. For purposes of this section, "annually" means at least once every 380 days from the initial or previous evaluation and at least once every 380 days from the initial or previous license verification.

The school district shall retain on file an annual individual school bus driver "evaluation certification" form for each school district driver as contained in the Model School Bus Driver Training Manual.

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

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

B. Evaluation

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

1. Safely operate the type of school bus the driver will be driving;
2. Understand student behavior, including issues relating to students with disabilities;
3. Ensure orderly conduct of students on the bus and handling incidents of misconduct appropriately;
4. Know and understand relevant laws, rules of the road, and local school bus safety policies;
5. Handle emergency situations; and
6. Safely load and unload students.

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

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

## VII. OPERATING RULES AND PROCEDURES

A. General Operating Rules

1. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Department of Public Safety Model School Bus Driver Training Manual.

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

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

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

3. The parent/guardian may designate, pursuant to school district policy, a day care facility, respite care facility, the residence of a relative, or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet all other eligibility requirements.
4. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.
5. To the extent practical, the school district will designate school bus loading/unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.

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

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

B. Type III Vehicles

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer's rated seating capacity of 10 or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of 10 or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.
2. Type III vehicles must be painted a color other than national school bus yellow.
3. Type III vehicles shall be state inspected in accordance with legal requirements.
4. Vehicles model year 2007 or older must not be used as type III vehicles to transport school children, except those vehicles that are manufactured to meet the structural requirements of federal motor vehicle safety standard 222, Code of Federal Regulations, title 49, part 571.
5. If a type III vehicle is school district owned, the school district name will be clearly marked on the side of the vehicle. The type III vehicle must not have the words "school bus" in any location on the exterior of the vehicle or in any interior location visible to a motorist.
6. A "type III vehicle" must not be outwardly equipped and identified as a type

A, B, C, or D bus.

7. Eight-lamp warning systems and stop arms must not be installed or used on type III vehicles.
8. Type III vehicles must be equipped with mirrors as required by law.
9. Any type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into neutral or park. Any type III vehicle used to transport students must not load or unload so that a student has to cross the road, except where not possible or impractical, then the driver or assistant must escort a student across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.
10. Any type III vehicle used to transport students must carry emergency equipment including:
  - a. Fire extinguisher. A minimum of one 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket and must be located in the driver's compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.
  - b. First aid kit and body fluids cleanup kit. A minimum of a 10-unit first aid kit and a body fluids cleanup kit is required. They must be contained in removable, moisture- and dust-proof containers mounted in an accessible place within the driver's compartment and must be marked to indicate their identity and location.
  - c. Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location of these items.
11. Students will not be regularly transported in private vehicles that are not state inspected as type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a type III vehicle. Also, parents may use a private vehicle to transport their own children under a contract with the district. The school district has no system of inspection for private vehicles.
12. All drivers of type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.
13. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.

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

1. The holder of a Class A, B, C, or D driver's license, without a school bus endorsement, may operate a type III vehicle, described above, under the following conditions:
  - a. The operator is an employee of the entity that owns, leases, or contracts for the school bus, which may include the school district.
  - b. The operator's employer, which may include the school district, has adopted and implemented a policy that provides for annual training and certification of the operator in:
    - (1) safe operation of a type III vehicle;
    - (2) understanding student behavior, including issues relating to students with disabilities;
    - (3) encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately;
    - (4) knowing and understanding relevant laws, rules of the road, and local school bus safety policies;
    - (5) handling emergency situations;
    - (6) proper use of seat belts and child safety restraints;
    - (7) performance of pretrip vehicle inspections;
    - (8) safe loading and unloading of students, including, but not limited to:
      - (a) utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;
      - (b) refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane;
      - (c) avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not reasonably feasible to avoid such a location;
      - (d) placing the type III vehicle in "park" during loading and unloading;
      - (e) escorting a student across the road under clause (c) only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile; and

- (9) compliance with paragraph V.F. concerning reporting convictions to the employer within 10 days of the date of conviction.
- c. A background check or background investigation of the operator has been conducted that meets the requirements under Minnesota Statutes, section 122A.18, subdivision 8, or Minnesota Statutes, section 123B.03 for school district employees; Minnesota Statutes, section 144.057 or Minnesota Statutes, chapter 245C for day care employees; or Minnesota Statutes, section 171.321, subdivision 3, for all other persons operating a type III vehicle under this section.
  - d. Operators shall submit to a physical examination as required by Minnesota Statutes, section 171.321, subdivision 2.
  - e. The operator's employer requires preemployment drug testing of applicants for operator positions. Current operators must comply with the employer's policy under Minnesota Statutes, section 181.951, subdivisions 2, 4, and 5. Notwithstanding any law to the contrary, the operator's employer may use a breathalyzer or similar device to fulfill random alcohol testing requirements.
  - f. The operator's driver's license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as required by Minnesota Statutes, section 171.321, subdivision 5.
  - g. A person who sustains a conviction, as defined under Minnesota Statutes, 609.02, of violating Minnesota Statutes, section 169A.25, 169A.26, 169A.27 (driving while impaired offenses), or 169A.31 (alcohol-related school bus driver offenses), or whose driver's license is revoked under Minnesota Statutes, sections 169A.50 to 169A.53 of the implied consent law, or who is convicted of violating or whose driver's license is revoked under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for 5 years from the date of conviction.
  - h. A person who has ever been convicted of a disqualifying offense as defined in Minnesota Statutes, section 171.3215, subdivision 1(c), (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a type III vehicle.
  - i. A person who sustains a conviction, as defined under Minnesota Statutes, section 609.02, of a moving offense in violation of Minnesota Statutes, chapter 169 within 3 years of the first of 3 other moving offenses is precluded from operating a type III vehicle for 1 year from the date of the last conviction.
  - j. Students riding the type III vehicle must have training required under Minnesota Statutes, section 123B.90, Subd. 2 (See Section II.B., above).
  - k. Documentation of meeting the requirements listed in this section must be maintained under separate file at the business location for each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section

is responsible for maintaining these files for inspection.

2. The Type III vehicle must bear a current certificate of inspection issued under Minnesota Statutes, section 169.451.
3. An employee of the school district who is not employed for the sole purpose of operating a type III vehicle may, in the discretion of the school district, be exempt from paragraphs VII.C.1.d. (physical examination) and VII.C.1.e. (drug testing), above.

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

1. The holder of a Class D driver's license, without a school bus endorsement, may operate a type A-I school bus or a Multifunction School Activity Bus (MFSAB) under the following conditions:
  - a. The operator is an employee of the school district or an independent contractor with whom the school district contracts for the school bus and is not solely hired to provide transportation services under this paragraph.
  - b. The operator drives the school bus only from points of origin to points of destination, not including home-to-school trips to pick up or drop off students.
  - c. The operator is prohibited from using the 8-light system if the vehicle is so equipped.
  - d. The operator has submitted to a background check and physical examination as required by Minnesota Statutes, section 171.321, subdivision 2.
  - e. The operator has a valid driver's license and has not sustained a conviction of a disqualifying offense as set forth in Minnesota Statutes, section 171.02, subdivisions 2a(h) - 2a(j).
  - f. The operator has been trained in the proper use of child safety restraints as set forth in the National Highway Traffic Safety Administration's "Guideline for the Safe Transportation of Pre-school Age Children in School Buses," if child safety restraints are used by passengers, in addition to the training required in Section VI., above.
  - g. The bus has a gross vehicle weight rating of 14,500 pounds or less and is designed to transport 15 or fewer passengers, including the driver.
2. The school district shall maintain annual certification of the requirements listed in this section for each Class D license operator.
3. A school bus operated under this section must bear a current certificate of inspection.
4. The word "School" on the front and rear of the bus must be covered by a sign that reads "Activities" when the bus is being operated under authority of this section.

**VIII. SCHOOL DISTRICT EMERGENCY PROCEDURES**

- A. If possible, school bus drivers or their supervisors shall call "911" or the local emergency phone number in the event of a serious emergency.
- B. School bus drivers shall meet the emergency training requirements contained in Unit III "Crash & Emergency Preparedness" of the Minnesota Department of Public Safety Model School Bus Driver Training Manual. This includes procedures in the event of a crash (accident).

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

- C. School bus drivers and bus assistants for special education students requiring special transportation service because of their handicapping condition shall be trained in basic first aid procedures, shall within one (1) month after the effective date of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of students with disabilities, assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.
- D. Emergency Health Information shall be maintained on the school bus for students requiring special transportation service because of their handicapping condition. The information shall state:
  - 1. the student's name and address;
  - 2. the nature of the student's disabilities;
  - 3. emergency health care information; and
  - 4. the names and telephone numbers of the student's physician, parents, guardians, or custodians, and some person other than the student's parents or custodians who can be contacted in case of an emergency.

**IX. SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS**

- A. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the school district.
- B. All school vehicles shall be state inspected in accordance with legal requirements.
- C. A copy of the current daily pre-trip inspection report must be carried in the bus. Daily pre-trip inspections shall be maintained on file in accordance with the school district's record retention schedule. Prompt reports of defects to be immediately corrected will be submitted.
- D. Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism.

**X. SCHOOL TRANSPORTATION SAFETY DIRECTOR**

The school board has designated an individual to serve as the school district's school transportation safety director. The school transportation safety director shall have day-to-day

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

## **XI. STUDENT TRANSPORTATION SAFETY COMMITTEE**

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

**Legal References:** Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses)  
Minn. Stat. § 123B.03 (Background Check)  
Minn. Stat. § 123B.42 (Textbooks; Individual Instruction or Cooperative Learning Material; Standard Tests)  
Minn. Stat. § 123B.88 (Independent School Districts; Transportation)  
Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)  
Minn. Stat. § 123B.90 (School Bus Safety Training)  
Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)  
Minn. Stat. § 123B.935 (Active Transportation Safety Training)  
Minn. Stat. § 144.057 (Background Studies on Licensees and Other Personnel)  
Minn. Stat. Ch. 169 (Traffic Regulations)  
Minn. Stat. § 169.011, Subds. 15, 16, and 71 (Definitions)  
Minn. Stat. § 169.02 (Scope)  
Minn. Stat. § 169.443 (Safety of School Children; Bus Driver's Duties)  
Minn. Stat. § 169.446, Subd. 2 (Safety of School Children; Training and Education Rules)  
Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor)  
Minn. Stat. § 169.454 (Type III Vehicle Standards)  
Minn. Stat. § 169.4582 (Reportable Offense on School Buses) Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired)  
Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)  
Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law)  
Minn. Stat. § 171.02, Subds. 2, 2a, and 2b (Licenses; Types, Endorsements, Restrictions)  
Minn. Stat. § 171.168 (Notice of Violation by Commercial Driver)  
Minn. Stat. § 171.169 (Notice of Commercial License Suspension)  
Minn. Stat. § 171.321 (Qualifications of School Bus and Type III Vehicle Drivers)  
Minn. Stat. § 171.3215, Subd. 1(c) (Canceling Bus Endorsement for Certain Offenses)

Minn. Stat. § 181.951 (Authorized Drug and Alcohol Testing)  
Minn. Stat. Ch. 245C (Human Services Background Studies)  
Minn. Stat. § 609.02 (Definitions)  
Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)  
49 C.F.R. Part 383 (Commercial Driver's License Standards; Requirements and Penalties)  
49 C.F.R. § 383.31 (Notification of Convictions for Driver Violations)  
49 C.F.R. § 383.33 (Notification of Driver's License Suspensions)  
49 C.F.R. § 383.5 (Transportation Definitions)  
49 C.F.R. § 383.51 (Disqualification of Drivers)  
49 C.F.R. Part 571 (Federal Motor Vehicle Safety Standards)

***Cross References:***

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

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 721

Orig. 2016

Revised: \_\_\_\_\_

Rev. 2024<sup>2</sup>

## 721 UNIFORM GRANT GUIDANCE POLICY REGARDING FEDERAL REVENUE SOURCES

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

### I. PURPOSE

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

### II. DEFINITIONS

**[NOTE: In October 2024, MSBA updated Article II to ensure that the definitions are presented in alphabetical order. School districts may choose whether to adopt this change.]**

- A. "Compensation for personal services" includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the federal award, including, but not necessarily limited to, wages and salaries. Compensation for personal services may also include fringe benefits which are addressed in 2 Code of Federal Regulations, section 200.431 (Compensation - Fringe Benefits).
- B. "Contract" means a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. The term, as used in 2 Code of Federal Regulations, Part 200, does not include a legal instrument, even if the non-federal entity considers it a contract, when the substance of the transaction meets the definition of a federal award or subaward.
- C. "Direct costs" are those costs that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.
- D. "Equipment" means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or \$10,000.
- E. "Federal award" has the meaning, depending on the context, in either paragraph 1. or 2. of this definition:
  - 1. a. The federal financial assistance that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 Code of Federal Regulations, section 200.101 (Applicability); or

- b. The cost-reimbursement contract under the federal Acquisition Regulations that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 Code of Federal Regulations, section 200.101 (Applicability).
2. The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (b) of 2 Code of Federal Regulations, section 200.40 (Federal Financial Assistance), or the cost-reimbursement contract awarded under the federal Acquisition Regulations.
3. "Federal award" does not include other contracts that a federal agency uses to buy goods or services from a contractor or a contract to operate federal-government-owned, contractor-operated facilities.

F. Grants

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

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

- G. "Non-federal entity" means a state, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out a federal award as a recipient or subrecipient.
- H. "Post-retirement health plans" refer to costs of health insurance or health services not included in a pension plan covered by 2 Code of Federal Regulations, section 200.431(g) for retirees and their spouses, dependents, and survivors.

I. Procurement Methods

1. "Procurement by micro-purchase" is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (generally \$10,000, except as otherwise discussed in 48 Code of Federal Regulations, Subpart 2.1 or as periodically adjusted for inflation).

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

2. "Procurement by small purchase procedures" are those relatively simple and informal procurement methods for securing services, supplies, or other

property that do not cost more than ~~\$175,000~~\$250,000 (periodically adjusted for inflation).

**[NOTE: Despite the federal government's increase in the dollar cap for small purchases, Minnesota law limits the cap to \$175,000.]**

3. "Procurement by sealed bids (formal advertising)" is a publicly solicited and a firm, fixed-price contract (lump sum or unit price) awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.
4. "Procurement by competitive proposals" is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded. Competitive proposals are generally used when conditions are not appropriate for the use of sealed bids.
5. "Procurement by noncompetitive proposals" is procurement through solicitation of a proposal from only one source.
- J. "Relocation costs" are costs incident to the permanent change of duty assignment (for an indefinite period or for a stated period not less than 12 months) of an existing employee or upon recruitment of a new employee.
- K. "Severance pay" is a payment in addition to regular salaries and wages by the non-federal entities to workers whose employment is being terminated.
- L. "Travel costs" are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the school district.

### **III. CONFLICT OF INTEREST**

#### **A. Employee Conflict of Interest**

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

#### **B. Organizational Conflicts of Interest**

The school district is unable or appears to be unable to be impartial in conducting a procurement action involving the related organization because of relationships with a parent company, affiliate, or subsidiary organization.

#### **C. Disclosing Conflicts of Interest**

The school district must disclose in writing any potential conflict of interest to MDE in

accordance with applicable federal awarding agency policies.

#### IV. ACCEPTABLE METHODS OF PROCUREMENT

##### A. General Procurement Standards

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

- B. The school district must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
- C. The school district's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives and any other appropriate analysis to determine the most economical approach.
- D. The school district must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
- E. The school district must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement; selection of the contract type; contractor selection or rejection; and the basis for the contract price.
- F. The school district alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the school district of any contractual responsibilities under its contracts.
- G. The school district must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms are ~~considered~~used when possible.

**[NOTE: This change appears in the 2024 amended UGG.]**

##### H. Methods of Procurement

The school district must use one of the following methods of procurement:

1. Procurement by micro-purchases. To the extent practicable, the school district must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the school district considers the price to be reasonable.
2. Procurement by small purchase procedures. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.
3. Procurement by sealed bids (formal advertising).

4. Procurement by competitive proposals. If this method is used, the following requirements apply:
  - a. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
  - b. Proposals must be solicited from an adequate number of qualified sources;
  - c. The school district must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
  - d. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
  - e. The school district may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method where price is not used as a selection factor can only be used in procurement of A/E professional services; it cannot be used to purchase other types of services, though A/E firms are a potential source to perform the proposed effort.
5. Procurement by noncompetitive proposals. Procurement by noncompetitive proposals may be used only when one or more of the following circumstances apply:
  - a. The item is available only from a single source;
  - b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
  - c. The DOE or MDE expressly authorizes noncompetitive proposals in response to a written request from the school district; or
  - d. After solicitation of a number of sources, competition is determined inadequate.

I. Competition

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

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

features of the named brand which must be met by offers must be clearly stated; and

2. Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
- J. The school district must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the school district must not preclude potential bidders from qualifying during the solicitation period.
- K. Non-federal entities are prohibited from contracting with or making subawards under "covered transactions" to parties that are suspended or debarred or whose principals are suspended or debarred. "Covered transactions" include procurement contracts for goods and services awarded under a grant or cooperative agreement that are expected to equal or exceed \$25,000.
- L. All nonprocurement transactions entered into by a recipient (i.e., subawards to subrecipients), irrespective of award amount, are considered covered transactions, unless they are exempt as provided in 2 Code of Federal Regulations, section 180.215.

## **V. MANAGING EQUIPMENT AND SAFEGUARDING ASSETS**

### **A. Property Standards**

The school district must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with federal funds as provided to property owned by the non-federal entity. Federally owned property need not be insured unless required by the terms and conditions of the federal award. The school district must adhere to the requirements concerning real property, equipment, supplies, and intangible property set forth in 2 Code of Federal Regulations, sections 200.311, 200.314, and 200.315.

### **B. Equipment**

Management requirements.

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

1. Property records must be maintained that include a description of the property; a serial number or other identification number; the source of the funding for the property (including the federal award identification number (FAIN)); who holds title; the acquisition date; the cost of the property; the percentage of the federal participation in the project costs for the federal award under which the property was acquired; the location, use, and condition of the property; and any ultimate disposition data, including the date of disposition and sale price of the property.
2. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
3. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.

4. Adequate maintenance procedures must be developed to keep property in good condition.
5. If the school district is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

C. Cybersecurity

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

1. Personally identifiable information;
2. Information that the federal agency or pass-through entity designates as sensitive; and
3. other information that the school district considers sensitive and is consistent with applicable Federal, State, local, and tribal laws regarding privacy and responsibility over confidentiality.

**[NOTE: See 2 CFR 200.303, which establishes internal controls that the school district must implement.]**

**VI. FINANCIAL MANAGEMENT REQUIREMENTS**

A. Financial Management.

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

B. Payment

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

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

C. Internal Controls

The school district must establish and maintain effective internal control over the federal award that provides reasonable assurance that the school district is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should ~~align~~<sup>be in compliance</sup> with guidance in "Standards for Internal Control in the Federal Government," issued by the Comptroller General of the United States, or the "Internal Control Integrated

Framework," issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

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

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

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

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

## **VII. ALLOWABLE USE OF FUNDS AND COST PRINCIPLES**

### **A. Allowable Use of Funds**

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

### **B. Definitions**

1. "Allowable cost" means a cost that complies with all legal requirements that apply to a particular federal education program, including statutes, regulations, guidance, applications, and approved grant awards.
2. "Education Department General Administrative Regulations (EDGAR)" means a compilation of regulations that apply to federal education programs. These regulations contain important rules governing the administration of federal education programs and include rules affecting the allowable use of federal funds (including rules regarding allowable costs, the period of availability of federal awards, documentation requirements, and grants management requirements). EDGAR can be accessed at: <http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>.
3. "Omni Circular" or "2 Code of Federal Regulations, Part 200s" or "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" means federal cost principles that provide standards for determining whether costs may be charged to federal grants.
4. "Advance payment" means a payment that a federal awarding agency or passthrough entity makes by any appropriate payment mechanism, including a predetermined payment schedule, before the non-federal entity disburses the funds for program purposes.

### **C. Allowable Costs**

The following items are costs that may be allowable under the 2 Code of Federal Regulations, Part 200s under specific conditions:

1. Advisory councils;
2. Audit costs and related services;

3. Bonding costs;
4. Communication costs;
5. Compensation for personal services;
6. Depreciation and use allowances;
7. Employee morale, health, and welfare costs;
8. Equipment and other capital expenditures;
9. Gains and losses on disposition of depreciable property and other capital assets and substantial relocation of federal programs;
10. Insurance and indemnification;
11. Maintenance, operations, and repairs;
12. Materials and supplies costs;
13. Meetings and conferences;
14. Memberships, subscriptions, and professional activity costs;
15. Security costs;
16. Professional service costs;
17. Proposal costs;
18. Publication and printing costs;
19. Rearrangement and alteration costs;
20. Rental costs of building and equipment;
21. Training costs; and
22. Travel costs.

D. Costs Forbidden by Federal Law

2 Code of Federal Regulations, Part 200s and EDGAR identify certain costs that may never be paid with federal funds. The following list provides examples of such costs. If a cost is on this list, it may not be supported with federal funds. The fact that a cost is not on this list does not mean it is necessarily permissible. Other important restrictions apply to federal funds, such as those items detailed in the 2 Code of Federal Regulations, Part 200s; thus, the following list is not exhaustive:

1. Advertising and public relations costs (with limited exceptions), including promotional items and memorabilia, models, gifts, and souvenirs;
2. Alcoholic beverages;
3. Bad debts;
4. Contingency provisions (with limited exceptions);
5. Fundraising and investment management costs (with limited exceptions);
6. Donations;
7. Contributions;

8. Entertainment (amusement, diversion, and social activities and any associated costs);
9. Fines and penalties;
10. General government expenses (with limited exceptions pertaining to Indian tribal governments and Councils of Government (COGs));
11. Goods or services for personal use;
12. Interest, except interest specifically stated in 2 Code of Federal Regulations, section 200.441 as allowable;
13. Religious use;
14. The acquisition of real property (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs);
15. Construction (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs); and
16. Tuition charged or fees collected from students applied toward meeting matching, cost sharing, or maintenance of effort requirements of a program.

E. Program Allowability

1. Any cost paid with federal education funds must be permissible under the federal program that would support the cost.
2. Many federal education programs detail specific required and/or allowable uses of funds for that program. Issues such as eligibility, program beneficiaries, caps or restrictions on certain types of program expenses, other program expenses, and other program specific requirements must be considered when performing the programmatic analysis.
3. The two largest federal K-12 programs, Title I, Part A, and the Individuals with Disabilities Education Act (IDEA), do not contain a use of funds section delineating the allowable uses of funds under those programs. In those cases, costs must be consistent with the purposes of the program in order to be allowable.

F. Federal Cost Principles

1. The Omni Circular defines the parameters for the permissible uses of federal funds. While many requirements are contained in the Omni Circular, it includes five core principles that serve as an important guide for effective grant management. These core principles require all costs to be:
  - a. Necessary for the proper and efficient performance or administration of the program.
  - b. Reasonable. An outside observer should clearly understand why a decision to spend money on a specific cost made sense in light of the cost, needs, and requirements of the program.
  - c. Allocable to the federal program that paid for the cost. A program must benefit in proportion to the amount charged to the federal program – for example, if a teacher is paid 50% with Title I funds, the teacher must work with the Title I program/students at least 50% of the time. Recipients also need to be able to track items or services

purchased with federal funds so they can prove they were used for federal program purposes.

- d. Authorized under state and local rules. All actions carried out with federal funds must be authorized and not prohibited by state and local laws and policies.
- e. Adequately documented. A recipient must maintain proper documentation so as to provide evidence to monitors, auditors, or other oversight entities of how the funds were spent over the lifecycle of the grant.

G. Program Specific Fiscal Rules

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

- 1. All federal education programs have certain program specific fiscal rules that apply. Determining which rules apply depends on the program; however, rules such as supplement, not supplant, maintenance of effort, comparability, caps on certain uses of funds, etc., have an important impact when analyzing whether a particular cost is permissible.
- 2. Many state-administered programs require local education agencies (LEAs) to use federal program funds to supplement the amount of state, local, and, in some cases, other federal funds they spend on education costs and not to supplant (or replace) those funds. Generally, the “supplement, not supplant” provision means that federal funds must be used to supplement the level of funds from non-federal sources by providing additional services, staff, programs, or materials. In other words, federal funds normally cannot be used to pay for things that would otherwise be paid for with state or local funds (and, in some cases, with other federal funds).
- 3. Auditors generally presume supplanting has occurred in three situations:
  - a. School district uses federal funds to provide services that the school district is required to make available under other federal, state, or local laws.
  - b. School district uses federal funds to provide services that the school district provided with state or local funds in the prior year.
  - c. School district uses Title I, Part A, or Migrant Education Program funds to provide the same services to Title I or Migrant students that the school district provides with state or local funds to nonparticipating students.
- 4. These presumptions apply differently in different federal programs and also in schoolwide program schools. Staff should be familiar with the supplement not supplant provisions applicable to their program.

H. Approved Plans, Budgets, and Special Conditions

- 1. As required by the Omni Circular, all costs must be consistent with approved program plans and budgets.
- 2. Costs must also be consistent with all terms and conditions of federal awards, including any special conditions imposed on the school district’s grants.

I. Training

1. The school district will provide training on the allowable use of federal funds to all staff involved in federal programs.
2. The school district will promote coordination between all staff involved in federal programs through activities, such as routine staff meetings and training sessions.

J. Employee Sanctions

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

K. Mandatory Disclosures

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

The disclosure must be made in writing to the Federal agency, the agency’s Office of Inspector General, and pass-through entity (if applicable). School districts are also required to report matters related to recipient integrity and performance in accordance with Appendix XII of this part. Failure to make required disclosures can result in any of the remedies described in 2 Code of Federal Regulations, section 200.339.

## **VIII. COMPENSATION – PERSONAL SERVICES EXPENSES AND REPORTING**

A. Compensation – Personal Services

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

1. Is reasonable for the services rendered and conforms to the established written policy of the school district consistently applied to both federal and non-federal activities; and
2. Follows an appointment made in accordance with a school district’s written policies and meets the requirements of federal statute, where applicable.

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

B. Compensation – Fringe Benefits

1. During leave.

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

- a. They are provided under established written leave policies;

- b. The costs are equitably allocated to all related activities, including federal awards; and
    - c. The accounting basis (cash or accrual) selected for costing each type of leave is consistently followed by the school district.
  - 2. The costs of fringe benefits in the form of employer contributions or expenses for social security; employee life, health, unemployment, and worker's compensation insurance (except as indicated in 2 Code of Federal Regulations, section 200.447(d)); pension plan costs; and other similar benefits are allowable, provided such benefits are granted under established written policies. Such benefits must be allocated to federal awards and all other activities in a manner consistent with the pattern of benefits attributable to the individuals or group(s) of employees whose salaries and wages are chargeable to such federal awards and other activities and charged as direct or indirect costs in accordance with the school district's accounting practices.
  - 3. Actual claims paid to or on behalf of employees or former employees for workers' compensation, unemployment compensation, severance pay, and similar employee benefits (e.g., post-retirement health benefits) are allowable in the year of payment provided that the school district follows a consistent costing policy.
  - 4. Pension plan costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with the written policies of the school district.
  - 5. Post-retirement costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with established written policies of the school district.
  - 6. Costs of severance pay are allowable only to the extent that, in each case, severance pay is required by law; employer-employee agreement; established policy that constitutes, in effect, an implied agreement on the school district's part; or circumstances of the particular employment.
- C. Insurance and Indemnification  
Types and extent and cost of coverage are in accordance with the school district's policy and sound business practice.
- D. Recruiting Costs  
Short-term travel visa costs (as opposed to longer-term, immigration visas) may be directly charged to a federal award, so long as they are:
  - 1. Critical and necessary for the conduct of the project;
  - 2. Allowable under the cost principles set forth in the Uniform Grant Guidance;
  - 3. Consistent with the school district's cost accounting practices and school district policy; and
  - 4. Meeting the definition of "direct cost" in the applicable cost principles of the Uniform Grant Guidance.
- D. Relocation Costs of Employees

Relocation costs are allowable, subject to the limitations described below, provided that reimbursement to the employee is in accordance with the school district's reimbursement policy.

E. Travel Costs

Travel costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the school district's non-federally funded activities and in accordance with the school district's reimbursement policies.

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

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

1. Participation of the individual is necessary to the federal award; and
2. The costs are reasonable and consistent with the school district's established travel policy.

Temporary dependent care costs above and beyond regular dependent care that directly results from travel to conferences is allowable provided the costs are:

1. A direct result of the individual's travel for the federal award;
2. Consistent with the school district's documented travel policy for all school district travel; and
3. Only temporary during the travel period.

**[NOTE: Noncompliance. If a school district fails to comply with federal statutes, regulations, or the terms and conditions of a federal award, the DOE or MDE may impose additional conditions, as described in 2 Code of Federal Regulations, section 200.208 (Specific Conditions). If the DOE or MDE determines that noncompliance cannot be remedied by imposing additional conditions, the DOE or MDE may take one or more of the following actions, as appropriate under the circumstances: 1) Temporarily withhold cash payments pending correction of the deficiency by the school district or more severe enforcement action by the DOE or MDE; 2) Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance; 3) Wholly or partly suspend or terminate the federal award; 4) Initiate suspension or debarment proceedings as authorized under 2 Code of Federal Regulations, Part 180 and DOE regulations (or, in the case of MDE, recommend such a proceeding be initiated by the DOE); 5) Withhold further federal awards for the project or program; and/or 6) Take other remedies that may be legally available.]**

**Legal References:** [2 C.F.R. § 200.1](#) (Definitions: Capital Assets)  
[2 C.F.R. § 200.112](#) (Conflict of Interest)  
[2 C.F.R. § 200.113](#) (Mandatory Disclosures)

[2 C.F.R. § 200.205\(d\)](#) (Federal Awarding Agency Review of [Merit of Proposals](#)~~Risk Posed by Applicants~~)  
[2 C.F.R. § 200.214](#) (Suspension and Debarment)  
[2 C.F.R. § 200.300\(b\)](#) (Statutory and National Policy Requirements)  
[2 C.F.R. § 200.302](#) (Financial Management)  
[2 C.F.R. § 200.303](#) (Internal Controls)  
[2 C.F.R. § 200.305\(b\)\(1\)](#) (Federal Payment)  
[2 C.F.R. § 200.310](#) (Insurance Coverage)  
[2 C.F.R. § 200.311](#) (~~Federally-owned and Exempt~~[Real Property](#))  
[2 C.F.R. § 200.312](#) (~~Federally-owned and Exempt~~ [Property](#))  
[2 C.F.R. § 200.313\(d\)](#) (Equipment)  
[2 C.F.R. § 200.314](#) (Supplies)  
[2 C.F.R. § 200.315](#) (Intangible Property)  
[2 C.F.R. § 200.318](#) (General Procurement Standards)  
[2 C.F.R. § 200.319\(c\)](#) (Competition)  
[2 C.F.R. § 200.320](#) (Methods of Procurement to be Followed)  
[2 C.F.R. § 200.321](#) (Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms)  
[2 C.F.R. § 200.328](#) (Financial Reporting)  
[2 C.F.R. § 200.339](#) (Remedies for Noncompliance)  
[2 C.F.R. § 200.403\(c\)](#) (Factors Affecting Allowability of Costs)  
[2 C.F.R. § 200.430](#) (Compensation – Personal Services)  
[2 C.F.R. § 200.431](#) (Compensation – Fringe Benefits)  
[2 C.F.R. § 200.447](#) (Insurance and Indemnification)  
[2 C.F.R. § 200.463](#) (Recruiting Costs)  
[2 C.F.R. § 200.464](#) (Relocation Costs of Employees)  
[2 C.F.R. § 200.474](#) (Transportation Costs)  
[2 C.F.R. § 200.475](#) (Travel Costs)

**Cross References:** MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)  
MSBA/MASA Model Policy 210 (Conflict of Interest – School Board Members)  
~~MSBA/MASA Model Policy 210.1 (Conflict of Interest – Charter School Board Members)~~  
MSBA/MASA Model Policy 412 (Expense Reimbursement)  
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)  
MSBA/MASA Model Policy 701.1 (Modification of School District Budget)  
MSBA/MASA Model Policy 702 (Accounting)  
MSBA/MASA Model Policy 703 (Annual Audit)



# Wrenshaw Public Schools

Superintendent- Jeff Pesta  
Principal- Michelle Blanchard

March 12, 2025

I, \_\_\_\_\_, introduce the following resolution and move for its adoption:

## RESOLUTION FOR ACCEPTANCE OF DONATIONS

WHEREAS the following have been generously donated:

<u>Amount/Value of Item</u>	<u>Donor</u>
\$2086 of professional services to add electric circuit for bus garage	Archkey/Parsons Electric
\$2715 of professional services to upgrade electric panel for bus garage	Archkey/Parsons Electric

\_\_\_\_\_ duly seconded the motion for adoption of the foregoing resolution.

Voting in favor of the resolution:

THEREFORE, BE IT RESOLVED by the Wrenshaw Board of Education to gratefully accept these gifts.

The foregoing resolution was approved on:  
March 12, 2025

SCHOOL BOARD OF  
INDEPENDENT DISTRICT 100

\_\_\_\_\_  
District Clerk



# Wrenshaw Public Schools

Superintendent- Jeff Pesta  
Principal- Michelle Blanchard

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March 12, 2025

## Request to Post Vacancies

1. Grade 4 Custodian, 40 hours per week for evening shift, effective March 31, 2025