St. Paul City School Board Meeting

Tuesday, October 20, 2026 5:00 PM Central

Media Center (some members of the Board may attend virtually)
215 University Ave W
St. Paul, MN 55103

Amy Barber:	Present
Lori Byersdorfer:	Present
Michelle Higgins:	Present
Ashia Miller:	Present
Karla Romero:	Present
Kayla Swanson:	Absent
Sheila Williams Ridge:	Present

Present: 6, Absent: 1.

1. Call to Order
2. Public Comments
3. Declaration of Conflict of Interest
4. Approval of Meeting Agenda
5. Approval of Consent Agenda
    - 5.A. Approval of September Meeting Minutes
    - 5.B. Check Register Supplemental Information
    - 5.C. Human Resources Activity
6. September Financial Report
7. Records Retention Schedule Adoption
8. 8/16 Whole Student Strategic Plan Update
9. Finance and Operations Strategic Plan Update
10. Director's Report
11. Board Assessment Review and Goal Setting
12. Board Member Old & New Business
13. Adjourn

St. Paul City School Board Meeting
Tuesday, September 15, 2026 5:00 PM Central

Media Center (some members of the Board may attend virtually)
215 University Ave W
St. Paul, MN 55103

Amy Barber:	Present
Lori Byersdorfer:	Present
Michelle Higgins:	Present
Ashia Miller:	Present
Karla Romero:	Present
Kayla Swanson:	Present
Sheila Williams Ridge:	Present

Present: 7.

1. Call to Order
Meeting called to order at 5:10pm.

2. Public Comments
None

3. Declaration of Conflict of Interest
None

4. Approval of Meeting Agenda
I move to adopt the agenda as presented. This motion, made by Karla Romero and seconded by Lori Byersdorfer, Carried.
Amy Barber: Yea, Lori Byersdorfer: Yea, Michelle Higgins: Yea, Ashia Miller: Yea, Karla Romero: Yea, Kayla Swanson: Yea, Sheila Williams Ridge: Yea
Yea: 7, Nay: 0
I move to adopt the agenda as presented. This motion, made by Karla Romero and seconded by Lori Byersdorfer, Carried.
Amy Barber: Yea, Lori Byersdorfer: Yea, Michelle Higgins: Yea, Ashia Miller: Yea, Karla Romero: Yea, Kayla Swanson: Yea, Sheila Williams Ridge: Yea
Yea: 7, Nay: 0
I move to adopt the agenda as presented. This motion, made by Karla Romero and seconded by Lori Byersdorfer, Carried.
Kayla Swanson: Abstain (With Conflict), Amy Barber: Yea, Lori Byersdorfer: Yea, Michelle Higgins: Yea, Ashia Miller: Yea, Karla Romero: Yea, Sheila Williams Ridge: Yea
Yea: 6, Nay: 0, Abstain (With Conflict): 1
I move to adopt the agenda as presented. This motion, made by Karla Romero and seconded by Lori Byersdorfer, Carried.
Kayla Swanson: Abstain (With Conflict), Amy Barber: Yea, Lori Byersdorfer: Yea, Michelle Higgins: Yea, Ashia Miller: Yea, Karla Romero: Yea, Sheila Williams Ridge: Yea
Yea: 6, Nay: 0, Abstain (With Conflict): 1

5. Approval of Consent Agenda

Board Chair: If there is no objection, the consent agenda will be adopted (If no one objects, it's considered approved without a formal vote). This motion, made by Kayla Swanson and seconded by Amy Barber, Carried.
Kayla Swanson: Abstain (With Conflict), Amy Barber: Yea, Lori Byersdorfer: Yea, Michelle Higgins: Yea, Ashia Miller: Yea, Karla Romero: Yea, Sheila Williams Ridge: Yea
Yea: 6, Nay: 0, Abstain (With Conflict): 1
Board Chair: If there is no objection, the consent agenda will be adopted (If no one objects, it's considered approved without a formal vote). This motion, made by Karla Romero and seconded by Amy Barber, Carried.
Kayla Swanson: Abstain (With Conflict), Amy Barber: Yea, Lori Byersdorfer: Yea, Michelle Higgins: Yea, Ashia Miller: Yea, Karla Romero: Yea, Sheila Williams Ridge: Yea
Yea: 6, Nay: 0, Abstain (With Conflict): 1
Motion made to approve the consent agenda. This motion, made by Karla Romero and seconded by Amy Barber, Carried.
Kayla Swanson: Abstain (With Conflict), Amy Barber: Yea, Lori Byersdorfer: Yea, Michelle Higgins: Yea, Ashia Miller: Yea, Karla Romero: Yea, Sheila Williams Ridge: Yea
Yea: 6, Nay: 0, Abstain (With Conflict): 1

5.A. August Meeting Minutes Approval

5.B. Check Register Supplemental Information for July and August

5.C. Human Resources Activity

6. July and August Financial Reports
Good news on enrollment FY27 is set at ADM of 606, current weighted ADM 616.
Projected surplus of over $291,000 for FY27. If/when we do achieve this surplus, it will allow us to meet the 20% fund balance.

16.7% of the way through the school year and our budget is aligned with this. As to be expected, curriculum and staff development budgets are spent at a higher % due to the fact that they are front-loaded costs.

7. Investment Table for Policy 705 Investments
Motion made to approve the investment policy table. This motion, made by Amy Barber and seconded by Lori Byersdorfer, Carried.
Kayla Swanson: Abstain (With Conflict), Amy Barber: Yea, Lori Byersdorfer: Yea, Michelle Higgins: Yea, Ashia Miller: Yea, Karla Romero: Yea, Sheila Williams Ridge: Yea
Yea: 6, Nay: 0, Abstain (With Conflict): 1
Motion made to approve the investment policy table. This motion, made by Amy Barber and seconded by Lori Byersdorfer, Carried.
Kayla Swanson: Abstain (With Conflict), Amy Barber: Yea, Lori Byersdorfer: Yea, Michelle Higgins: Yea, Ashia Miller: Yea, Karla Romero: Yea, Sheila Williams Ridge: Yea
Yea: 6, Nay: 0, Abstain (With Conflict): 1
Finance committee is discussing future investments, an investment table needs to be included in the policy.

8. Strategic Plan Approval

Motion to approve the amended strategic plan. This motion, made by Karla Romero and seconded by Kayla Swanson, Carried.
Amy Barber: Yea, Lori Byersdorfer: Yea, Michelle Higgins: Yea, Ashia Miller: Yea, Karla Romero: Yea, Kayla Swanson: Yea, Sheila Williams Ridge: Yea
Yea: 7, Nay: 0
Revised the language around the math tier 1 instructional goal.

9. Cardiac Arrest Plan - Addendum to Policy 806
Motion to approve addendum to policy 806. This motion, made by Karla Romero and seconded by Lori Byersdorfer, Carried.
Amy Barber: Yea, Lori Byersdorfer: Yea, Michelle Higgins: Yea, Ashia Miller: Yea, Karla Romero: Yea, Kayla Swanson: Yea, Sheila Williams Ridge: Yea
Yea: 7, Nay: 0

10. Principals and Special Education Director Updates
Jennie- High turnover, Eight new classroom teachers at the elementary school SY26/27. All staff are fully licensed "high quality" teachers. All new teachers attended a responsive classroom training in August.
PBIS was launched in August. The team created the HOWL acronym. The language and images are being used by students to communicate expectations.
Lunchroom is being used by all grades this year which has improved room cleanliness.

Rashad- High teacher retention at the secondary level. Focus on AVID, College and Career Readiness, PBIS, beginning of the year foundations. New high school cell phone policy. High school credit recovery class (during school) starting in Oct. Changes in secondary grading to ensure that all secondary (MS & HS) have the same grading system.
Fall after-school activities: Boys soccer and girls volleyball.

Krystal- High turnover, lots of new staff in special education department as well. Working with other departments to collaborate in PLC. Ukaru training for staff: trauma informed response to escalated students. Rebranded and expanded setting 3 rooms.

11. Director's Report

12. Board Roles and Self Assessment
Motion to approve the appointed board member roles. This motion, made by Sheila Williams Ridge and seconded by Ashia Miller, Carried.
Amy Barber: Yea, Lori Byersdorfer: Yea, Michelle Higgins: Yea, Ashia Miller: Yea, Karla Romero: Yea, Kayla Swanson: Yea, Sheila Williams Ridge: Yea
Yea: 7, Nay: 0
<u>Board Roles:</u>
Chair: Michelle
Vice Chair: Kayla
Secretary: Karla
Treasurer: Lori

13. Board Member Old & New Business
Parent Pick Up Procedures.

14. Adjourn
Motion to adjourn the meeting at 6:57pm. This motion, made by Sheila Williams Ridge and seconded by Kayla Swanson, Carried.
Amy Barber: Yea, Lori Byersdorfer: Yea, Michelle Higgins: Yea, Ashia Miller: Yea, Karla Romero: Yea, Kayla Swanson: Yea, Sheila Williams Ridge: Yea
Yea: 7, Nay: 0

St Paul City School
St. Paul, MN
District 4029

Supplemental Information

September 2026

CREATIVE PLANNING

St. Paul City School #4029

Receipt Listing Report with Detail by Deposit

Deposit	Co	Bank	Batch	Rct No	Receipt Type	St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
3767	4029	UB	CR092(														
FY27 IDEAS 09.15.26				3796	Credit	A	09/15/26		Check	1	Miscellaneous						
							4029 B 01 121 000				FY26 Student Support					82.51	0.00
							4029 R 01 005 000 000 000 211				FY27 General Education Aid					435,975.63	0.00
							4029 R 01 005 000 000 000 201				FY27 Endow Fund Apportion					22,285.47	0.00
															Receipt Total:	$458,343.61	$0.00
															Deposit Total:	**$458,343.61**	**$0.00**
3768	4029	UB	CR092(														
FY27 SERVS 09.14.26				3797	Credit	A	09/14/26		Check	1	Miscellaneous						
							4029 R 01 005 000 000 000 370				FY27 College Entrance Exan					931.00	0.00
															Receipt Total:	$931.00	$0.00
															Deposit Total:	**$931.00**	**$0.00**
3769	4029	UB	CR092(														
FY26/27 IDEAS $910284.57				3798	Credit	A	09/30/26		Check	1	Miscellaneous						
							4029 B 01 121 000				FY26 GenEd					231,242.91	0.00
							4029 B 01 121 000				FY26 SPED					215,002.54	0.00
							4029 B 04 121 000				FY26 PreK Health Screening					4.68	0.00
							4029 B 01 121 000				FY26 Literacy Aid					696.73	0.00
							4029 B 01 121 000				FY26 Alt Compensation					6,309.16	0.00
							4029 B 01 121 000				FY26 Library Aid					395.91	0.00
							4029 B 01 121 000				FY26 Student Support					799.02	0.00
							4029 B 01 121 000				FY26 Para Training					417.82	0.00
							4029 R 01 005 000 000 000 211				FY27 Gen Ed					455,343.26	0.00
							4029 R 04 005 000 000 354 300				FY27 PreK Health Screening					72.54	0.00
															Receipt Total:	$910,284.57	$0.00
															Deposit Total:	**$910,284.57**	**$0.00**
3770	4029	UB	CR092(														
FY27 School Deposit $10794.76				3799	Credit	A	09/25/26		Check	1	Miscellaneous						
							4029 R 01 005 000 000 000 096				FY27 St Thomas Pass thru					5,000.00	0.00
							4029 R 01 005 000 000 372 071				FY27 MA IEP					3,280.35	0.00

St. Paul City School #4029

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
3770	4029	UB	CR092(													
FY27 School Deposit $10794.76			3799	Credit	A	09/25/26		Check	1	Miscellaneous						
						4029 R 01 005 000 000 372 071				FY27 MA IEP					2,514.41	0.00
														Receipt Total:	$10,794.76	$0.00
														Deposit Total:	**$10,794.76**	**$0.00**
														Report Total:	$1,380,353.94	$0.00

St. Paul City School #4029

Receipt Listing Report with Detail by Deposit

Deposit	Co	Bank	Batch	Rct No	Receipt Type	St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
3777	4029	ICS	CR092(														
ICS Sept Interest $4106.44				3806	Credit	A	09/30/26		Check	1	Interest Earnings						
							4029 R 01 005 000 000 000 092				Interest Income					4,106.44	0.00
															Receipt Total:	$4,106.44	$0.00
															Deposit Total:	**$4,106.44**	**$0.00**
3778	4029	ICS	CR092(														
ICS Sept 3rd Interest $30.45				3807	Credit	A	09/03/26		Check	1	Interest Earnings						
							4029 R 01 005 000 000 000 092				Interest Income					30.45	0.00
															Receipt Total:	$30.45	$0.00
															Deposit Total:	**$30.45**	**$0.00**
															Report Total:	$4,136.89	$0.00

St. Paul City School #4029

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
3776 4029	SACT	CR092(														
9.25 Refund 3 Activity Fees			3805	Credit	A	09/25/26		Check	1	Miscellaneous						
						4029 E 01 005 112 000 000 305				9.25 Refund 3 Activity Fees					15.00	0.00
														Receipt Total:	$15.00	$0.00
														Deposit Total:	**$15.00**	**$0.00**
														Report Total:	$15.00	$0.00

St. Paul City School #4029

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 09/01/2026-09/30/2026 Period: 202703-202703 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
UB		**1024**		**PERA**		**Wire**
			B 01 215 007	PERA		$102.78
PO#:		**Voucher #:**	**36327** Invoice	**Invoice No:** S202704S20	**9/9/2026**	**Paid Amt: $102.78**
						Check Amount: $102.78
UB		**1748**		**Department of the Treasury**		**Wire**
			B 01 215 005	FICA		$112.30
PO#:		**Voucher #:**	**36328** Invoice	**Invoice No:** S202704S20	**9/9/2026**	**Paid Amt: $112.30**
						Check Amount: $112.30
UB		**2207**		**Minnesota Dept. of Revenue**		**Wire**
			B 01 215 003	State Withholding		$26.24
PO#:		**Voucher #:**	**36326** Invoice	**Invoice No:** S202704S20	**9/9/2026**	**Paid Amt: $26.24**
						Check Amount: $26.24
UB		**1023**		**TRA**		**Wire**
			B 01 215 006	TRA		$22,982.19
PO#:		**Voucher #:**	**36324** Invoice	**Invoice No:** S2026244	**9/1/2026**	**Paid Amt: $22,982.19**
			B 01 215 006	TRA		$5,557.61
PO#:		**Voucher #:**	**36315** Invoice	**Invoice No:** S2027040	**9/1/2026**	**Paid Amt: $5,557.61**
						Check Amount: $28,539.80
UB		**1024**		**PERA**		**Wire**
			B 01 215 007	PERA		$364.49
PO#:		**Voucher #:**	**36308** Invoice	**Invoice No:** S202704S10	**9/1/2026**	**Paid Amt: $364.49**
			B 01 215 007	PERA		$6,889.85
PO#:		**Voucher #:**	**36323** Invoice	**Invoice No:** S2026244	**9/1/2026**	**Paid Amt: $6,889.85**
			B 01 215 007	PERA		$4,195.44
PO#:		**Voucher #:**	**36314** Invoice	**Invoice No:** S2027040	**9/1/2026**	**Paid Amt: $4,195.44**
						Check Amount: $11,449.78
UB		**1448**		**Associated Bank**		**Wire**
			B 01 215 017	HSA		$2,497.43
PO#:		**Voucher #:**	**36318** Invoice	**Invoice No:** S2026244	**9/1/2026**	**Paid Amt: $2,497.43**
			B 01 215 017	HSA		$612.50
PO#:		**Voucher #:**	**36312** Invoice	**Invoice No:** S2027040	**9/1/2026**	**Paid Amt: $612.50**
						Check Amount: $3,109.93
UB		**1748**		**Department of the Treasury**		**Wire**
			B 01 215 002	Federal Withholding		$9,796.60
			B 01 215 005	FICA		$24,799.28
PO#:		**Voucher #:**	**36325** Invoice	**Invoice No:** S2026244	**9/1/2026**	**Paid Amt: $34,595.88**

Check Number: 0-2147483647 Payment Date: 09/01/2026-09/30/2026 Period: 202703-202703 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
UB		**1748**		**Department of the Treasury**		**Wire**
			B 01 215 002	Federal Withholding	$4,823.86	
			B 01 215 005	FICA	$8,956.22	
PO#:		**Voucher #:**	**36316** Invoice	**Invoice No:** S2027040	**9/1/2026**	**Paid Amt:** **$13,780.08**
			B 01 215 005	FICA	$366.58	
PO#:		**Voucher #:**	**36309** Invoice	**Invoice No:** S202704S10	**9/1/2026**	**Paid Amt:** **$366.58**
						Check Amount: **$48,742.54**
UB		**2207**		**Minnesota Dept. of Revenue**		**Wire**
			B 01 215 003	State Withholding	$61.39	
PO#:		**Voucher #:**	**36307** Invoice	**Invoice No:** S202704S10	**9/1/2026**	**Paid Amt:** **$61.39**
			B 01 215 003	State Withholding	$2,428.28	
PO#:		**Voucher #:**	**36313** Invoice	**Invoice No:** S2027040	**9/1/2026**	**Paid Amt:** **$2,428.28**
			B 01 215 003	State Withholding	$6,741.95	
PO#:		**Voucher #:**	**36321** Invoice	**Invoice No:** S2026244	**9/1/2026**	**Paid Amt:** **$6,741.95**
						Check Amount: **$9,231.62**
UB		**2241**		**MN Child Support**		**Wire**
			B 01 215 012	Child Support	$30.00	
PO#:		**Voucher #:**	**36319** Invoice	**Invoice No:** S2026244	**9/1/2026**	**Paid Amt:** **$30.00**
						Check Amount: **$30.00**
UB		**2391**		**MidAtlantic**		**Wire**
			B 01 215 011	TSA	$3,203.66	
PO#:		**Voucher #:**	**36317** Invoice	**Invoice No:** S2026244	**9/1/2026**	**Paid Amt:** **$3,203.66**
			B 01 215 011	TSA	$2,455.48	
PO#:		**Voucher #:**	**36311** Invoice	**Invoice No:** S2027040	**9/1/2026**	**Paid Amt:** **$2,455.48**
						Check Amount: **$5,659.14**
UB		**2668**		**Empower**		**Wire**
			B 01 215 011	TSA	$277.00	
PO#:		**Voucher #:**	**36322** Invoice	**Invoice No:** S2026244	**9/1/2026**	**Paid Amt:** **$277.00**
						Check Amount: **$277.00**
UB		**1007**		**Grace Yang**		**BP**
			E 01 005 110 000 000 366	78 mi @ $0.70/mi	$54.60	
PO#:		**Voucher #:**	**36341** Invoice	**Invoice No:** 09.01.26	**9/8/2026**	**Paid Amt:** **$54.60**
						Check Amount: **$54.60**

Check Number: 0-2147483647 Payment Date: 09/01/2026-09/30/2026 Period: 202703-202703 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
UB		**1007**		**Grace Yang**		**BP**
			E 01 005 110 000 000 366	97 mi @ $0.725/mi	$70.33	
PO#:	**Voucher #:**	**36343**	Invoice	**Invoice No:** 9/1/2026	**9/8/2026**	**Paid Amt: $70.33**
						Check Amount: $70.33
UB		**1020**		**Xcel Energy**		**BP**
			E 01 005 810 000 000 330	FY27 Electric Services 51-0013890543-7 07.1	$7,495.02	
PO#:	**Voucher #:**	**36360**	Invoice	**Invoice No:** 992120651	**9/8/2026**	**Paid Amt: $7,495.02**
						Check Amount: $7,495.02
UB		**1773**		**iLeontech**		**BP**
			E 01 005 108 000 000 315	FY27 Monthly Services	$792.00	
PO#:	**Voucher #:**	**36346**	Invoice	**Invoice No:** 182	**9/8/2026**	**Paid Amt: $792.00**
						Check Amount: $792.00
UB		**2157**		**Xcel Energy**		**BP**
			E 01 005 810 000 000 330	FY27 Natural Gas Services 07.30-08.28.26	$235.16	
PO#:	**Voucher #:**	**36361**	Invoice	**Invoice No:** 992996451	**9/8/2026**	**Paid Amt: $235.16**
						Check Amount: $235.16
UB		**2255**		**The McDowell Agency, LLC**		**BP**
			E 01 005 105 000 000 305	FY27 Background Verification Fees	$509.70	
PO#:	**Voucher #:**	**36339**	Invoice	**Invoice No:** 08.31.26	**9/8/2026**	**Paid Amt: $509.70**
						Check Amount: $509.70
UB		**2264**		**Creative Planning Business Services**		**BP**
			E 01 005 113 000 000 305	Financial management and accounting service	$6,443.00	
PO#:	**Voucher #:**	**36345**	Invoice	**Invoice No:** 1292641	**9/8/2026**	**Paid Amt: $6,443.00**
						Check Amount: $6,443.00
UB		**2313**		**Winco Landscape**		**BP**
			E 01 005 810 000 000 350	FY27 August Mowing Services	$576.00	
PO#:	**Voucher #:**	**36349**	Invoice	**Invoice No:** 27194	**9/8/2026**	**Paid Amt: $576.00**
						Check Amount: $576.00
UB		**2322**		**Ratwik, Roszak & Maloney, P.A.**		**BP**
			E 01 005 111 000 000 305	FY27 Legal Services	$28.50	
PO#:	**Voucher #:**	**36350**	Invoice	**Invoice No:** 3903	**9/8/2026**	**Paid Amt: $28.50**
						Check Amount: $28.50
UB		**2351**		**Healthiest You**		**BP**
			B 01 215 023	Health Benefits September 2026	$2,091.60	
PO#:	**Voucher #:**	**36347**	Invoice	**Invoice No:** 2026090465177	**9/8/2026**	**Paid Amt: $2,091.60**
						Check Amount: $2,091.60

St. Paul City School #4029

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 09/01/2026-09/30/2026 Period: 202703-202703 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
UB		**2394**		**Cintas**		**BP**
			E 01 005 810 000 000 335	Mat Rental		$325.89
PO#:	**Voucher #:**	**36351**	Invoice	**Invoice No:** 4279955813	**9/8/2026**	**Paid Amt: $325.89**
						Check Amount: $325.89
UB		**2408**		**Staples**		**BP**
			E 01 005 810 000 000 401	FY27 Building supplies		$145.66
PO#:	**Voucher #:**	**36357**	Invoice	**Invoice No:** 6072794827	**9/8/2026**	**Paid Amt: $145.66**
						Check Amount: $145.66
UB		**2408**		**Staples**		**BP**
			E 01 005 810 000 000 401	FY27 Building supplies		$7.29
PO#:	**Voucher #:**	**36358**	Invoice	**Invoice No:** 6072794828	**9/8/2026**	**Paid Amt: $7.29**
						Check Amount: $7.29
UB		**2434**		**Open Up Resource**		**BP**
			E 01 010 203 000 000 460	Curriculum		$3,940.00
PO#:	**Voucher #:**	**36363**	Invoice	**Invoice No:** INV-54339	**9/8/2026**	**Paid Amt: $3,940.00**
						Check Amount: $3,940.00
UB		**2490**		**League of Minnesota Cities**		**BP**
			E 01 005 850 000 000 570	FY27 Parking Lease -August 2026		$1,125.00
PO#:	**Voucher #:**	**36355**	Invoice	**Invoice No:** 454792	**9/8/2026**	**Paid Amt: $1,125.00**
						Check Amount: $1,125.00
UB		**2559**		**UHL Company**		**BP**
			E 01 005 810 000 000 350	FA Monitoring Contract - Act FLV193206 (Term		$360.00
PO#:	**Voucher #:**	**36344**	Invoice	**Invoice No:** 112604	**9/8/2026**	**Paid Amt: $360.00**
						Check Amount: $360.00
UB		**2740**		**Stericycle**		**BP**
			E 01 005 105 000 000 305	FY27 Shredding Services		$407.74
PO#:	**Voucher #:**	**36359**	Invoice	**Invoice No:** 8015265806	**9/8/2026**	**Paid Amt: $407.74**
						Check Amount: $407.74
UB		**2759**		**PK Property Services LLC**		**BP**
			E 01 005 810 000 000 401	FY27 Building Supplies		$377.70
PO#:	**Voucher #:**	**36352**	Invoice	**Invoice No:** 42867	**9/8/2026**	**Paid Amt: $377.70**
						Check Amount: $377.70
UB		**2759**		**PK Property Services LLC**		**BP**
			E 01 005 810 000 000 350	FY27 Nightly Cleaning		$1,875.00
PO#:	**Voucher #:**	**36353**	Invoice	**Invoice No:** 42875	**9/8/2026**	**Paid Amt: $1,875.00**
						Check Amount: $1,875.00

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Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
UB		**2803**		**Cannon Financial Services Inc**		**BP**
			E 01 005 112 000 000 305	Supply/Freight	$70.00	
			E 01 005 605 000 000 560	Contract Charge	$4,083.81	
			E 01 005 112 000 000 305	Insurance Charge	$171.18	
			E 01 005 112 000 000 305	Late Fee	$26.00	
PO#:		**Voucher #:**	**36354** Invoice	**Invoice No:** 43812935	**9/8/2026**	**Paid Amt: $4,350.99**
						Check Amount: $4,350.99
UB		**2828**		**M & D Sports Services**		**BP**
			E 04 005 590 400 000 305	FSCS Grant-Referees / assigner fee	$1,495.00	
PO#:		**Voucher #:**	**36348** Invoice	**Invoice No:** 26-037	**9/8/2026**	**Paid Amt: $1,495.00**
						Check Amount: $1,495.00
UB		**2891**		**NOVA Education Consultants**		**BP**
			E 01 010 412 000 740 394	Brendean Ruis, ECSE Specialist, 1.25 hrs@$1	$150.00	
			E 01 010 420 000 740 305	Heidi Dettmann, Due Process Specialist, 1.25	$150.00	
PO#:		**Voucher #:**	**36356** Invoice	**Invoice No:** 4850	**9/8/2026**	**Paid Amt: $300.00**
						Check Amount: $300.00
UB		**2898**		**Saint Paul Parks and Recreation**		**BP**
			E 04 005 590 400 000 335	FSCS Grant Soccer Field Reservation	$750.00	
PO#:		**Voucher #:**	**36342** Invoice	**Invoice No:** 09.01.26	**9/8/2026**	**Paid Amt: $750.00**
						Check Amount: $750.00
UB		**2900**		**Zen Educate Inc.**		**BP**
			E 01 010 211 000 000 305	Seitz, Joley, Permanent position	$1,060.00	
PO#:		**Voucher #:**	**36362** Invoice	**Invoice No:** INV-39003	**9/8/2026**	**Paid Amt: $1,060.00**
						Check Amount: $1,060.00
UB		**2953**		**JWood Sports Flooring**		**BP**
			E 01 005 810 000 000 350	Recoat Gym Floor	$3,490.00	
PO#:		**Voucher #:**	**36340** Invoice	**Invoice No:** 8/18/2026	**9/8/2026**	**Paid Amt: $3,490.00**
						Check Amount: $3,490.00
UB		**2954**		**Center for Responsive Schools, Inc**		**BP**
			E 01 005 640 000 316 366	Responsive Classroom Course for Elementary	$10,268.00	
PO#:		**Voucher #:**	**36364** Invoice	**Invoice No:** INV101885	**9/8/2026**	**Paid Amt: $10,268.00**
						Check Amount: $10,268.00
UB		**1033**		**MEDICA**		**Wire**
			B 01 215 010	FY27 Health Benefits September 2026	$56,803.74	
PO#:		**Voucher #:**	**36369** Invoice	**Invoice No:** 09.18.26	**9/30/2026**	**Paid Amt: $56,803.74**
						Check Amount: $56,803.74

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Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
UB		1852		Selective Insurance Company of America		Wire
			E 01 005 940 000 000 340	Commercial Insurance		$2,181.00
PO#:		Voucher #:	36368	Invoice	Invoice No: 09.15.26	9/30/2026
						Paid Amt: $2,181.00
						Check Amount: $2,181.00
UB		1863		Sunrise Bank		Wire
			E 01 005 112 000 000 305	Service Charges		$25.00
PO#:		Voucher #:	36365	Invoice	Invoice No: 09.10.26	9/30/2026
						Paid Amt: $25.00
						Check Amount: $25.00
UB		1863		Sunrise Bank		Wire
			E 01 005 920 000 000 730	Loan 6217		$22,432.00
			E 01 005 920 000 000 740	interest loan 6217		$30,880.00
PO#:		Voucher #:	36373	Invoice	Invoice No: 09.21.26x6217	9/30/2026
						Paid Amt: $53,312.00
						Check Amount: $53,312.00
UB		1863		Sunrise Bank		Wire
			E 01 005 920 000 000 730	Loan 6218		$2,018.00
			E 01 005 920 000 000 740	interest loan 6218		$2,777.00
PO#:		Voucher #:	36374	Invoice	Invoice No: 09.21.26x6218	9/30/2026
						Paid Amt: $4,795.00
						Check Amount: $4,795.00
UB		2459		Iron Mountain		Wire
			E 01 005 110 000 000 305	Document Shredding Services		$395.23
PO#:		Voucher #:	36371	Invoice	Invoice No: 09.22.26	9/30/2026
						Paid Amt: $395.23
						Check Amount: $395.23
UB		2594		COBRA		Wire
			E 01 005 115 000 000 305	COBRA Fee		$40.00
PO#:		Voucher #:	36370	Invoice	Invoice No: 09.21.26	9/30/2026
						Paid Amt: $40.00
						Check Amount: $40.00
UB		2676		Charter School Property II		Wire
			E 01 005 850 000 348 570	Rent		$65,788.13
PO#:		Voucher #:	36366	Invoice	Invoice No: 09.08.26	9/30/2026
						Paid Amt: $65,788.13
						Check Amount: $65,788.13
UB		2700		Bill.com		Wire
			E 01 005 112 000 000 305	Payment Service Fees		$173.58
PO#:		Voucher #:	36372	Invoice	Invoice No: 09.29.26	9/30/2026
						Paid Amt: $173.58
						Check Amount: $173.58

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Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
UB		2886		Markel Insurance		Wire
			E	01 005 105 000 000 270 Workers Comp		$2,970.00
PO#:		Voucher #:	36367	Invoice	Invoice No: 09.02.26	9/30/2026	Paid Amt: $2,970.00
						Check Amount: $2,970.00
UB		1041		Sherwin Williams		BP
			E	01 005 810 000 000 401 Paint Supplies		$97.85
PO#:		Voucher #:	36386	Invoice	Invoice No: 3612-8	9/22/2026	Paid Amt: $97.85
						Check Amount: $97.85
UB		1041		Sherwin Williams		BP
			E	01 005 810 000 000 401 Paint Supplies		$30.89
PO#:		Voucher #:	36398	Invoice	Invoice No: 7492-1	9/22/2026	Paid Amt: $30.89
						Check Amount: $30.89
UB		1042		SPRWS		BP
			E	01 005 810 000 000 330 Water Services		$545.31
PO#:		Voucher #:	36378	Invoice	Invoice No: 8/20/2026	9/22/2026	Paid Amt: $545.31
						Check Amount: $545.31
UB		1072		AT&T		BP
			E	01 005 810 000 000 320 Phone Services		$54.17
PO#:		Voucher #:	36379	Invoice	Invoice No: 09.03.26	9/22/2026	Paid Amt: $54.17
						Check Amount: $54.17
UB		1320		School Nurse Supply, Inc.		BP
			E	01 005 720 000 000 401 Nurse Supplies		$107.95
PO#:		Voucher #:	36403	Invoice	Invoice No: INV1103929	9/22/2026	Paid Amt: $107.95
						Check Amount: $107.95
UB		1437		Walters Recycling & Refuse Inc		BP
			E	01 005 810 000 000 330 FY27 Trash Services September		$2,490.69
PO#:		Voucher #:	36375	Invoice	Invoice No: 10001331	9/22/2026	Paid Amt: $2,490.69
						Check Amount: $2,490.69
UB		1773		iLeontech		BP
			E	01 005 108 000 000 315 FY27 Monthy Services		$800.00
PO#:		Voucher #:	36380	Invoice	Invoice No: 186	9/22/2026	Paid Amt: $800.00
						Check Amount: $800.00
UB		2150		Comcast Business		BP
			R	01 005 000 150 699 500 ERate		($642.86)

Check Number: 0-2147483647 Payment Date: 09/01/2026-09/30/2026 Period: 202703-202703 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
UB		2150		Comcast Business		BP
			E 01 005 810 000 000 320	Acct 936410382		$642.86
PO#:		Voucher #:	36385	Invoice	Invoice No: 282113977	9/22/2026	Paid Amt: $0.00
						Check Amount: $0.00
UB		2150		Comcast Business		BP
			R 01 005 000 150 699 500	ERate		($1,025.00)
			E 01 005 810 000 000 320	Internet Services		$1,025.00
PO#:		Voucher #:	36384	Invoice	Invoice No: 282100620	9/22/2026	Paid Amt: $0.00
						Check Amount: $0.00
UB		2157		Xcel Energy		BP
			E 01 005 810 000 000 330	FY26 Natural Gas Services 05.06-06.03.26		$521.75
PO#:		Voucher #:	36400	Invoice	Invoice No: 980612886	9/22/2026	Paid Amt: $521.75
						Check Amount: $521.75
UB		2238		Abdo, Eick & Meyers, LLP		BP
			E 01 005 116 000 000 305	Certified audit services year ended June 30, 2(		$15,600.00
PO#:		Voucher #:	36393	Invoice	Invoice No: 529057	9/22/2026	Paid Amt: $15,600.00
						Check Amount: $15,600.00
UB		2352		MetLife Small Business Center		BP
			B 01 215 016	Critical Illness		$131.40
			B 01 215 025	MNPFL		$464.71
			B 01 215 020	ID Fraud		$128.35
			B 01 215 025	MNPML		$1,565.34
			B 01 215 020	Legal		$180.00
			B 01 215 016	Hospital		$170.95
			B 01 215 016	Accident		$196.88
			B 01 215 013	Core		$2,448.24
PO#:		Voucher #:	36377	Invoice	Invoice No: 08.01.26	9/22/2026	Paid Amt: $5,285.87
						Check Amount: $5,285.87
UB		2394		Cintas		BP
			E 01 005 810 000 000 335	Mat Rental		$325.89
PO#:		Voucher #:	36387	Invoice	Invoice No: 4281505387	9/22/2026	Paid Amt: $325.89
						Check Amount: $325.89
UB		2408		Staples		BP
			E 01 005 810 000 000 401	FY27 Building supplies		$1,599.60
PO#:		Voucher #:	36395	Invoice	Invoice No: 6073712693	9/22/2026	Paid Amt: $1,599.60
						Check Amount: $1,599.60

St. Paul City School #4029

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 09/01/2026-09/30/2026 Period: 202703-202703 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
UB		**2408**		**Staples**		**BP**
			E 01 005 810 000 000 401	FY27 Building supplies	$57.34	
PO#:	**Voucher #:**	**36396**	Invoice	**Invoice No:** 6073712694	**9/22/2026**	**Paid Amt: $57.34**
						Check Amount: $57.34
UB		**2408**		**Staples**		**BP**
			E 01 005 810 000 000 401	FY27 Building supplies	$468.04	
PO#:	**Voucher #:**	**36397**	Invoice	**Invoice No:** 6073712695	**9/22/2026**	**Paid Amt: $468.04**
						Check Amount: $468.04
UB		**2590**		**MN State High School League**		**BP**
			E 01 010 292 000 000 820	Annual Membership Fee	$718.00	
PO#:	**Voucher #:**	**36376**	Invoice	**Invoice No:** 44750	**9/22/2026**	**Paid Amt: $718.00**
						Check Amount: $718.00
UB		**2696**		**Harris St Paul Inc**		**BP**
			E 01 005 810 000 000 350	FY27 MONTHLY PREVENTATIVE MAINTENA	$1,543.00	
PO#:	**Voucher #:**	**36406**	Invoice	**Invoice No:** SR000128444	**9/22/2026**	**Paid Amt: $1,543.00**
						Check Amount: $1,543.00
UB		**2711**		**TenSquare**		**BP**
			E 01 005 117 000 000 305	FY27 Consulting Services August 2026	$2,000.00	
PO#:	**Voucher #:**	**36381**	Invoice	**Invoice No:** 202	**9/22/2026**	**Paid Amt: $2,000.00**
						Check Amount: $2,000.00
UB		**2759**		**PK Property Services LLC**		**BP**
			E 01 005 810 000 000 350	FY27 Day Services	$1,888.00	
PO#:	**Voucher #:**	**36390**	Invoice	**Invoice No:** 43226	**9/22/2026**	**Paid Amt: $1,888.00**
						Check Amount: $1,888.00
UB		**2759**		**PK Property Services LLC**		**BP**
			E 01 005 810 000 000 350	Restroom Power wash	$275.00	
			E 01 005 810 000 000 305	FY27 Monthly cleaning	$8,580.00	
PO#:	**Voucher #:**	**36391**	Invoice	**Invoice No:** 43229	**9/22/2026**	**Paid Amt: $8,855.00**
						Check Amount: $8,855.00
UB		**2759**		**PK Property Services LLC**		**BP**
			E 01 005 810 000 000 401	FY27 Building Supplies	$883.04	
PO#:	**Voucher #:**	**36388**	Invoice	**Invoice No:** 43222	**9/22/2026**	**Paid Amt: $883.04**
						Check Amount: $883.04

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Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
UB		**2759**		**PK Property Services LLC**		**BP**
			E	01 005 810 000 000 350 FY27 Nightly Cleaning	$1,600.00	
PO#:		**Voucher #:**	**36389**	Invoice **Invoice No:** 43225	**9/22/2026**	**Paid Amt: $1,600.00**
						Check Amount: $1,600.00
UB		**2815**		**Maneurvering the Middle LLC**		**BP**
			E	01 010 203 000 000 406 All Access:CCSS:Single Grade License	$675.00	
PO#:		**Voucher #:**	**36399**	Invoice **Invoice No:** 8296	**9/22/2026**	**Paid Amt: $675.00**
						Check Amount: $675.00
UB		**2822**		**Travelers CL Remittance Center**		**BP**
			E	01 005 940 000 000 340 Insurance Policy #0108108247 LB	$72.00	
PO#:		**Voucher #:**	**36394**	Invoice **Invoice No:** 5569K8256	**9/22/2026**	**Paid Amt: $72.00**
						Check Amount: $72.00
UB		**2888**		**4Mativ Technologies Inc**		**BP**
			E	01 005 760 000 723 360 SPED	$2,145.83	
			E	01 005 760 000 720 360 GenEd	$4,291.67	
			E	01 005 760 000 728 360 HHM	$2,145.83	
PO#:		**Voucher #:**	**36404**	Invoice **Invoice No:** SPC27_2	**9/22/2026**	**Paid Amt: $8,583.33**
						Check Amount: $8,583.33
UB		**2891**		**NOVA Education Consultants**		**BP**
			E	01 010 420 000 740 305 Brendean Ruis, ECSE Specialist, 12 hrs@$12	$1,440.00	
			E	01 010 420 000 419 303 Heidi Dettmann, Due Process Specialist, 7.25	$870.00	
PO#:		**Voucher #:**	**36392**	Invoice **Invoice No:** 4907	**9/22/2026**	**Paid Amt: $2,310.00**
						Check Amount: $2,310.00
UB		**2893**		**Soliant**		**BP**
			E	01 020 407 000 740 307 Jacobs, Nicole , SPED Teacher, 16 Hrs @ $80	$1,280.00	
PO#:		**Voucher #:**	**36382**	Invoice **Invoice No:** 21501744	**9/22/2026**	**Paid Amt: $1,280.00**
						Check Amount: $1,280.00
UB		**2893**		**Soliant**		**BP**
			E	01 020 407 000 740 307 Jacobs, Nicole , SPED Teacher, 30.50 Hrs @ $	$2,440.00	
PO#:		**Voucher #:**	**36383**	Invoice **Invoice No:** 21505739	**9/22/2026**	**Paid Amt: $2,440.00**
						Check Amount: $2,440.00
UB		**2900**		**Zen Educate Inc.**		**BP**
			E	01 010 420 000 740 307 Nixon, Ny'eela, SPED Para, 21 Hrs @ $80.69/	$644.49	
PO#:		**Voucher #:**	**36402**	Invoice **Invoice No:** INV-40809-A	**9/22/2026**	**Paid Amt: $644.49**
						Check Amount: $644.49

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Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
UB		**2952**		**Grafton School Incorporated**		**BP**
			E 01 010 420 640 419 366	SPED Training	$1,900.00	
			E 01 010 420 000 419 366	SPED Travel / Food Reimbursement	$97.12	
PO#:		**Voucher #:**	**36401** Invoice	**Invoice No:** GIHN-INV-010464	**9/22/2026**	**Paid Amt: $1,997.12**
						Check Amount: $1,997.12
UB		**2956**		**Reno Mothes**		**BP**
			E 01 010 404 000 740 394	DAPE Meeting staff/touring building	$50.00	
			E 01 010 420 000 419 366	Travel Time	$25.00	
PO#:		**Voucher #:**	**36405** Invoice	**Invoice No:** SPCS-0001	**9/22/2026**	**Paid Amt: $75.00**
						Check Amount: $75.00
UB		**1023**		**TRA**		**Wire**
			B 01 215 006	TRA	$34,639.41	
PO#:		**Voucher #:**	**36336** Invoice	**Invoice No:** S2027050	**9/16/2026**	**Paid Amt: $34,639.41**
						Check Amount: $34,639.41
UB		**1024**		**PERA**		**Wire**
			B 01 215 007	PERA	$8,779.75	
PO#:		**Voucher #:**	**36334** Invoice	**Invoice No:** S2027050	**9/16/2026**	**Paid Amt: $8,779.75**
						Check Amount: $8,779.75
UB		**1448**		**Associated Bank**		**Wire**
			B 01 215 017	Payroll ADJ	$358.33	
PO#:		**Voucher #:**	**36419** Credit	**Invoice No:** S2027050*	**9/16/2026**	**Paid Amt: ($358.33)**
			B 01 215 017	HSA	$2,827.08	
PO#:		**Voucher #:**	**36330** Invoice	**Invoice No:** S2027050	**9/16/2026**	**Paid Amt: $2,827.08**
						Check Amount: $2,468.75
UB		**1748**		**Department of the Treasury**		**Wire**
			B 01 215 002	Federal Withholding	$16,294.69	
			B 01 215 005	FICA	$36,747.26	
PO#:		**Voucher #:**	**36337** Invoice	**Invoice No:** S2027050	**9/16/2026**	**Paid Amt: $53,041.95**
						Check Amount: $53,041.95
UB		**2207**		**Minnesota Dept. of Revenue**		**Wire**
			B 01 215 003	State Withholding	$10,014.81	
PO#:		**Voucher #:**	**36332** Invoice	**Invoice No:** S2027050	**9/16/2026**	**Paid Amt: $10,014.81**
						Check Amount: $10,014.81
UB		**2242**		**MN State Garnishments**		**Wire**
			B 01 215 014	Garnishment/Levy	$279.23	
PO#:		**Voucher #:**	**36331** Invoice	**Invoice No:** S2027050	**9/16/2026**	**Paid Amt: $279.23**

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Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
UB		**2242**		**MN State Garnishments**		**Wire**
			B 01 215 014	Garnishment/Levy	$279.23	
PO#:	**Voucher #:**	**36338**	Credit	**Invoice No:** S202705S10	**9/16/2026**	**Paid Amt:** **($279.23)**
						Check Amount: **$0.00**
UB		**2391**		**MidAtlantic**		**Wire**
			B 01 215 011	TSA	$5,709.14	
PO#:	**Voucher #:**	**36329**	Invoice	**Invoice No:** S2027050	**9/16/2026**	**Paid Amt:** **$5,709.14**
			B 01 215 011	Payroll ADJ	$300.00	
PO#:	**Voucher #:**	**36420**	Credit	**Invoice No:** S2027050*	**9/16/2026**	**Paid Amt:** **($300.00)**
						Check Amount: **$5,409.14**
UB		**2668**		**Empower**		**Wire**
			B 01 215 011	TSA	$277.00	
PO#:	**Voucher #:**	**36333**	Invoice	**Invoice No:** S2027050	**9/16/2026**	**Paid Amt:** **$277.00**
						Check Amount: **$277.00**
UB		**2884**		**Divvy**		**Wire**
			E 01 005 810 000 000 401	09/15/26 Amazon-Do not enter sign	$12.99	
			E 01 005 810 000 000 401	09/15/26 Amazon-Do not enter sign	$12.99	
			E 01 005 720 000 000 401	09/14/26 Amazon-adhesive bandage wrap	$19.94	
			E 01 010 203 000 000 401	09/14/26 Amazon-Fidgets, binder rings, kitcher	$108.28	
			E 01 005 810 000 000 401	09/13/26 Amazon-Misc Hardware	$184.31	
			E 01 005 810 000 000 401	09/12/26 Amazon-Folding chairs	$328.77	
			E 01 010 203 000 000 460	09/12/26 Ventris Learning-Textbooks and work	$526.75	
			E 01 005 810 000 000 401	09/12/26 Amazon-Light covers	$34.99	
			E 01 010 203 000 000 401	09/11/26 Amazon-Laminating sheets, timer	$35.30	
			E 01 010 203 000 000 401	09/11/26 Amazon-Fidgets, timers, light covers	$144.75	
			E 01 010 203 000 000 406	09/11/26 The Zones of Regula-Digital Curriculu	$144.00	
			E 01 010 203 000 000 430	09/11/26 Social Thinking-Slaying digital dragor	$295.92	
			E 04 005 590 400 000 401	09/11/26 Amazon-volley balls, volley ball traine	$179.95	
			E 04 005 590 400 000 401	09/11/26 Amazon-water bottles	$34.86	
			E 01 005 810 000 000 401	09/10/26 Amazon-ID holders	$31.49	
			E 01 010 620 000 000 470	09/10/26 Amazon-Spanish hunger games	$29.96	
			E 01 005 108 000 000 405	09/07/26 Microsoft-Microsoft Office Software	$96.39	
			E 01 005 720 000 000 401	09/06/26 Amazon-Vaseline, band-aids	$211.06	
			E 01 005 110 000 000 490	09/05/26 Domino's-Food for staff	$36.20	
			E 01 010 203 000 000 401	09/05/26 Amazon-Pastels, chair pockets, pipe	$93.90	
			E 01 010 203 000 000 401	09/04/26 Amazon-File folders	$57.94	
			E 01 005 810 000 000 401	09/03/26 Amazon-phone car mounts	$19.94	

Check Number: 0-2147483647 Payment Date: 09/01/2026-09/30/2026 Period: 202703-202703 Void Status: N

Bank	Check No	Code	Rcd	Vendor							Pmt/Void Date		Pmt Type
UB		**2884**		**Divvy**									**Wire**
			E	01	005	720	000	000	401		09/03/26 Amazon-cotton swabs, paper cups, z	$114.43	
			E	01	005	810	000	000	401		09/03/26 Amazon-Id holders	$21.84	
			E	04	005	590	400	000	401		09/03/26 Sports-Volleyball team jerseys	$960.00	
			E	01	005	720	000	000	401		09/03/26 Amazon-example gloves, alcohol pre	$75.51	
			E	01	010	203	000	000	401		09/02/26 Amazon-Lanyards, calendar	$59.52	
			E	01	005	810	000	000	401		09/02/26 Amazon-Badge holders	$41.12	
			E	01	005	810	000	000	401		09/02/26 Amazon-ID holders	$27.72	
			E	01	030	211	000	000	430		09/02/26 Amazon-sketch books,	$149.94	
			E	01	005	107	000	000	305		09/02/26 Google Ads-Digital Ads	$320.39	
			E	01	010	203	000	000	401		09/01/26 Amazon-tape, pipe cleaners, chair pc	$286.68	
			E	01	010	203	000	000	401		09/01/26 Amazon-book shelf, hand chime	$48.63	
			E	01	005	810	000	000	401		08/31/26 Amazon-table	$67.48	
			E	01	010	203	000	000	401		08/31/26 Amazon-Name tags, hanging hooks	$26.94	
			E	01	010	203	000	000	401		08/29/26 Amazon-white board markers, perm r	$222.36	
			E	01	005	110	000	000	401		08/28/26 Amazon-Batteries, plastic sleeves,	$72.96	
			E	01	020	211	000	000	430		08/28/26 Wipebook Corp-Flip chart	$155.24	
			E	01	005	110	000	000	490		08/28/26 Costco-Staff food	$78.99	
			E	01	020	211	000	000	401		08/28/26 Amazon-pencil pouches, 3 ring binde	$125.96	
			E	01	010	203	000	000	401		08/27/26 Amazon-Sticky dots	$17.00	
			E	01	020	211	000	000	401		08/27/26 Amazon-Binder dividers, tabs pocket	$569.85	
			E	01	020	211	000	000	401		08/27/26 Amazon-Pencil pouches and 3 ring bi	$212.02	
			E	01	005	110	000	000	401		08/26/26 Target-cups	$28.52	
			E	01	005	810	000	000	401		08/26/26 Amazon-Vacuum Parts	$38.82	
			E	01	005	110	000	000	320		08/26/26 Mint Mobile-Staff Cell Phone	$184.87	
			E	01	005	110	000	000	490		08/26/26 Costco-Snacks	$59.92	
			E	01	005	110	000	000	401		08/26/26 Rebel Ink Printing-Staff t-shirts	$1,897.81	
			E	01	010	203	000	000	460		08/26/26 Ventris Learning-Textbooks and Work	$1,182.50	
			E	01	005	110	000	000	490		08/25/26 Costco-Snacks for PD	$356.46	
			E	01	010	212	000	000	430		08/25/26 Amazon-Pillow Stuffing, paint pens, s	$176.96	
			E	01	010	630	000	000	406		08/25/26 Teaching Strategies-Receipt #1824-5	$477.86	
			E	01	005	107	000	000	305		08/23/26 Mnschooljobs-Job Board fee for spotl	$50.00	
			E	01	005	810	000	000	401		08/21/26 Sticker Mule-Wall graphics	$257.00	
			E	01	010	400	000	372	405		08/21/26 Sped Forms-The least amount we co	($0.41)	
			E	01	005	110	000	000	490		08/20/26 Jimmy John's-food	$159.18	
			E	01	010	212	000	000	430		08/20/26 Amazon-Watercolor markers - Art sup	$141.57	
			E	01	010	400	000	372	405		08/19/26 Sped Forms-The underpayment was	$1.00	

St. Paul City School #4029

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 09/01/2026-09/30/2026 Period: 202703-202703 Void Status: N

Bank	Check No	Code	Rcd	Vendor							Pmt/Void Date		Pmt Type
UB		**2884**		**Divvy**									**Wire**
			E	01	005	810	000	000	401		08/18/26 Amazon-Projector screen	$59.99	
			E	04	005	590	400	000	401		08/18/26 Sports-Code to FSCS Grant (Full Ser	$2,751.00	
			E	01	010	212	000	000	430		08/18/26 Amazon-Pillow Stuffing, paint pens, s	$370.90	
			E	01	005	110	000	000	320		08/17/26 T-Mobile-Communication Services - S	$70.34	
			E	01	010	212	000	000	430		08/17/26 Amazon-Pillow Stuffing, paint pens, s	$260.03	
			E	01	005	110	000	000	401		08/17/26 Amazon-Whiteboard	$73.49	
			E	01	005	110	000	000	335		08/15/26 Ramsey County Parks-Park shelter re	$136.50	
PO#:		**Voucher #:**		**36498**	Invoice		**Invoice No:**	09.15.26			**9/15/2026**		**Paid Amt:** **$15,029.57**
													Check Amount: **$15,029.57**
													Report Total: **$535,548.70**

St. Paul City School #4029

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 09/01/2026-09/30/2026 Period: 202703-202703 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SACT		1863		Sunrise Bank		Wire
			E 01 005 112 000 000 305	Inactivity Fee	$5.00	
PO#:		Voucher #:	36497	Invoice	Invoice No: 09.30.26	9/30/2026

Paid Amt: $5.00

Check Amount: $5.00

Report Total: $5.00

St. Paul City School #4029
Journal Entry Listing

JE Cd	Period	Date	St	Src	Ref	Description	Detail Desc	L	Fd	Org	Pro	Crs	Fin	O/S	Account Description	Debit Amount	Credit Amount
11041	202703	09/30/2026	P	JE	Sweeps	September 2026 ICS Sweeps	ICS Sweeps Net	B	01	101	000				Sunrise Bank - Checking	0.00	325,810.90
							ICS Sweeps Net	B	01	101	005				Promontory Demand ACCO	325,810.90	0.00
																$325,810.90	$325,810.90

New Hire					
Location	First Name	Last Name	Hire Date	Job Title	
Elementary	Lai	Moua	9/23/2026	SPED Para	
Elementary	Anna	Hemstead	10/5/2026	3rd Grade Teacher	
Elementary	Arieyanna	Gaddy	10/19/2026	SPED Para	

Resignations				
Location	First Name	Last Name	End Date	Job Title
Elementary	Henry	Harriel	10/15/2026	SPED Para
Elementary	Broeker	Emily	10/9/2026	3rd Grade Teacher

Termination				
Location	First Name	Last Name	End Date	Job Title
District	Joel	Edmond	10/7/2026	SPED Para

St Paul City School
St. Paul, MN
District 4029

Financial Report

September 2026

CREATIVE PLANNING

St. Paul City School
Saint Paul, Minnesota

Financial Report

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Executive Summary	Page 1
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Balance Sheet	Page 5
Statement of Revenues and Expenditures	Page 6
Cash Flow Projection	Page 11

Supplemental Information – See Separate Document

St. Paul City School
Financial Report
Executive Summary

Summary of Key Financial Indicators

Weighted Average Daily Membership (WADM) Overview –

Budget	606
Actual	602
MDE	618

The board approved budget projects a year end surplus of $291,964. This month leadership would like to present a working budget which represents known changes that have happened so far this year. The working budget surplus is projected to be $361,673. This result would bring our ending operating fund balance to $2,849,435, or 20.5% of total expenditures.

As of month-end, 25% of the year was complete.

Revenues received at the end of the reporting period were 23.1% of the budgeted amount.

Expenditures disbursed at the end of the reporting period were 11.6% of the budgeted amount.

Loan Covenants	Projected	Required
Days Cash on Hand	59	n/a
Days Cash on Hand w/ receivable	89	30
Debt Service Coverage Ratio	2.14	1.15

Investments Balance	$600,000	$400,000
Interest Rate	3.83%	4.07%
Date of Expiration	3/23/2027	9/23/2028

Assets

Cash Balance as of the reporting period is $2,115,387 in the checking account.

Accounts Receivable balance is currently $0 and has been paid in full.

Due from Building Company represents amounts that St. Paul City School has paid for on behalf of the ABC which will be reimbursed as allowed.

Prior year state aid receivable is currently showing an overpayment of $(175,820) which we expect to be recovered on a future payment.

Current year state aid receivable represents an estimated year-to-date amount for the 10% holdback.

Federal Aids receivable from last year has been paid in full.

Current year federal aids receivable balance of $84,673 represents grant expenditures for which reimbursements have yet to be received.

Prepaid expenditures represent items which will be expensed in a future year.

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St. Paul City School
Financial Report
Executive Summary

Liabilities

Salaries and wages payable has been paid in full.

Accounts Payable balance represents invoices that have been received but not paid as of the end of the reporting period.

Payroll deductions and contributions represents a prepayment of insurance expenses which will be deducted with future payrolls.

Salaries and benefits summer accrual is the amount still owed to staff for summer payments after June 30th as part of their current year contracts.

Other Updates

Our FY26 audit is currently underway.

Supplemental Information (see separate attachments)

A separate report is provided showing operations details along with the payment register, receipts posted and journal entry transactions recorded during the month.

Please contact Jenny Abbs at *jenny.abbs@creativeplanning.com* or 952-563-6835 should you have questions related to the financial report.

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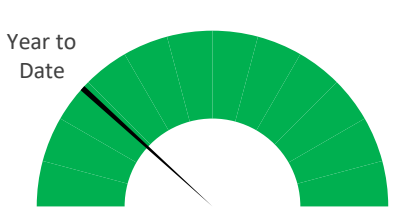
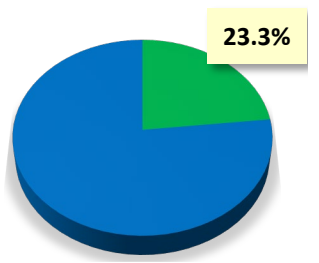
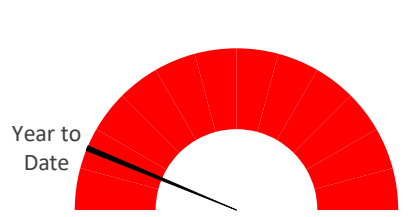
St. Paul City School
St. Paul, MN
Financial Reports Dashboard
September 30, 2026

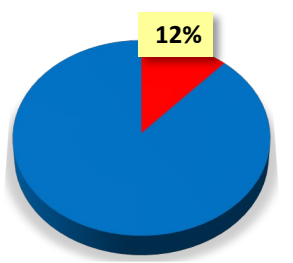
Financial Summary - Budgeted Amounts and Year to Date Activity

Resources to Operate Programs (Revenues):				*Funds Used to Provide Programs and Services (Expenditures):*				*Excess / Deficit*
Budget	$	14,186,672		**Budget**	$	13,894,708		$291,964
Year to Date	$	3,300,453	23.3%	**Year to Date**	$	1,618,788	11.7%	$1,681,665



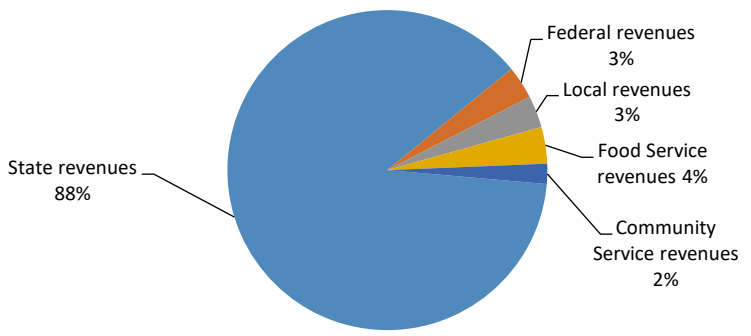




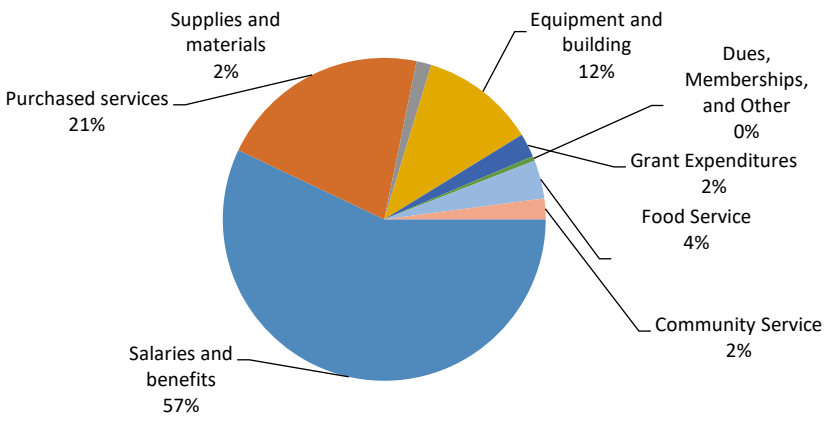


Budgets for the Year

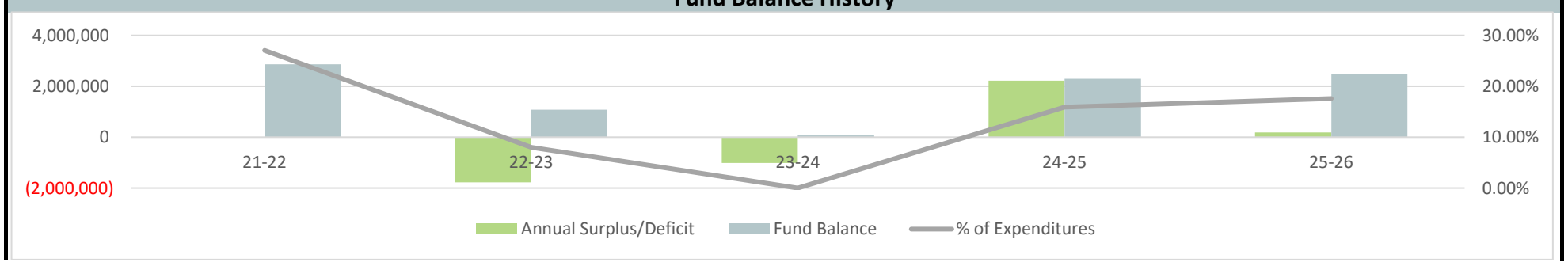
Where funds will come from to operate the school:



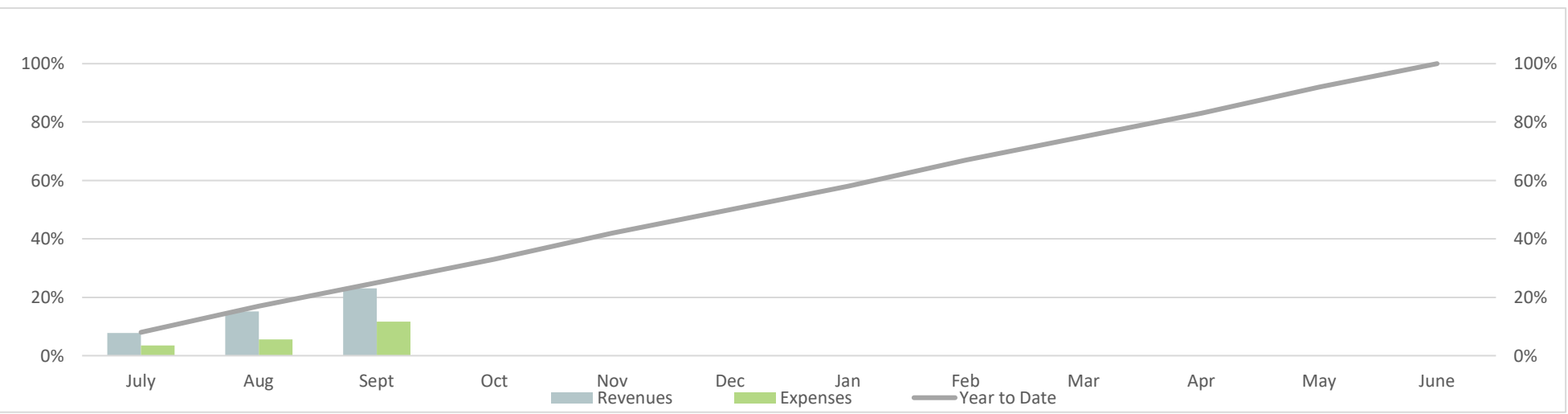
How the money is budgeted to be spent:



Fund Balance History



Current Year Financial Trend



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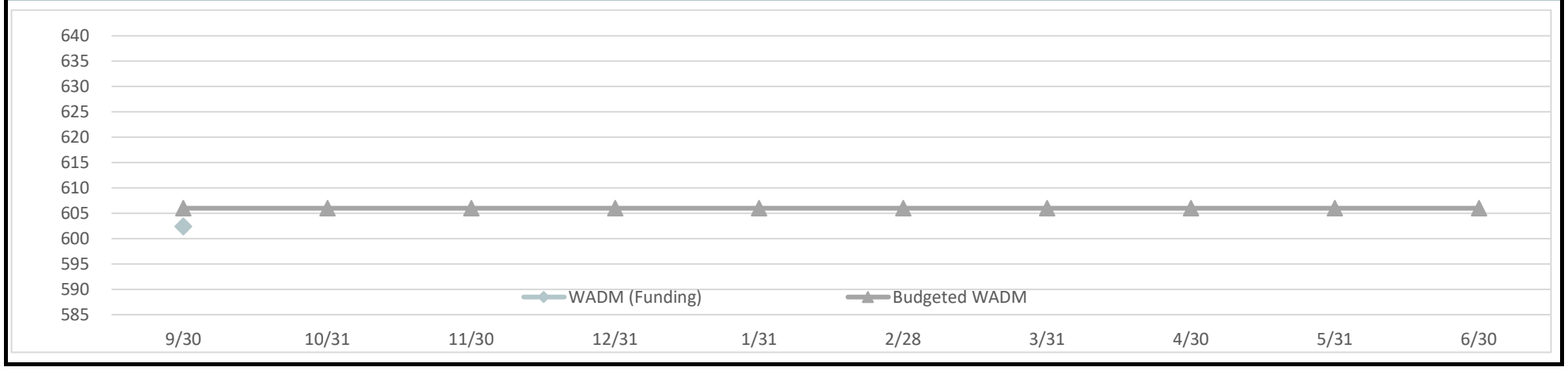
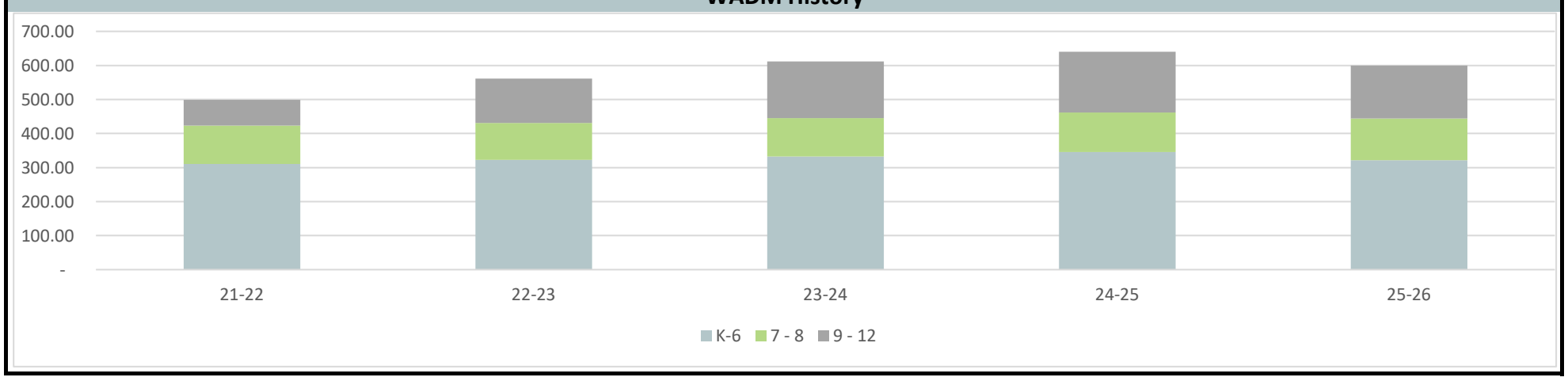
St. Paul City School
St. Paul, MN
Financial Reports Dashboard
September 30, 2026

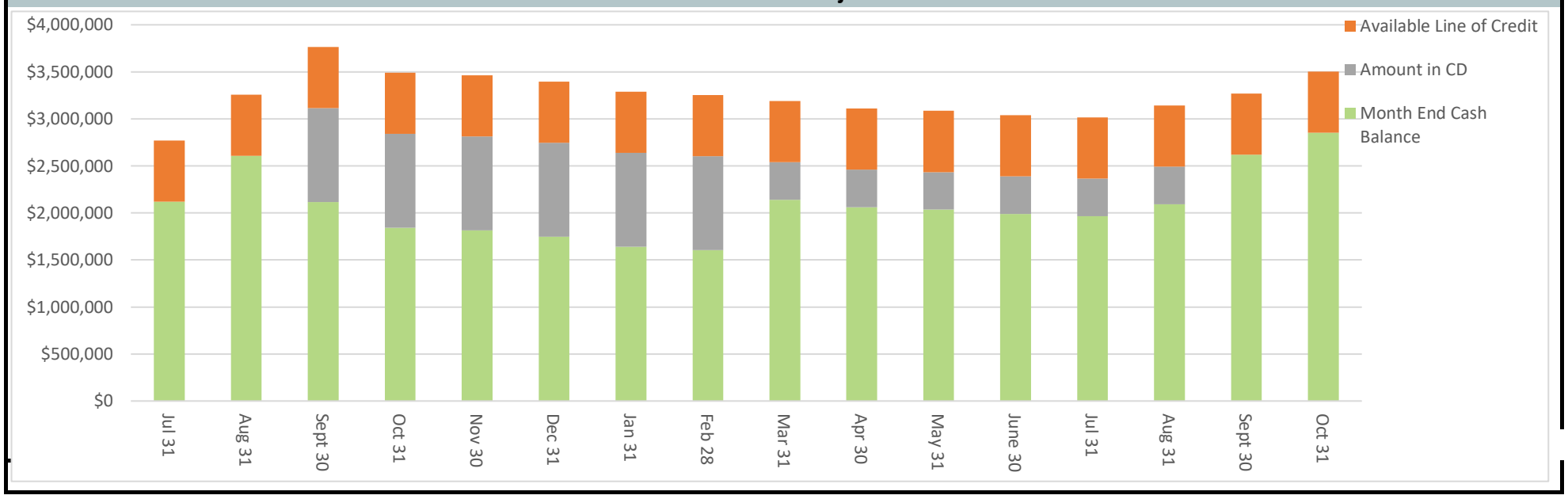
Current Year WADM Summary



WADM History



Cash Balance Projection



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St. Paul City School
St. Paul, MN
Balance Sheet
September 30, 2026

	Unaudited Balance June 30, 2026	Ending Balance
Assets		
Current assets		
101-000 Checking and ICS at Sunrise Bank	$ 2,544,566	$ 2,115,387
104-000 CDARS at Sunrise Bank	-	1,000,000
115 Short term accounts receivable	38,277	-
118 Due from building company	882,037	882,037
118-100 Due from Other Funds	69,119	-
121 State aids receivable (prior year)	489,534	(175,820)
Current year state 10% holdback (estimate)	-	359,775
122 Federal aids receivable (prior year)	160,904	-
Current year federal receivable (estimate)		84,673
125 Due from other Gov't	5,273	-
131 Prepaid expenses and deposits	35,766	14,470
Total All Assets	$ 4,225,476	$ 4,280,522
Liabilities and Fund Balance		
Current liabilities		
201 Salaries and wages payable	734,239	-
205 Due to other funds	69,119	-
206 Accounts payable	356,016	91,583
215 Payroll deductions and contributions (owed)	578,339	(51,132)
Salaries and Benefits summer accrual (estimate)		70,644
230 Unearned revenue	-	-
Total current liabilities	1,737,714	111,094
Fund balance		
Beginning Unreserved Fund Balance	2,458,857	2,458,857
Year to Date Net Income		1,681,665
Ending Unreserved Fund Balance	2,458,857	4,140,522
Reserved for Q-Comp	28,905	28,905
Total fund balance	2,487,762	4,169,427
Total liabilities and fund balance	$ 4,225,476	$ 4,280,522

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St. Paul City School
St. Paul, MN
Statement of Revenues and Expenditures
September 30, 2026

25.0%

	FY 2027 Approved Budget	FY 2027 Working Budget	FY 2027 YTD Budget	Year to Date Activity	Variance over (under)	Percent of Budget
WADM	606	606	618	602		99.4%
Total All Funds						
Revenues						
State revenues	$ 12,446,000	$ 12,594,949	$ 3,111,500	$ 3,113,150	$ 1,650	24.7%
Federal revenues	469,458	493,844	117,365	87,842	(29,522)	17.8%
Local revenues	458,935	464,435	114,734	99,388	(15,345)	21.4%
Food Service revenues	524,449	428,749	131,112	-	(131,112)	0.0%
Community Service revenues	287,830	287,830	71,958	73	(71,885)	0.0%
Total Revenues	**$ 14,186,672**	**$ 14,269,807**	**$ 3,546,668**	**$ 3,300,453**	**$ (246,215)**	**23.1%**
check	14,186,672	14,269,807		3,300,453		
Expenditures						
Salaries	$ 6,265,795	$ 6,274,534	$ 1,566,449	$ 490,541	(1,075,907)	7.8%
Benefits	1,660,713	1,657,787	415,178	162,908	(252,270)	9.8%
Purchased services	2,941,461	2,949,625	735,365	307,845	(427,520)	10.4%
Supplies and materials	206,500	206,900	51,625	112,633	61,008	54.4%
Equipment and building	1,602,039	1,602,039	400,510	407,532	7,022	25.4%
Grant Expenditures	330,359	425,108	82,590	75,020	(7,570)	17.7%
Dues, Memberships, and Other	65,150	65,150	16,288	13,067	(3,220)	20.1%
Food Service	534,861	439,161	133,715	1,135	(132,580)	0.3%
Community Service	287,830	287,830	71,958	48,105	(23,852)	16.7%
Total Expenditures	**$ 13,894,708**	**$ 13,908,134**	**$ 3,473,677**	**$ 1,618,788**	**$ (1,854,889)**	**11.6%**
check	13,894,708	13,908,134		1,618,788		
Net income - All Funds	$ 291,964	$ 361,673		$ 1,681,665		
Beginning Fund Balance, All Funds Operating	**$ 2,487,762**	**$ 2,487,762**				
Ending Fund Balance, All Funds Operating	**$ 2,779,726**	**$ 2,849,435**				
Operating Fund Balance % of Expenditures	20.0%	20.5%				

St. Paul City School
St. Paul, MN
Statement of Revenues and Expenditures
September 30, 2026

25.0%

	FY 2027 Approved Budget	FY 2027 Working Budget	FY 2027 YTD Budget	Year to Date Activity	Variance over (under)	Percent of Budget
General Fund - 01						
Revenues						
State revenues						
211 General education aid	$ 7,362,738	$ 7,497,538	$ 1,840,685	$ 2,276,567	$ 435,882	30.4%
201 Endowment aid	32,638	44,571	8,160	22,285	14,126	50.0%
360 Special education & ADSIS aid	4,015,691	3,918,793	1,003,923	454,310	(549,613)	11.6%
335 Q-comp aid	142,849	152,214	35,712	-	(35,712)	0.0%
348 Building lease aid	796,284	796,284	199,071	-	(199,071)	0.0%
312 Literacy Incentive	17,887	17,887	4,472	-	(4,472)	0.0%
369 Hourly Worker UI Compensation	-	-	-	-	-	0.0%
373 Student support aid	20,000	20,000	5,000	-	(5,000)	0.0%
343 School library aid	10,000	10,000	2,500	-	(2,500)	0.0%
314 Para Training	-	-	-	-	-	0.0%
370 Other state aid (ACT/SAT)	-	-	-	931	931	0.0%
370 Cybersecurity Grant	-	-	-		-	0.0%
CRS 402 Grow your own grant	47,913	47,913	11,978	0	(11,978)	0.0%
CRS 404 MTSS Grant	-	89,749				0.0%
Prior Year Adjustments			-	(719)	(719)	NA
Estimated 10% state holdback amount				359,775		NA
Total State Revenues	**12,446,000**	**12,594,949**	**3,111,500**	**3,113,150**	**1,650**	**24.7%**
Federal revenues						
401,414,417,442 Title	$ 330,395	$ 349,003	$ 82,599	$ 29,394	$ (53,205)	8.4%
419, 420, 429 Federal Special Education	117,225	117,225	29,306	42,325	13,019	36.1%
699 E-rate revenues	21,838	27,616	5,460	3,169	(2,290)	11.5%
CRS 401 Stronger Connections	-	-	-	12,954	12,954	0.0%
Total Federal Revenues	**469,458**	**493,844**	**117,365**	**87,842**	**(29,522)**	**17.8%**
Local revenues						
092 Interest TWAIN	$ 109,534	$ 109,534	$ 27,384	27,383	$ (0)	25.0%
092 Interest Earnings	30,000	45,000	7,500	11,210	3,710	24.9%
099 Misc Rev and FIN 372 MA Billing	16,000	16,000	4,000	5,795	1,795	36.2%
096 Donations and Grants	12,500	3,000	3,125	5,000	1,875	166.7%
099 Facility Reimbursement	290,901	290,901	72,725	50,000	(22,725)	17.2%
Total local revenues	**458,935**	**464,435**	**114,734**	**99,388**	**(15,345)**	**21.4%**
Total Revenues	**$ 13,374,393**	**$ 13,553,228**	**$ 3,343,598**	**$ 3,300,380**	**$ (43,218)**	**24.4%**

St. Paul City School
St. Paul, MN
Statement of Revenues and Expenditures
September 30, 2026

25.0%

	FY 2027 Approved Budget	FY 2027 Working Budget	FY 2027 YTD Budget	Year to Date Activity	Variance over (under)	Percent of Budget
Expenditures						
100 Salaries and wages	$ 3,482,125	$ 3,380,769	$ 870,531	$ 320,725	$ (549,806)	9.5%
200 Employee benefits	922,763	895,904	230,691	99,477	(131,214)	11.1%
Projected salaries and benefits payable			-	38,179		
Total Salaries and Benefits	4,404,888	4,276,673	1,101,222	458,381	(642,841)	10.7%
FIN 335 Q-comp expenditures	156,144	161,144	39,036	6,448	(32,588)	4.0%
305,311,315,358 Contracted services	289,710	289,710	72,428	68,440	(3,987)	23.6%
320 Communication services	26,000	26,000	6,500	3,824	(2,676)	14.7%
329 Postage	2,000	2,000	500	392	(109)	19.6%
330 Utilities	150,469	150,469	37,617	30,827	(6,790)	20.5%
340 Property and liability insurance	86,463	61,660	21,616	35,340	13,724	57.3%
350 Repairs and maintenance	220,823	220,823	55,206	53,763	(1,443)	24.4%
360 Transportation	659,071	683,560	164,768	12,875	(151,893)	1.9%
520 Capital Improvements	10,000	10,000	2,500	12,021	9,521	120.2%
366 Staff development and staff training	30,000	30,000	7,500	28,252	20,752	94.2%
369 Student field trips	5,000	5,000	1,250	-	(1,250)	0.0%
335, 560, 580 Rentals and operating leases	72,000	72,000	18,000	20,196	2,196	28.1%
401, 440 Non-instructional supplies & materials	55,000	55,000	13,750	13,232	(518)	24.1%
405 Non-Instructional Software	35,000	35,000	8,750	32,978	24,228	94.2%
406 Instructional Software	30,000	30,000	7,500	21,321	13,821	71.1%
430 Instructional Supply	15,000	15,000	3,750	3,772	22	25.2%
456, 455, 465 Tech Supplies	10,000	10,000	2,500	-	(2,500)	0.0%
460 Textbooks & Workbooks	50,000	50,000	12,500	35,384	22,884	70.8%
461 Standardized Test	8,500	8,500	2,125	5,184	3,059	61.0%
470 Library/Media supplies	-	-	-	30	30	0.0%
490 Food	3,000	3,000	750	732	(18)	24.4%
530 Furniture and other equipment	10,000	10,000	2,500	-	(2,500)	0.0%
570 Building Lease	884,760	884,760	221,190	221,190	0	25.0%
730 Principal - Source Loan	296,844	296,844	74,211	73,107	(1,104)	24.6%
110-740 Interest - Source Loan	400,435	400,435	100,109	101,214	1,105	25.3%
920-740 Interest - Line of Credit	-	-	-	-	-	0.0%
820 Dues and Membership Fees	45,150	45,150	11,288	7,963	(3,325)	17.6%
899 Misc Expenses and Indirect Costs	20,000	20,000	5,000	-	(5,000)	0.0%

St. Paul City School
St. Paul, MN
Statement of Revenues and Expenditures
September 30, 2026

25.0%

	FY 2027 Approved Budget	FY 2027 Working Budget	FY 2027 YTD Budget	Year to Date Activity	Variance over (under)	Percent of Budget
State Special Ed (FIN 740)						
100 Salaries and wages	2,020,028	2,102,421	505,007	76,809	(428,198)	3.7%
200 Employee benefits	535,307	557,142	133,827	28,394	(105,433)	5.1%
Projected salaries and benefits payable			-	23,876		
Total Salaries and Benefits	2,555,335	2,659,563	638,834	129,079	(509,755)	4.9%
305, 307, 394 Contracted services	880,616	880,616	220,154	37,683	(182,471)	4.3%
723-360 Special ed transportation	296,228	302,161	74,057	9,816	(64,241)	3.3%
728-360 Homeless transportation	203,940	208,884	50,985	6,437	(44,548)	3.1%
433 Special ed supplies	-	-	-	-	-	0.0%
ADSIS (PROG 422)						
100 Salaries and wages	515,572	524,851	128,893	20,331	(108,562)	3.9%
200 Employee benefits	136,627	139,085	34,157	7,677	(26,480)	5.5%
Projected salaries and benefits payable			-	8,589		
Total Salaries and Benefits	652,199	663,936	163,050	36,597	(126,453)	5.5%
FIN 372 MA Billing	-	-	-	5,104	5,104	0.0%
FIN 419, 420,425 Federal Special Ed	126,302	126,302	31,576	42,325	10,750	33.5%
Title Expenditures (FIN 401,414,417)						
100 Salaries and wages	248,070	266,493	62,018	22,963	(39,055)	8.6%
200 Employee benefits	66,016	65,656	16,504	6,431	(10,073)	9.8%
300 Contracted services	19,141	16,742	4,785	-	(4,785)	0.0%
400 Title supplies	-	400	-	-	-	0.0%
CRS 401 Stronger Connections	-	-	-	12,954	12,954	0.0%
CRS 402 Grow Your Own	47,913	47,913	11,978	13,292	1,314	27.7%
CRS 404 MTSS Grant	-	89,749	-			0.0%
Subtotal General Fund Expenditures	**$ 13,072,017**	**$ 13,181,143**	**$ 3,268,004**	**$ 1,569,547**	**$ (1,698,457)**	11.9%
910 Transfers to Other funds				-		
Total General Fund Expenditures	**$ 13,072,017**	**$ 13,181,143**	**$ 3,268,004**	**$ 1,569,547**	**$ (1,698,457)**	**11.9%**
Beginning Fund Balance, General Fund Operating	$ 2,426,401	$ 2,426,401				
General fund net income	$ 302,376	$ 372,085		$ 1,730,833		
Ending Fund Balance, General Fund Operating	**$ 2,728,777**	**$ 2,798,486**				

This financial report is prepared in a modified format in that they exclude footnotes and required supplementary information in order to be considered a full set of financial statements. The excluded portions will be included in the School's fiscal year end financial statements. Creative Planning is not a licensed CPA firm and no CPA provides any assurance on this financial report.

St. Paul City School
St. Paul, MN
Statement of Revenues and Expenditures
September 30, 2026

25.0%

	FY 2027 Approved Budget	FY 2027 Working Budget	FY 2027 YTD Budget	Year to Date Activity	Variance over (under)	Percent of Budget
Food Services Fund - 02						
Revenues						
State revenues	$ 52,445	$ 42,875	$ 13,111	-	(13,111)	0.0%
Federal revenues	472,004	385,874	118,001	-	(118,001)	0.0%
Sale of lunches and other local revenues	-	-	-	-	-	0.0%
Commodities	-	-	-	-	-	0.0%
Subtotal Revenues, Food Service Fund	**$ 524,449**	**$ 428,749**	**$ 131,112**	**$ -**	**$ (131,112)**	0.0%
Transfer In for Operations from Gen Fund	-	-	-	-		
Total Revenues, Food Service Fund	**$ 524,449**	**$ 428,749**	**$ 131,112**	**$ -**	**$ (131,112)**	**0.0%**
Expenditures						
305,401 Contracted Services and Supplies	$ 8,441	$ 8,442	$ 2,110	$ -	(2,110)	0.0%
491, Commodities	-	-	-	-	-	0.0%
490,495 Food and Milk	524,450	428,749	131,113	-	(131,113)	0.0%
820 Dues and memberships	1,970	1,970	493	1,135	643	57.6%
Total Expenditures, Food Service Fund	**$ 534,861**	**$ 439,161**	**$ 133,715**	**$ 1,135**	**$ (132,580)**	**0.3%**
Beginning Fund Balance, Food Service Fund	$ 30,960	$ 30,960				
Food Service fund net income	$ (10,412)	$ (10,412)		$ (1,135)		
Ending Fund Balance, Food Service Fund	**$ 20,548**	**$ 20,548**				
Community Services Fund - 04						
Revenues						
FIN 337 Pathway II Scholarships	$ 65,251	$ 65,251	$ 16,313	$ -	$ (16,313)	0.0%
CRS 400 Full Service Community Grant	222,579	222,579	55,645	-	(55,645)	0.0%
PreK Screening - MDE State Aid	-	-	-	73	73	0.0%
Subtotal Revenues, Community Service Fund	**$ 287,830**	**$ 287,830**	**$ 71,958**	**$ 73**	**$ (71,885)**	0.0%
Transfer In for Operations from Gen Fund	-	-		-		
Total Revenues, Community Service Fund	**$ 287,830**	**$ 287,830**	**$ 71,958**	**$ 73**	**$ (71,885)**	**0.0%**
Expenditures						
100 Salaries	$ 205,056	$ 205,056	$ 51,264	$ 32,594	$ (18,670)	15.9%
200 Benefits	52,375	52,375	13,094	9,056	(4,038)	17.3%
300 Contracted Services	16,930	16,930	4,233	2,530	(1,703)	14.9%
400 Supplies and Materials	13,469	13,469	3,367	3,926	559	29.2%
Total Expenditures, Community Service Fund	**$ 287,830**	**$ 287,830**	**$ 71,958**	**$ 48,105**	**$ (23,852)**	**16.7%**
Beginning Fund Balance, Community Service Fund	$ 30,401	$ 30,401				
Community Service Fund Net Income	$ -	$ -		$ (48,032)		
Ending Fund Balance, Community Service Fund	**$ 30,401**	**$ 30,401**				

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St. Paul City School

Cash Flow Projection Summary
2026-2027 School Year

Period Ending	Cash Inflows (Revenues)							Cash Outflows (Expenditures)				Month End Cash Balance	Line of Credit Available	Line of Credit Owed (Payable)
	State Aid Payments	Federal Aid Payments	Local Revenues	Food Service	CSP II Payment	Prior Year Receivables	Total Receipts	Payroll Expenditures (Net Pay)	Other Expenditures	Transfer to/from CDARS	Total Expenditures			
												$ 2,544,566	*$ 650,000*	*$ -*
Jul 31	923,129		44,467	-		138,626	1,106,222	570,265	959,985		1,530,249	2,120,539	*650,000*	-
Aug 31	916,429		3,926	-	50,000	268,728	1,239,083	166,786	587,764		754,550	2,605,071	*650,000*	-
Sept 30	913,677		15,878	-		454,951	1,384,506	338,636	535,554	1,000,000	1,874,190	2,115,387	*650,000*	-
Oct 31	966,380	69,482	13,689	38,111		(168,317)	919,345	375,470	818,879		1,194,349	1,840,383	*650,000*	-
Nov 30	966,380	69,482	13,689	38,111	80,000		1,167,662	375,470	818,879		1,194,349	1,813,695	*650,000*	-
Dec 31	966,380	69,482	13,689	38,111	40,000	-	1,127,662	375,470	818,879		1,194,349	1,747,008	*650,000*	-
Jan 31	966,380	69,482	13,689	38,111		-	1,087,662	375,470	818,879		1,194,349	1,640,320	*650,000*	-
Feb 28	966,380	69,482	13,689	38,111	70,000		1,157,662	375,470	818,879		1,194,349	1,603,633	*650,000*	-
Mar 31	966,380	69,482	13,689	38,111	40,901		1,128,563	375,470	818,879	(600,000)	594,349	2,137,846	*650,000*	-
Apr 30	966,380	69,482	13,689	38,111	30,000		1,117,662	375,470	818,879		1,194,349	2,061,159	*650,000*	-
May 31	966,380	69,482	13,689	38,111	80,000		1,167,662	375,470	818,879		1,194,349	2,034,471	*650,000*	-
June 30	966,380	69,482	13,689	38,111	60,000		1,147,662	375,470	818,879		1,194,349	1,987,784	*650,000*	-
Budget Estimate	11,335,454	625,339	173,534	342,999	290,901	693,988	13,462,216	4,454,919	9,453,215	400,000	14,308,134			
ABC payments					160,000		160,000							
Vendor refunds			13,936											
Add't over ADM	115,200													
SPED Proration														
	11,450,654		187,470		450,901									
Totals	**11,450,654**	**625,339**	**187,470**	**342,999**	**450,901**	**693,988**	**13,751,352**	**4,454,919**	**9,453,215**		**14,308,134**			

Assumptions:

State Aid Payments: 90% of total Fund 01 state revenue per budget
Federal Aid Payments: 80% of total Fund 01 federal revenue per budget + 80% of total Fund 04 revenue per budget
Local Revenues: 100% of total Fund 01 local revenue per budget less Facility reimbursement amount
Food Service Revenues: 80% of total Fund 02 revenue per budget
CSP II Payments: Amount provided by TenSquare (Facility Reimbursement amount per budget)
Prior Year Receivables: Short term accounts receivable + state aids receivable + federal aids receivable per estimated 6/30/26 balance sheet
Payroll Expenditures: 71% of Gen. Ed., Special Ed., ADSIS, and Title salaries per budget
Other Expenditures: Total expenditures all funds per budget; less Payroll Expenditures per Cash Flow

This cash flow projection is to be used only to show that if we follow our working budget for the year that we will not not encounter cash flow issues and that we will be able to maintain normal operations. It is not meant to be used to accurately predict what expenditures will be incurred in the short-term. Due to the manner in which MDE regulates the funding, abrupt changes may occur in the amounts of the payments. However, the total amount of the state aids should be reasonable given a stable budget.

St. Paul City School

Cash Flow Projection Summary
2027-2028 School Year

Period Ending	Cash Inflows (Revenues)							Cash Outflows (Expenditures)				Month End Cash Balance	Line of Credit Available	Line of Credit Owed (Payable)
	State Aid Payments	Federal Aid Payments	Local Revenues	Food Service	CSP II Payment	Prior Year Receivables	Total Receipts	Payroll Expenditures (Net Pay)	Other Expenditures	Transfer to/from CDARS	Total Expenditures			
												$ 1,987,784	*$ 650,000*	*$ -*
Jul 31	965,069		41,161	-		147,496	1,153,726	366,140	808,965		1,175,105	1,966,405	*650,000*	-
Aug 31	965,069		41,161	-	-	294,992	1,301,222	366,140	808,965		1,175,105	2,092,521	*650,000*	-
Sept 30	965,069		41,161	-		294,992	1,301,222	366,140	808,965	(400,000)	775,105	2,618,638	*650,000*	-
Oct 31	965,069	69,707	41,161	39,254		294,992	1,410,183	366,140	808,965		1,175,105	2,853,716	*650,000*	-

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Recipients of *School District General Records Retention Schedule*
revised January, 2000

Enclosed for the consideration and use of your school district is the revised edition of the *School District General Records Retention Schedule*, which has been approved by the Records Disposition Panel. For important information about the *Schedule*, please refer to the introduction written by Charles Rodgers of the Minnesota Historical Society State Archives Department which can be found following the *Schedule* cover.

Your school district may, or may not, need to complete and submit the Notification of Adoption form enclosed. This depends on the Schedule presently in place in the school district.

If your school district has not previously adopted a records retention schedule, or adopted its own approved records retention schedule, and would like to adopt this revised version, two steps must be completed. First, all or part of the *School District General Records Retention Schedule* must be adopted by the school board. Once that is accomplished, the school district must submit the Notification of Adoption form to the Records Disposition Panel. The Minnesota Historical Society will sign and return the Notification of Adoption form to the school district. At that point the school district will have the authority to dispose of records in accordance with the schedule.

In addition, if your school district has been part of a consolidation at any time, and the newly consolidated school district did not adopt the previous version of the general schedule and notify the Department of Administration of that adoption, the two steps set forth in the previous paragraph must be accomplished. Once the school district receives the signed Notification of Adoption from the Minnesota Historical Society, the consolidated school district will have the authority to dispose of records in accordance with the revised *Schedule*.

If your school district adopted the previous version of this general schedule, the school district does <u>not</u> need to complete and submit the Notification of Adoption form. The Minnesota Historical Society will assume that school districts which adopted the previous version will now utilize this revised *Schedule*.

If your school district has not previously adopted a records retention schedule, or developed its own schedule approved by the Records Disposition Panel, and does not adopt the revised *School District General Records Retention Schedule* the school district DOES NOT have authority to destroy records without seeking approval to destroy specific records pursuant to Chapter 138 of Minnesota Statutes. Any destruction of records without prior approval is a violation of the law.

Resources

Questions about this schedule, data practices or for additional copies:

Department of Administration
Information Policy Analysis Division
305A Centennial Office Building
658 Cedar Street
St. Paul, MN 55155
Voice: 651/296-6733
800/657-3721
Fax: 651/205-4219

Questions about archival records:

Minnesota Historical Society
State Archives Department
Minnesota History Center
345 Kellogg Boulevard West
St. Paul, MN 55102-1906
Voice: 651/297-4502
Fax: 651/296-9961

SCHOOL DISTRICT GENERAL RECORDS RETENTION SCHEDULE

STATE OF MINNESOTA
Department of Administration

Information Policy Analysis Division
January, 2000

SCHOOL DISTRICT GENERAL RECORDS RETENTION SCHEDULE

Purpose of the General Records Retention Schedule

Records are vitally important to the operation of any organization; they serve as the organization's memory and are evidence of past events and the basis for future actions. When created, maintained and disposed of in an orderly and systematic manner, records can be a tremendous asset; when treated in a haphazard and disorderly manner, they can reduce the effectiveness of an organization and increase its costs substantially.

The purpose of a records retention schedule is to provide a plan for managing governmental records by giving continuing authority to dispose of records under Minnesota Statutes 138.17. The basis of any good records management program is the implementation of a well-developed records retention schedule. A retention schedule is a plan for the management of your records.

This School District General Records Retention Schedule establishes **minimum retention periods** for school district records based on their administrative, fiscal, legal and historical value. It lists record series common to school districts and identifies how long to retain them.

This schedule was originally developed by the Department of Administration and the Minnesota Historical Society in cooperation with the Department of Children, Families and Learning (formerly the Department of Education) and officials from Minnesota school districts. It was funded in part by a grant from the National Historical Publications and Records Commission.

This revised schedule was updated by school district staff, representatives of the Minnesota Association of School Business Officials, Minnesota Association of School Administrators, Minnesota School Board Association, the Department of Administration and the Minnesota Historical Society.

Adopting and Using the General Schedule

1. To begin disposing of records according to the general schedule, you must notify the State Archives Department of the Minnesota Historical Society that your school district has officially adopted the schedule. The enclosed form, "Notification of Adoption of School District General Records Retention Schedule," is used for this purpose.

A school district that has adopted the previous version of this general schedule does not need to notify the Minnesota Historical Society that it is adopting this revised edition of the General Records Retention Schedule for School Districts. It will be assumed that school districts which have adopted the previous version will now utilize this revised version.

2. You may adopt the entire schedule even though your school district may not have all the records listed on it. We recommend that you adopt the entire schedule. However, if this is not possible, you may adopt individual sections.

3. The Minnesota Historical Society will sign and return the Notification form to you. You will then have the authority to dispose of your government records as indicated on the schedule.

4. Compare the records in your office with the records listed on the schedule. Retention periods listed on the schedule represent the minimum length of time that you must retain your records. Once that retention period has been reached, you may either destroy them, transfer eligible records to the State Archives, or retain permanently in the school district. If you need to retain some record series longer than the listed retention, you should establish an agency policy for those records.

5. Records identified on the schedule as historical may be transferred to a local historical society, museum, public library, or interested individual with the specific, written permission of the state Records Disposition Panel.

6. The retention stated on the schedule applies to any form of the record (paper, computer tape or disk, microfilm, optical disk, electronic media, etc.). Especially in the case of electronic records, it the responsibility of the school district to identify the official record copy in whatever form it is. An official record is a record received or created in the transaction of public business as determined by the school district. However, if you decide to change the form of a record (for instance, you microfilm a paper record) you may not be authorized to dispose of the original record. If you are considering changing the form of a record, contact the Minnesota Historical Society, State Archives Department, 651-297-4502.

7. Data Practices Classifications are effective as of the printing of this retention schedule. Because data practices issues change regularly, classifications may have changed. For current information on data practices, consult Minnesota Statutes, Chapter 13, or call the State of Minnesota, Department of Administration, Information Policy Analysis Division at (651) 296-6733.

Destruction Reporting

After you destroy records according to the general schedule, send a report to the Minnesota Department of Administration and the Minnesota Historical Society (M.S. 138.17, Subd. 7). Use a copy of the enclosed "Records Destruction Report" (RM-00065) for this purpose. This report may be submitted annually or as records are destroyed.

Records not on the General Schedule

Records not listed on this schedule cannot be destroyed without submitting either an "Application for Authority to dispose of Records" (PR-1 form) or a "Minnesota Records Retention Schedule" (RM-00058).

The PR-1 form is used to request one-time authority to dispose of records. A reproducible copy of the PR-1 form is enclosed. Since an approved PR-1 gives you authority to dispose of only those records listed on the form, we recommend that you use the PR-1 only for obsolete records (records no longer being created).

For ongoing authority to dispose of records not listed on the general schedule, complete a "Minnesota Records Retention Schedule." This form can be obtained from the Department of Administration, Information Policy Analysis Division , (651) 296-6879.

Duplicate Records

This retention schedule concerns itself only with the school district's official record copy and the retention periods assigned reflect that. It is each school district's responsibility to identify the official record copy and to identify when to destroy any other copies of identical records, after they have lost their legal, fiscal, historical and administrative value. Duplicate copies need not be retained.

Category Definitions

Record Series Description: A record series is a group of records clustered together because they all relate to the same topic and have the same retention period.

Retention Period/Statute: The retention cited is the minimum amount of time a record must be kept. A number printed alone, e.g. 10, means ten years. The stated retention does not include the year the record originates. For example, if Record A is filed by calendar year and it has a retention of 3 years, the disposal date for 1985 records is January, 1989. Statutes listed here cite specific retention periods for the records series.

Archival: If a Y, meaning yes, appears in this column these records must be retained permanently by the school district, because they have historical value. Records of closed school districts may be transferred to the State Archives for selection and disposition. These include defunct school districts that consolidate or merge with existing school districts and inter-district cooperative centers that dissolve. The records of closed school districts are at particular risk because there is often no clearly authorized custodian except for the State Archives as mandated by M.S. 138.17.

Data Practices Classification: This phrase refers to records classified by the Minnesota Government Data Practices Act or other state or federal laws. The classification system includes: public, private, confidential, nonpublic or protected nonpublic. More than one classification may apply.

Data Practices Statute: This phrase refers to the statute or law which cites the data practices classification of the record series.

Minnesota Historical Society
State Archives Department
Minnesota History Center
345 Kellogg Blvd., West
St. Paul, MN 55102-1906
(651) 297-4502 Fax: (651) 296-9961

NOTIFICATION OF ADOPTION OF SCHOOL DISTRICT GENERAL RECORDS RETENTION SCHEDULE

1. Complete this form and send the original and 2 copies to the State Archives Department at the above address.
2. Destruction of records according to the general schedule is **NOT** permitted until this form is signed by the Minnesota Historical Society.

School District (Name and Number)	County	Telephone (Include Area Code)
Street Address		City, Zip Code

This is to notify the Minnesota Historical Society that the school district named above has officially adopted the Minnesota School District General Records Retention Schedule. School districts are advised to adopt the entire schedule. If this is not possible, individual sections may be adopted. ("X" the appropriate items.)

☐ The School District Adopts the Entire Schedule.

☐ The School District Adopts Only the Following Sections:

☐ Administration	☐ Food Service	☐ Personnel
☐ Buildings	☐ Finance	☐ Student
☐ Community Education	☐ Health and Safety	☐ Transportation
☐ Curriculum	☐ Payroll	

Name/Title of School District Official (print)	Signature of School District Official	Date

The Minnesota Historical Society acknowledges your Notification of Adoption of the School District General Records Retention Schedule. You are authorized to retain and dispose of records as indicated on the Schedule.

Director or Designee, Minnesota Historical Society
Date

DEPARTMENT OF ADMINISTRATION

Information Policy Analysis Division
305A Centennial Office Building
658 Cedar Street
St. Paul, MN 55155
(651) 296-6733 or (800) 657-3721
FAX: (651) 205-4219

RECORDS DESTRUCTION REPORT

INSTRUCTIONS

1. Print or type all information.
2. Use this form to report records destroyed under authority of a General Records Retention schedule or an approved agency retention schedule.
3. Report only records that are physically destroyed, not records transferred to the Minnesota Historical Society.
4. Reports can be submitted annually or as records are destroyed.
5. Send the original of this report to the Records Management Program at the above address.
6. Second a copy of this report to: State Archivist, MN Historical Society, MN History Center, 345 Kellogg Blvd. W., St. Paul, MN 55102-1906.
7. For additional space, use revise side.

Agency	Person Reporting Destruction	Date Report Submitted
Address	City, Zip	Telephone ( )

General Schedule Name or Agency Schedule Number (e.g. "City Gen. Sch." or "87-123")	Section of Schedule Where Record is Listed	Item No. As Listed on Schedule	Record Title (use same title listed on schedule)	Inclusive Dates	Date Destroyed	Quantity* (Cubic Feet)

***VOLUME CHART TO DETERMINE CUBIC FEET**

Letter Size Drawer	=1.5	Record Center Box 12" x 15" x 10"	=1.0	3 x 5 Card	= 0.1	Total Cubic Feet Destroyed (include records listed on back)
Legal Size Drawer	=2.0			4 x 6 Card	=0.2	
Shelving 4' Letter	=2.3	Transfer Case 24" x 16" x 11"	=2.5	5 x 8 Card	=0.3	
Shelving 4' Legal	=3.0			Printouts 1	=1.25	

General Schedule Name or Agency Schedule Number (e.g. “City Gen. Sch.” or “87-123”)	Section of Schedule Where Record is Listed	Item No. As Listed on Schedule	Record Title (use same title listed on schedule)	Inclusive Dates	Date Destroyed	Quantity* (Cubic Feet)

RM 0065-06 (3/99)

MINNESOTA HISTORICAL SOCIETY

STATE ARCHIVES DEPARTMENT

APPLICATION FOR AUTHORITY TO DISPOSE OF RECORDS

FOR USE BY RECORDS PANEL

Application No. Date

Instructions:

1. This form does not provide continuous authority to dispose of similar records and cannot be used to approve a records retention schedule.
2. Complete original and three copies. Photocopies are acceptable.
3. Complete items 1 through 6 and item 8. Use reverse side to continue records description. If more space is needed, use plain paper.
4. Send original and two copies to the **State Archives Department, 345 Kellogg Boulevard West, St. Paul, MN 55102-1906.**
5. Retain one copy until your approved copy is returned. The approved copy will be your authority to dispose of records. It should be retained permanently.
6. Additional copies of this form are available from the address above or by telephoning (651) 297-4502. (FAX: (651) 296-9961).

NOTE: Laws of 1971, Chapter 529, Section 3 reads as follows: "It is the policy of the legislature that the disposal and preservation of public records be controlled exclusively by Minnesota Statutes, Chapter 138 and by this act, thus, no prior, special or general statute shall be construed to authorize or prevent the disposal of public records at a time or in a manner different than prescribed by such chapter or by this act and no general or special statute enacted subsequent to this act shall be construed to authorize or prevent the disposal of public records at a time or in a manner different than prescribed in chapter 138 or in this act unless it expressly exempts such records from the provision of such chapter and this act by specific reference to this section."

1. Agency or Office	2. Division or Section	3. Quantity of Records _____ Cubic Feet

4. Location of Records	5. Laws other than M.S. 138.17 that relate to the destruction or safekeeping of the records:
6. I certify that the records listed on this application are accurately described, and that they have no further administrative, legal, or fiscal value for this agency.	**AUTHORIZATION:** Under the authority of M.S. 138.17, it is hereby ordered that The records listed on this application be destroyed, except as shown in item 7.
_____ Authorized Signature (Type name below)	_____ Director, Minnesota Historical Society Date
_____ Name Date	_____ Legislative or State Auditor Date
_____ Title Phone	_____ Attorney General Date

7. Exceptions to Destruction. (For use by Records Disposition Panel).

8. **Description of Records.** Describe each record series or type of record separately. Number each series, beginning with "1".

A. Item No.	B. Name of record, form numbers, content, usage, arrangement, original duplicate, or microfilmed.	C. Inclusive Dates

A. Item No.	B. Name of record, form numbers, content, usage, arrangement, original duplicate, or microfilmed.	C. Inclusive Dates

MINNESOTA HISTORICAL SOCIETY

STATE ARCHIVES DEPARTMENT

TRANSFER OF RECORDS TO STATE ARCHIVES

MHS USE ONLY	
Received By	
Date	No. Boxes
Comments	

Instructions:

1. Pack all records in standard records storage boxes, unless otherwise authorized by Archives staff.
2. Sequentially number boxes.
3. Records must be in labelled folders or otherwise clearly identified.
4. Retain one copy of this form for your records. Send original with your records to State Archives at the address below.
5. Transferred records cannot be withdrawn from the Archives except in special circumstances. Records are available for use in the Society's Research Center at **345 Kellogg Boulevard West, St. Paul, Minnesota 55102-1906 - (651) 297-4502, (FAX: 651 296-9961).**
6. For additional space, use reverse side.

Agency	Division/Section	Telephone ( )
Address	City, State, Zip Code	
Name/Title of Person Transferring Records (Print or Type)	Signature	Date

RECORDS TRANSFERRED

Box Number	Description of Records in Each Box (including files, titles, and subtitles)	Inclusive Dates of Records

Box Number	Description of Records in Each Box (including files, titles, and subtitles)	Inclusive Dates of Records

State of Minnesota
School District General Records Retention Schedule
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School District General Records Retention Schedule

Section: Administration

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
ADM00100	Affidavit of Publication	Public Hearings, Budget Publication, Debt Offerings	1 Year following completion of audit	No	Public
ADM00200	Election Records	Ballots, Notices, Notifications, Publications	1 Year after Canvas or Challenge	No	Public
ADM00300	Annual Reports to Board of Education	Reports Generated by District (PER, Accountability Reports, formal Annual Report in Accordance With MN Statute 120B.11	Retain permanently; has historical value, MS 120B.11	Yes	Public
ADM00310	Annual/Periodic Reports to Local Board of Education	Final/Actual Reports Generated by State	6 Years	No	Public
ADM00400	Authority to Dispose of Records (If Applicable)	Application for Authority to Dispose of Records form	6 Years	No	Public/Private MS 13.43 MS 13.32 MS 13.39
ADM00500	Boundary Changes - District	Consolidation, Detachment, Annexation, and Dissolution	Retain permanently; has historical value	Yes	Public
ADM00600	Calendar - Adopted and Actual	Number of Days and Length of Day by School and Grade Level, Reflecting Updated Activities During the Year.	3 Years MS 127A.41, Subd. 5	No	Public
ADM00700	Census, Annual School	1979 and Earlier	Retain permanently; has historical value	Yes	Private MS 13.32
ADM00710	Census, Annual School	1980 - Current	3 Years	No	Private MS 13.32

School District General Records Retention Schedule

Section: Administration

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
ADM00720	Census, Certified Reports	Conducted Once Per Decade	Permanent	No	Public
ADM00800	Closed Rural Schools	Includes: Clerk's, Treasurer's, and Teacher's Records of Closed Rural Schools Which Were Consolidated into the Independent District.	Transfer to the State Archives for Selection and Disposition	Yes	Public
ADM00900	Correspondence/ Administrative	Superintendent, Principal, Assistant Principal and Other Administrators Unless Otherwise Specifically Addressed Elsewhere in Records Retention Schedule	3 Years	No	Public/Private MS 13.32 MS 13.43
ADM01000	Court Case/Trial information	Litigation Correspondence	10 Years	No	Public/Private MS 13.32 MS 13.43 MS 13.90
ADM01010	Court orders		1 Year after Action is Completed	No	Public/Private MS 13.32 MS 13.43
ADM01100	Grant Applications	Successful	3 Years -- For Federal Funds three (3) years after completion of the activity for which the funds were used. 20 U.S.C. Section 1232f(a)	No	Public
ADM01110	Grant Applications	Unsuccessful	1 Year	No	Public

School District General Records Retention Schedule

Section: Administration

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
ADM01200	Inservice Workshops	Attendance Records, Agenda and Materials (Employee Right to Know, Blood Borne Pathogens, Etc.)	3 Years	No	Public
ADM01300	Inter District Cooperatives	Includes Vocational, Special Ed and Special Purpose Cooperatives formed by Joint Powers Agreements. Records Should Be Retained and Disposed of in Accordance With the Retention Periods for the Specific Series of Records Listed in Schedule	Retain permanently; has historical value	Yes	Public
ADM01400	Minutes	Board Minutes	Retain permanently; has historical value	Yes	Public
ADM01410	Minutes	Officially Designated Committees	Retain permanently; has historical value	Yes	Public
ADM01420	Minutes	Other Than Referred to in ADM01300, ADM 01400, and ADM 01410	1 Year	Yes	Public
ADM01430	Minutes - Tape Recordings	Board Minutes Only	Until Transcribed and Approved	No	Public
ADM01440	Board Policies		3 Years after Change	No	Public
ADM01500	Negotiations - See Personnel				
ADM01600	Newsletters and Publications	District Generated	Retain permanently; has historical value	Yes	Public
ADM01610	Newsletters and Publications	Student Generated School Newspapers	Retain permanently; has historical value	Yes	Public

School District General Records Retention Schedule

Section: Administration

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
ADM01700	Parent Teacher Association Records	Secretary's Books, Treasurer's Books, and Scrapbooks.	Retain permanently; has historical value	Yes	Public
ADM01800	Media Center/Librarian Reports		3 Years	No	Public
ADM01900	Video Tapes	Building Security/Transportation Tapes	Until Relooped	No	Private/Public MS 13.32 MS 13.43
ADM02000	E-Mail		Same as Correspondence	No	Private/Public MS 13.32 MS 13.43

School District General Records Retention Schedule

Section: Building

Item	Title	Examples and Descriptions	Retention Period	Archival	Data Practices Classification/ Statute
BLD00100	Accident/Damage Records	School Property-Related	10 Years	No	Public
BLD00200	Building Maintenance Records		Until Obsolete	No	Public
BLD00300	Building Permits	Applications (initial/interim), Inspection Reports, Plans, Etc.	10 Years	No	Public
BLD00400	Building Program Records	Current and Projected Needs. Review and Comment	10 Years	No	Public
BLD00500	Buildings and Grounds Records	Blueprints, Construction Specifications, Abstracts, Deeds, Title Papers, Final inspection Reports, Land and Building Occupancy Approval	Permanent	No	Public
BLD00600	Fixed Asset Records	Equipment, Fixtures, and Materials, inventory and Depreciation	Life of Item	No	Public

School District General Records Retention Schedule

Section: Building

Item	Title	Examples and Descriptions	Retention Period	Archival	Data Practices Classification/ Statute
BLD00100	Accident/Damage Records	School Property-Related	10 Years	No	Public
BLD00200	Building Maintenance Records		Until Obsolete	No	Public
BLD00300	Building Permits	Applications (initial/interim), Inspection Reports, Plans, Etc.	10 Years	No	Public
BLD00400	Building Program Records	Current and Projected Needs. Review and Comment	10 Years	No	Public
BLD00500	Buildings and Grounds Records	Blueprints, Construction Specifications, Abstracts, Deeds, Title Papers, Final inspection Reports, Land and Building Occupancy Approval	Permanent	No	Public
BLD00600	Fixed Asset Records	Equipment, Fixtures, and Materials, inventory and Depreciation	Life of Item	No	Public

School District General Records Retention Schedule

Section: Community Education

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
CED00100	Annual Reports	See Finance			
CED00200	Applications by individuals for Adult Education		1 Year	No	Private MS 13.32
CED00300	Certificate of Compliance	Verifies Cooperation Between District and Other Governmental Agencies. Joint Powers Agreements	Permanent, MS 471.59	No	Public
CED00400	Class Schedule - Master		1 Year	No	Public
CED00500	Financial Records	See Finance			
CED00600	Grants	See Administration			
CED00700	Minnesota DCF&L Reports	Early Childhood Family Education, Home School, Adult Basic Education, English As A Second Language, General Education Development, Other State Programs	6 Years	No	Public/Private MS 13.32
CED00800	Minutes	See Administration			

School District General Records Retention Schedule

Section: Curriculum

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
CUR00100	Class Lists-Elementary and Secondary		1 Year	No	Private MS 13.32
CUR00200	Class Schedules		1 Year	No	Public
CUR00300	Curriculum Development	Support Data, Recommendations, Programs and Procedures	6 Years	No	Public
CUR00400	Daily Plan Books - Teacher's		1 Year	No	Public
CUR00500	Duty Rosters - Teacher's		1 Year	No	Public
CUR00600	Grade Books - Teacher's		1 Year	No	Private MS 13.32
CUR00700	Textbooks	Adoptions	6 Years	No	Public
CUR00710	Textbooks	Inventories	6 Years or Until Obsolete	No	Public

School District General Records Retention Schedule

Section: Food Services

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
FDS00100	General Correspondence	See Administration	3 Years and DCF&L Audit	No	Public
FDS00200	DCF&L/Federal USDA Reporting	Commodities, Milk Program	3 Years and DCF&L Audit, 7 C.F.R & 210.8	No	Public
FDS00300	Application /Agreement With State Agency	Free/Reduced Price Meal Policy Statement	3 Years and DCF&L Audit, 7 C.F.R & 210.3	No	Public
FDS00400	Free/Reduced Price Meal Applications	All Approved and Denied Applications, DHS Free School Meal Notices, Notice of Denial to Parents, Rosters of Eligible Students, Verification Records	3 Years and DCF&L Audit, 7 C.F.R. & 245.6	No	Private MS 13.32
FDS00600	Service Agreements/Catering Contracts	Head Start, Meals On Wheels, Etc.	3 Years and DCF&L Audit, 7 C.F.R & 210.3	No	Public
FDS00700	Food Production information	Daily Food Production Record, Menus	3 Years and DCF&L Audit, 7 C.F.R. & 210.13	No	Public

School District General Records Retention Schedule

Section: Food Services

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
FDS00800	Daily Meal Count Report With Edit Checks		3 Years and DCF&L Audit, 7 C.F.R. & 210.7	No	Private/Public MS 13.32
FDS00900	Monthly Payment Vouchers		3 Years and DCF&L Audit, 7 C.F.R. & 210.13	No	Private/Public MS 13.32
FDS01000	On Site Review Record		3 Years and DCF&L Audit, 7 C.F.R. & 210.8	No	Private/Public MS 13.32
FDS01100	Financial Records	Breakfast, Lunch, Ala Carte, Etc. (Supporting Documentation May include invoices, Purchase orders, Etc.) Student, Adult Federal and State Income and All Other Sources	3 Years and DCF&L Audit, 7 C.F.R. & 210.20 and 210.5	No	Private/Public MS 13.32
FDS01200	Inventory	Audit Trail for USDA Commodity Usage, Year End Physical Inventory	3 Years and DCF&L Audit	No	Public
FDS01410	Inventory (Food and Supplies)	Quotes (Unsuccessful and Successful)	1 Year and DCF&L Audit	No	Public
FDS01410	Inventory (Food and Supplies)	Bid (Unsuccessful and Successful) Request Summaries	6 Years and DCF&L Audit	No	Public
FDS01420	Inventory (Food and Supplies)	Requisitions (for Moving Supplies or Equipment Within District)	3 Years and DCF&L Audit	No	Public

School District General Records Retention Schedule

Section: Food Services

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
FDS01500	Cashier's Reports	Daily, Weekly, and Monthly	6 Years and DCF&L Audit, 7 C.F.R. 210.8 and 210.20	No	Public
FDS01600	Operating Reports	Breakfast, Lunch, and A'La Carte Participation Reports	3 Years and DCF&L Audit	No	Public
FDS01610	Operating Reports	Revenue and Expenditure Reports	6 Years and DCF&L Audit	No	Public

School District General Records Retention Schedule

Section: Finance

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
FIN00100	Abstracts/Deeds/Title Papers/Mortgages	See Buildings			
FIN00200	Accounts Payable	Credit Memos, Freight Bills/Claims, Bills of Lading, Purchase orders, Acknowledgments/Orders/Shipping Notices, Invoices and Purchasing Contracts, Claims/Vouchers (Merchandise Purchased, Services Rendered, Travel Expenses), 1099	6 Years	No	Public/Private MS 13.43
FIN00210	W-9 form		6 Years after Final 1099 Issued	No	Public/Private MS 13.43
FIN00300	Year-End Financial Reports	Revenue and Expenditure Summary Transaction Reports	Retain Permanently	No	Public
FIN00305	Year-End Financial Reports	Revenue and Expenditure Detailed Transaction Reports	Retain Permanently	No	Public
FIN00310	Year-End Financial Reports	UFARS Revenue and Expenditure Report to State	Retain Permanently	No	Public
FIN00315	Year-End Financial Reports	Special Funded Projects Report	Retain Permanently	No	Public
FIN00320	Year-End Financial Reports	Note: includes Clerks and Treasurer's Reports (Register of Receipts/Disbursements, Treasurer's Annual Report, Treasurer's Books of Records. (1932 and Earlier)	Retain permanently; has historical value	Yes	Public

School District General Records Retention Schedule

Section: Finance

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
FIN00325	Year-End Financial Reports	Note: includes Clerks and Treasurer's Reports (Register of Receipts/Disbursements, Treasurer's Annual Report, Treasurer's Books of Records. (Post 1932)	Retain Permanently	No	Public
FIN00330	Year-End Financial Reports	Accounts Receivable, Numbered Receipts, Accounts Receivable Invoices, Remittance Advice	6 Years	No	Public
FIN00335	Year-End Financial Reports	General Ledger, General Journals, Journal Entries, Disbursements Journal, Check Register Adopted and Revised Budget, Budget Publications, Balance Sheet, Receipts Journal	Retain Permanently	No	Public
FIN00400	Audit Reports		Retain permanently; has historical value	Yes	Public
FIN00500	Bank Statements/ Reconciliation's	Checks, Cancelled, Returned or Voided. (Must Be original Check - Not Microfiche)	6 Years	No	Public/Private MS 13.43
FIN00510	Bank Statements/ Reconciliation's	Statement of Pledged Securities	6 Years after Expiration	No	Public
FIN00600	Bonds and Coupons	Bond Ledgers/Registers	Until Debt Is Retired and Audit	No	Public
FIN00700	Bond Issues - Official Statements	Enabling Documentation	Permanent	No	Public
FIN00800	Building and Land Contracts	See Buildings			

School District General Records Retention Schedule

Section: Finance

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
FIN00900	County Auditor Statements	Tax Settlement Report and Taxes Receivable Report	6 Years	No	Public
FIN01100	Insurance Documents	Fidelity/Surety Bonds	6 Years after Expiration	No	Public
FIN01110	Insurance Documents	Insurance Bids, Health, Dental, Life etc. (Accepted and Rejected)	6 Years	No	Public
FIN01120	Insurance Policies	Health, Property, Liability, etc., Policies, Amendments and Waivers	20 Years	No	Public
FIN01200	Inventory	Year End Inventory List, Warehouse Listing, Library Holdings	3 Years	No	Public
FIN01300	Leases/Agreements		3 Years after Expiration	No	Public
FIN01400	Levies		6 Years	No	Public
FIN01500	Property Appraisals		Until Superseded	No	Public
FIN01600	Sealed Bids	Successful and Unsuccessful	6 Years after Award	No	Public
FIN01700	Quotes	Successful and Unsuccessful, MS 471.345	1 Year after Receipt	No	Public
FIN01800	Student Activity Accounts	Cash Receipts, Vouchers, Cancelled Checks, Ledgers, and Journals	6 Years	No	Public
FIN01900	Transportation - Annual Report		6 Years	No	Public
FIN02000	Transportation Contracts	With Independent Contractors	6 Years	No	Public

School District General Records Retention Schedule

Section: Heath & Safety

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
HSF00100	Infectious Disease and Occupational Exposure Files*	Files On Each Employee Dealing With Safety and Training On Diseases Such As Hepatitis and Aids. Retain in Employee's Medical File.	3 Yrs. after Separation	No	Public/Private MS 13.43
HSF00200	OSHA - Citations of Penalty	Notifications of Violations by the District	Until Violation Has Been Corrected	No	Public/Private MS 13.43
HSF00300	OSHA - Employee Accident Reports	OSHA Report Numbers 200 and 101	5 Yrs. after Accident	No	Public/Private MS 13.43
HSF00400	OSHA - Employee Exposure Records	Any information Concerning Employee Exposure to Toxic Substances or Harmful Physical Agents.	30 Yrs. after Termination or Retirement	No	Public/Private MS 13.43
HSF00500	Safety Committee Agendas and Minutes		3 Years	No	Public
HSF00600	Training Records - Right to Know		3 Yrs. after Separation	No	Public

School District General Records Retention Schedule

Section: Payroll

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
PAY00100	Cafeteria Plan Records		6 Years	No	Public/Private MS 13.43
PAY00300	Check Requests for Manual Checks	Lost or Missing Check Replacement, etc.	2 Years	No	Public/Private MS 13.43
PAY00400	Dues Deduction Authorization	Union Dues	3 Years	No	Public/Private MS 13.43
PAY00500	Garnishments	Wage Garnishment, Notice of Bankruptcy, Wage Levy and Related Documents	3 Years after Expiration	No	Private MS 13.43
PAY00700	Payroll Register	Name; Address; Date of Birth; Occupation; Rate of Pay; Compensation Earned Each Week	Permanent, 29 C.F.R. & 1627.3(a)	No	Public/Private MS 13.43
PAY00800	Pera Eligibility Sheets and Reports		6 Years	No	Public/Private MS 13.43
PAY00900	Prior Years' Quarterly FICA		6 Years	No	Public/Private MS 13.43
PAY01000	Quarterly Report of Local Government	Employees and Wages (Weeks or Hours Worked)	3 Years	No	Public/Private MS 13.43
PAY01100	Salary Deduction Sheets		6 Years	No	Public/Private MS 13.43
PAY01200	Voluntary Withholdings	Requests for Withholding (United Way, Savings Bonds, etc)	2 Years after Expiration or Until Superceded	No	Public/Private MS 13.43

School District General Records Retention Schedule

Section: Payroll

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
PAY01300	Stop Payment Orders and Bonds		6 Years	No	Private MS 13.43
PAY01400	Tax Reports	Federal, Minnesota and Other States	6 Years	No	Public/Private MS 13.43
PAY01500	Tax Sheltered Annuity - Contracts		Permanent, 29 C.F.R. & 1627.3(b)(2)	No	Private MS 13.43
PAY01600	Tax Sheltered Annuity - Authorization	457 and 403(B) Plans	Permanent	No	Private MS 13.43
PAY01700	Time Sheets		6 Years	No	Public/Private MS 13.43
PAY01800	TRA / PERA - Retirement Remittance Report	Monthly and Annual Reports	6 Years, MS 354.52	No	Public/Private MS 13.43
PAY02000	W-2 Statements (Employer's Copy)		6 Years	No	Public/Private MS 13.43
PAY02100	W-4 Statements		Until Superceded or 6 Years after Termination	No	Public/Private MS 13.43

School District General Records Retention Schedule

Section: Personnel

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification / Statute
PER00100	Employee Medical Records*	Any information Concerning the Health Status of An Employee Which Is Made or Maintained by A Physician, Nurse, or Other Health Care Personnel, or Technician.	30 Yrs. after Termination or Retirement	No	Private MS 13.42 MS 13.43
PER00110	Employee Medical Records*	Includes Medical and Employment Questionnaires or Histories, Medical Exams, Medical Opinions, Descriptions of Treatments and Prescriptions, and Employee Medical Complaints.	30 Yrs. after Termination or Retirement	No	Private MS 13.42 MS 13.43
PER00120	Request for Leave	Requests for Leave (Vacation , Sick, Personal, etc.)	6 Yrs. after Termination	No	Public/Private MS 13.43
PER00200	Leave of Absence Reports	Formal Reports to PERA, TRA, etc., Regarding Unpaid, Board-Approved Leaves	6 Years	No	Public/Private MS 13.43
PER00210	Discrimination Claim Records	Sexual Harassment and Discrimination	Until Final Disposition of the Charge or Action	No	Public/Private/ Confidential MS 13.43 MS 13.39
PER00220	First Report of Injury*	If Maintained With Worker's Compensation File, Retain for 20 Years.	Permanent, MS 176.151	No	Private MS 13.43 MS 176.231

School District General Records Retention Schedule

Section: Personnel

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification / Statute
PER00300	Applications for Employment/Resume/ Interview Documents	Licensed and Classified - Not Hired. Any and all employment records, including but not limited to, application forms, resumes, cover letters, interview notes, interview questions and answers, job inquiries, rejection letters and other documents regarding	2 Years or until final disposition of a discrimination charge, 29 C.F.R. 1602.14(a), 29 C.F.R. 1602.40, 29 C.F.R. 1627.3(b)(1), Minn. Rules 5000.2250	No	Public/Private MS 13.43
PER00310	Applications for Employment/Resume/ and Supporting Documentation	Licensed and Classified - Hired (in personnel file). Any and all employment records, including but not limited to, application forms, resumes, cover letters, interview notes, interview questions and answers, job inquiries, rejection letters and other doc	6 Years or until final disposition of a discrimination charge, 29 C.F.R. 1602.14(a), 29 C.F.R. 1602.40, 29 C.F.R. 1627.3(b)(1), Minn. Rules 5000.2250	No	Public/Private MS 13.43
PER00400	Arbitration Decisions		Permanent	No	Public/Private MS 13.43
PER00500	Contracts and Assignments		6 Yrs. after Termination	No	Public
PER00700	Equal Employment Opportunity Reports/Summary Data (EEOC/MNCRIS)		3 Years, 29 C.F.R. 1602.39	No	Public

School District General Records Retention Schedule

Section: Personnel

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification / Statute
PER00900	Grievance Files	Employee Grievances and/or Complaints Filed Under A Labor Agreement or Personnel Rules. This Also Related to Arbitration Files and Related Court Cases.	Permanent	No	Public/Private MS 13.43
PER01000	Insurance: Group Master Policies, Contracts and Agreements	See Finance			
PER01100	Insurance: Reports	Insurance Census, Premium Reports, Etc.	6 Years	No	Public/Private MS 13.43
PER01200	STARS Report	Annual STARS Report to State	1 Year Until Superceded	No	Public
PER01300	Insurance Records: Enrollment Cards		Until Superseded	No	Public/Private MS 13.43
PER01400	Insurance Records: Employees On Leave of Absence	Employees on Leave of Absence, Family Medical Leave Act, Long-term Disability, Retired Teachers, Surviving Spouse, Terminated Employees	2 Years after Insurance Coverage Terminates	No	Public/Private MS 13.43
PER01800	Labor Contracts	Contracts Between School District Management and Various Bargaining Units including: Correspondence, Salary Schedules, Personnel Policies.	Permanent	Yes	Public
PER02000	Long Term Disability Claims/Awards		10 Years after Final Settlement of Claims	No	Public/Private MS 13.43

School District General Records Retention Schedule

Section: Personnel

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification / Statute
PER02100	Job Descriptions		Until Superseded	No	Public
PER02200	Mediation Records		Permanent	No	Public
PER02300	Negotiations Records	Costing Records, Negotiations Strategy Session Tapes	2 Years after Completion of all BMS Certified Negotiations. MS 471.705(1a)	No	Public/Private MS 471.705
PER02400	Pay Equity: Classification Studies and Working Papers		Until Superseded	No	Public
PER02500	Pay Equity: Summary		Permanent	No	Public
PER02700	Personnel Files - Individual	Containing Citations, Personal History, Employee References, and Letters of Appointment/Promotion, Performance Records, Termination/Resignation, I-9 form, Evaluations, All Personnel and Employment Records, including, but not limited to, Documents Relating	6 Yrs. after Termination	No	Public/Private MS 13.43
PER02720	Personnel: Deficiency Reports	Letters of Advice, Reprimands, Letters of Deficiency, Letter of Direction and Correction, Notices of Suspensions.	6 Years after Termination or by Mutual Agreement To Expunge	No	Public/Private MS 13.43
PER02730	License and Certifications	Notice of Voluntary Surrender of Teaching License	Until Superceded	No	Public

School District General Records Retention Schedule

Section: Personnel

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification / Statute
PER02740	Employee's Response Letter to Any Document in Personnel File		Same As Document To Which They Are Responding MS122A.40, Subd. 19	No	Private MS 13.43
PER02750	Seniority Lists		Full period the system is in effect and at least one (1) year after termination, 29 C.F.R. 1627.3(b)(2)	No	Public
PER02800	Recruitment Records	Relating to Posting, Recruitment, Selection, and Appointment to Each Position, Advertising	2 Years	No	Public/Private MS 13.43
PER03000	Unemployment Claims/Compensation	Claims for Unemployment	2 Years after Claim Resolution	No	Public/Private MS 13.43
PER03100	Worker's Compensation - Claims	Injury Reports and Correspondence Dealing With injuries.	20 Years	No	Private MS 13.43 MS 176.231
PER03200	Worker's Compensation	Claims Summary, Summary information From Carrier	6 Years after Termination	No	Public/Private MS 13.43 MS 176.231

School District General Records Retention Schedule

Section: Special Education

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification / Statute
SPC00100	Special Education Records		The permanent record of the student's name, address, phone number, grades, attendance, and grade level completed may be maintained without time limitation 34 C.F.R. 300.573(b)	No	Private MS 13.32

School District General Records Retention Schedule

Section: Students

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
STD00200	Accident Reports - Student		Permanent	No	Private MS 13.32
STD00300	Achievement and Standardized Tests Results	Testing As Determined by District	Permanent	No	Private MS 13.32
STD00400	Emergency Care Information		Until Superceded or 3 Years after Graduation/Leave District	No	Private MS 13.32
STD00500	Attendance and Membership Data	Summary of Yearly Attendance by Student As Recorded in Cumulative File	Permanent	No	Private MS 13.32
STD00510	Attendance and Membership Data	MARRS Data - Detailed	3 Years	No	Private MS 13.32
STD00600	Health and Immunization information		At least five (5) years after the student attains the age of majority (18), so until the age of (23) MS 123.70, Subd. 7	No	Private MS 13.32
STD00610	School Nurse Notes	Anecdotal Records	6 Years after Graduation/Leave District	No	Private MS 13.32

School District General Records Retention Schedule

Section: Students

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
STD00610	Health Room Log	Daily Record of Student Reporting to Health Room (Excluding Anecdotal Records)	6 Years after Graduation/Leave District	No	Private MS 13.32
STD00700	Cumulative File	Including Record of Access, Log In/Out Record for Review or Transfer of Student Records	Permanent	No	Private MS 13.32
STD00800	Demographic Information	District Census	Permanent	No	Public/Private MS 13.32
STD00810	Demographic Information	Student Directory information	1 Year	No	Public
STD00820	Demographic Information	Student Family information, including Dissolution or Custody Orders, etc.	Until Leave District or Superceded by Subsequent order, whichever sooner	No	Public/Private MS 13.32
STD00900	LEP Reports	Home Language Reports (LEP)	3 Years	No	Public/Private MS 13.32
STD01000	Extra and Co-curricular Participation Records	Team Results, Participation, Contracts, (If included in Cumulative File - Permanent Retention)	1 Year	No	Private MS 13.32
STD01100	Homeschool Records		Permanent	No	Private MS 13.32
STD01200	Preschool Screening		Permanent	No	Private MS 13.32

School District General Records Retention Schedule

Section: Students

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
STD01300	Nonresident Pupil Attendance Applications/Agreements		3 Years after Graduation	No	Private MS 13.32
STD01410	School Performance Data	Yearly Report Cards	1 Year after Transfer of Permanent Cumulative File	No	Private MS 13.32
STD01420	School Performance Data	Transcripts	Permanent	No	Private MS 13.32
STD01500	Auxiliary Organization Records	Clubs, interest Groups, Student Councils, Athletic Associations	Retain permanently; has historical value	Yes	Public
STD01510	Auxiliary Organization Records	Graduation Programs	Retain permanently; has historical value	Yes	Public
STD01520	Auxiliary Organization Records	Activity Funds - Treasurer's Records, Bylaws, Membership Records, Meeting Minutes	Retain permanently; has historical value	Yes	Public
STD01530	Driver Education Files		1 Year	No	Public

School District General Records Retention Schedule

Section: Transportation

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
TRN00100	Claims for Transportation Aid		3 Years	No	Public
TRN00200	Contractor Correspondence/Reporting		3 Years after Completing Contract	No	Public
TRN00300	Contracts With Independent Contractors		3 Years after Completing Contract	No	Public
TRN00400	Equipment Inventories	See Buildings			
TRN00500	Equipment Maintenance Records		Life of Equipment	No	Public
TRN00600	Minnesota DCF & L Reports	Annual Reports and Student Ridership Categories	3 Years	No	Public
TRN00700	Pupils Transported for Aid Entitlement	Lists Containing Names of Students	3 Years, MS+D19 127A.41	No	Private MS 13.32
TRN00800	Transportation Mileage Records		3 Years	No	Public
TRN00900	Transportation Reimbursements		6 Years	No	Public

ST. PAUL CITY SCHOOL

Records Retention Procedure

This procedure accompanies St. Paul City School's adoption of the Minnesota School District General Records Retention Schedule (No. 00-43). The state schedule remains the legal disposal authority. The SPCS guide in Part II is an administrative reference that summarizes commonly used record series and incorporates selected current requirements where the 2000 schedule is dated.

SPCS Administrative Records Retention Guide

This guide is an administrative reference for implementing the Minnesota School District General Records Retention Schedule No. 00-43 at St. Paul City School. It does not replace or amend Schedule No. 00-43, which remains SPCS's legal records-disposition authority. If this guide conflicts with Schedule No. 00-43 or another applicable legal requirement, the controlling legal authority governs.

How to Use This Guide

- Retention periods are minimums. SPCS may keep records longer when there is a legitimate operational, historical, legal, or audit reason.
- The retention period applies to the official record copy regardless of format. A record can be paper, email, Google Drive content, an HR/finance system record, a database entry, video, audio, or another electronic format.
- Duplicate and convenience copies do not need to be kept for the full retention period once they no longer have administrative or legal value, unless they are subject to a hold.
- Email is not a separate record category. Keep an email for the period that applies to its content. Routine administrative correspondence generally follows the correspondence period; an email documenting a personnel action, student matter, contract, investigation, or financial transaction follows that record series.
- Do not destroy records that are subject to litigation, a complaint, investigation, audit, public/data request, subpoena, or other preservation notice.
- Records not covered by the adopted general schedule should not be destroyed merely because they appear old. Consult the Executive Director/designee before disposal.

Quick Reference - Most Common SPCS Records

Record	Examples / Scope	Retention	Basis / Notes
Board minutes	Official Board minutes	Permanent	State schedule ADM01400
Board committee minutes	Minutes of officially designated committees	Permanent	State schedule ADM01410
Board policies	Superseded/replaced policies	3 years after change	State schedule ADM01440
Administrative correspondence	ED/principal/administrator correspondence not covered elsewhere	3 years	State schedule ADM00900
Hiring - not selected	Application, resume, cover letter, interview notes, questions/answers, rejection documentation	2 years; longer if a discrimination charge remains pending	State schedule PER00300
Hiring - selected	Application and interview documentation for hired employee	6 years; longer if a discrimination charge remains pending	State schedule PER00310
Personnel file	Evaluations, performance records, appointment/promotion, termination/resignation and other personnel records	6 years after termination	State schedule PER02700
Employment contracts	Contracts and assignments	6 years after termination	State schedule PER00500
Payroll register	Payroll register	Permanent	State schedule PAY00700
Timesheets	Employee time records	6 years	State schedule PAY01700

Accounts payable	Invoices, purchase orders, vouchers, 1099 support, purchasing records	6 years	State schedule FIN00200
Audit reports	Final audit reports	Permanent	State schedule FIN00400
Student cumulative file	Official cumulative student record	Permanent	State schedule STD00700; Minn. Stat. §123B.06
Attendance	Detailed MARSS/attendance support	At least 3 years	State schedule STD00510; Minn. Stat. §127A.41, subd. 5
Special education	Special education records	Follow IDEA/MDE destruction process; permanent core record may be retained	IDEA/MDE; see section below
Transportation	Ridership/aid/mileage records	Generally 3 years	State schedule TRN section

1. Administration and Governance

Record	Examples / Scope	Retention	Basis / Notes
Annual reports	Formal district/school annual reports to the Board	Permanent	ADM00300
State/local periodic reports	Final reports generated by state or submitted to Board when not otherwise specified	6 years	ADM00310
School calendar	Adopted and actual calendars; days and length of day	3 years	ADM00600
Administrative correspondence	ED, principal, other administrator correspondence not otherwise classified	3 years	ADM00900
Litigation correspondence	Court case/trial information and litigation correspondence	10 years	ADM01000; hold rules may require longer
Court orders	Orders after action is completed	1 year after action completed	ADM01010
Successful grants	Applications and supporting records	At least 3 years; federal records generally 3 years after completion/expiration as applicable	ADM01100; current grant terms control
Unsuccessful grants	Applications not funded	1 year	ADM01110
Staff training/inservice	Attendance, agendas, materials	3 years	ADM01200
Board minutes	Official Board minutes	Permanent	ADM01400
Board committee minutes	Officially designated committees	Permanent	ADM01410
Other meeting minutes	Other internal minutes not otherwise classified	1 year	ADM01420
Board meeting recordings	Audio/video used to prepare minutes	Until minutes are transcribed/approved, unless otherwise needed	ADM01430
Board policies	Superseded policies	3 years after change	ADM01440
School publications	District-generated newsletters/publications	Permanent	ADM01600
Security/transportation video	Routine video not connected to an incident	Until overwritten/relooped	ADM01900; preserve incident footage when needed
Email	Email messages	Same retention as the underlying subject matter	ADM02000

2. Personnel and Human Resources

Record	Examples / Scope	Retention	Basis / Notes
Employee medical records	Medical histories, exams, opinions, treatment information, medical complaints	30 years after termination/retirement	PER00100/PER00110; keep separate/restricted
Leave requests	Vacation, sick, personal and similar requests	6 years after termination	PER00120
Formal leave reports	PERA/TRA or other formal leave reports	6 years	PER00200
Discrimination/harassment claims	Complaint/charge records	Until final disposition at minimum; preserve longer if required by current law or hold	PER00210

Applicants - not hired	Applications, resumes, cover letters, interview notes, interview questions/answers, inquiries, rejection records	2 years or final disposition of discrimination charge, whichever is later	PER00300
Applicants - hired	Application and interview documentation	6 years or final disposition of discrimination charge, whichever is later	PER00310
Arbitration decisions	Final arbitration decisions	Permanent	PER00400
Employment contracts/assignments	Employment agreements and assignments	6 years after termination	PER00500
EEO reports	EEOC/summary reports	3 years	PER00700
Job descriptions	Official job descriptions	Until superseded	PER02100
Mediation records	Mediation records	Permanent	PER02200
Negotiations records	Costing, strategy materials and negotiation records	2 years after completion of applicable negotiations	PER02300
Pay equity studies	Classification studies/working papers	Until superseded	PER02400
Pay equity summaries	Final summaries	Permanent	PER02500
Personnel files	Evaluations, performance records, appointment/promotion, termination/resignation, personnel/employment records	6 years after termination	PER02700
Corrective/disciplinary records	Reprimands, deficiency/direction/correction letters, suspension notices	6 years after termination or valid expungement agreement	PER02720
Licenses/certifications	Licensure/certification records	Until superseded; retain current documentation while employed	PER02730
Recruitment records	Postings, advertising, recruitment/selection records	2 years	PER02800
Unemployment claims	Claims and related documentation	2 years after claim resolution	PER03000
Workers' compensation claims	Injury reports and claim correspondence	20 years	PER03100
Workers' compensation summaries	Carrier summary information	6 years after termination	PER03200
Form I-9	Employment eligibility verification	SPCS practice: 6 years after termination as part of HR retention; federal minimum is 3 years after hire or 1 year after termination, whichever is later	State PER02700 is longer than federal minimum; store separately when practical

Interviewers should submit interview notes, scoring sheets, and completed rubrics to the person maintaining the hiring file. They should not independently delete those records after a hiring decision.

3. Payroll

Record	Examples / Scope	Retention	Basis / Notes
Cafeteria plan records	Section 125/cafeteria plan payroll records	6 years	PAY00100
Manual check requests	Lost/missing check replacement and similar requests	2 years	PAY00300
Garnishments	Wage garnishment, bankruptcy, levy documents	3 years after expiration	PAY00500
Payroll register	Name, pay rate, compensation and payroll register	Permanent	PAY00700
PERA eligibility/reports	PERA eligibility sheets and reports	6 years	PAY00800
FICA reports	Prior-year quarterly FICA	6 years	PAY00900
Wage reports	Quarterly employee/wage reports	3 years	PAY01000
Salary deduction records	Deduction sheets	6 years	PAY01100
Voluntary withholding	Employee withholding requests	2 years after expiration or until superseded	PAY01200
Tax reports	Federal/Minnesota/other state payroll tax reports	6 years	PAY01400
403(b)/457 contracts	Tax-sheltered annuity contracts/authorizations	Permanent	PAY01500/PAY01600

Timesheets	Employee timesheets/time records	6 years	PAY01700
TRA/PERA remittance	Monthly/annual retirement remittance reports	6 years	PAY01800
W-2	Employer copies	6 years	PAY02000
W-4	Withholding certificates	Until superseded or 6 years after termination	PAY02100

4. Finance, Purchasing and Grants

Record	Examples / Scope	Retention	Basis / Notes
Accounts payable	Invoices, POs, vouchers, purchasing contracts, 1099 support	6 years	FIN00200
W-9	Vendor W-9	6 years after final 1099 issued	FIN00210
Year-end financial reports	Summary/detailed reports, UFARS, special-funded-project reports	Permanent	FIN00300-00315
General ledger/budget	General ledger, journals, check register, adopted/revised budget, balance sheet	Permanent	FIN00335
Accounts receivable	Receipts, AR invoices, remittance advice	6 years	FIN00330
Audit reports	Final audit reports	Permanent	FIN00400
Bank records	Bank statements/reconciliations, cancelled/void checks	6 years	FIN00500
Bond records	Official/enabling documentation	Permanent or through debt retirement as applicable	FIN00600/FIN00700
Insurance bids	Accepted/rejected insurance bids	6 years	FIN01110
Insurance policies	Health/property/liability policies, amendments, waivers	20 years	FIN01120
Inventory lists	Year-end inventory listings	3 years	FIN01200
Leases/agreements	General leases and agreements	3 years after expiration	FIN01300

For federal and state grants, always check the award, assurances, audit status, and program-specific rules before destruction. Grant-specific requirements can extend beyond the general schedule.

5. Student Records

Record	Examples / Scope	Retention	Basis / Notes
Student accident reports	Student accident reports	Permanent	STD00200
Achievement/standardized test results	Testing results designated for retention	Permanent	STD00300
Emergency care information	Emergency contacts/care information	Until superseded or 3 years after graduation/withdrawal	STD00400
Attendance summary	Yearly attendance summary in cumulative record	Permanent	STD00500
Detailed attendance/MARSS support	Daily attendance, entry/withdrawal and MARSS detail	At least 3 years	STD00510; Minn. Stat. §127A.41, subd. 5
Health/immunization	Student health/immunization information	Use current health-record requirements; state schedule historically used through age 23	STD00600; verify current health-specific rule before disposal
School nurse notes/logs	Anecdotal nurse notes and health room logs	6 years after graduation/withdrawal	STD00610
Cumulative file	Official cumulative student record, including record-access/transfer log where maintained	Permanent	STD00700; Minn. Stat. §123B.06
Transcripts	Official student transcripts	Permanent	STD01420
Demographic census	District census/demographic record	Permanent	STD00800

Directory information	Annual directory-information record	1 year	STD00810
Family/custody information	Custody/dissolution orders and family information	Until student leaves or superseded by later order, whichever is sooner, unless needed for record history	STD00820
Home language/ML reports	Home language/LEP reports	3 years	STD00900
Homeschool records	Records maintained by SPCS relating to homeschool students	Permanent	STD01100
Extracurricular participation	Team/participation records not placed in cumulative file	1 year; permanent if made part of cumulative record	STD01000
Preschool screening	Preschool screening record	Permanent	STD01200

Current Minnesota law requires accurate and complete individual permanent cumulative records for all pupils. SPCS should define the contents of its official cumulative record and preserve that record permanently.

6. Special Education

The 2000 state schedule's special education entry is too abbreviated to serve as the sole operating rule. SPCS should use current IDEA/MDE requirements for special education records.

Record	Examples / Scope	Retention	Basis / Notes
Permanent core record	Student name/contact information, grades, attendance, classes attended, grade level/year completed, and other information maintained as part of the permanent cumulative record	Permanent	Minn. Stat. §123B.06; 34 C.F.R. §300.624(b) permits permanent retention of specified core information
IDEA special education records	IEPs, evaluations, eligibility, due-process and related personally identifiable special education records	Retain while needed to provide educational services and for applicable fiscal/audit/legal requirements; notify parent/adult student when PII is no longer needed and destroy upon valid request unless retention is legally permitted/required	34 C.F.R. §300.624; current MDE guidance
Pending records request	Any education record subject to an outstanding request to inspect/review	Do not destroy while request is outstanding	34 C.F.R. §99.10(e) / MDE guidance

Because special education records can also support future benefits, claims, audits, and disputes, SPCS should route any request to destroy special education records through the Director of Special Education and the school's data-practices/administrative lead before destruction.

7. Curriculum and Instruction

Record	Examples / Scope	Retention	Basis / Notes
Class lists	Elementary/secondary class lists	1 year	CUR00100
Class schedules	Class schedules/master schedules not otherwise needed for permanent student record	1 year	CUR00200
Curriculum development	Support data, recommendations, programs, procedures	6 years	CUR00300
Teacher plan books	Daily plan books	1 year	CUR00400
Duty rosters	Teacher duty rosters	1 year	CUR00500
Grade books	Teacher grade books/source grade records	1 year; grades must be finalized and transferred to the official student record system before destruction.	CUR00600
Textbook/curriculum adoptions	Adoption records	6 years	CUR00700
Textbook inventories	Inventory records	6 years or until obsolete	CUR00710

8. Food Service

Record	Examples / Scope	Retention	Basis / Notes
USDA/state reporting	Program reporting	At least 3 years and through applicable audit	FDS00200
Meal benefit records	Approved/denied applications, direct-certification/eligibility support, verification records	At least 3 years and through applicable audit; current USDA/MDE rules control	FDS00400
Production records	Daily production records and menus	At least 3 years and through applicable audit	FDS00700
Meal counts	Daily meal count/edit-check reports	At least 3 years and through applicable audit	FDS00800
Payment vouchers/on-site reviews	Monthly vouchers and review records	At least 3 years and through applicable audit	FDS00900/FDS01000
Food-service financial support	Invoices, purchase orders, program revenue/supporting records	At least 3 years and through applicable audit	FDS01100
Bids	Successful/unsuccessful bid summaries	6 years and through applicable audit	FDS01410
Cashier reports	Daily/weekly/monthly cashier reports	6 years and through applicable audit	FDS01500
Operating reports	Participation reports	3 years and through applicable audit	FDS01600
Revenue/expenditure reports	Food-service revenue/expenditure reports	6 years and through applicable audit	FDS01610

9. Buildings, Facilities, Health and Safety

Record	Examples / Scope	Retention	Basis / Notes
Property accident/damage	School property-related accident/damage records	10 years	BLD00100
Maintenance	Building maintenance records	Until obsolete	BLD00200
Permits/inspections/plans	Building permit applications, inspection reports, plans	10 years	BLD00300
Building program	Needs, review/comment, project planning	10 years	BLD00400
Building/land records	Blueprints, construction specifications, deeds, title papers, final inspections, occupancy approval	Permanent	BLD00500
Fixed assets	Equipment, fixtures, materials inventory/depreciation	Life of item	BLD00600
Employee infectious-disease/occupational files	Employee safety/training disease records	3 years after separation, unless a longer medical/exposure rule applies	HSF00100
OSHA citations	Violation/citation records	Until violation corrected at minimum	HSF00200
Employee accident reports	OSHA accident reports	5 years after accident	HSF00300
Employee exposure records	Toxic substance/harmful physical agent exposure	30 years after termination/retirement	HSF00400
Safety committee	Agendas/minutes	3 years	HSF00500
Right-to-Know training	Employee training records	3 years after separation	HSF00600

10. Transportation

Record	Examples / Scope	Retention	Basis / Notes
Transportation aid claims	Claims for transportation aid	3 years	TRN00100
Contractor correspondence	Contractor reports/correspondence	3 years after contract completion	TRN00200
Transportation contracts	Independent contractor agreements	3 years after contract completion	TRN00300
Equipment maintenance	Vehicle/equipment maintenance records	Life of equipment	TRN00500

Ridership/state reports	Annual reports/student ridership categories	3 years	TRN00600
Aid-entitlement pupil lists	Lists of students transported for aid entitlement	At least 3 years	TRN00700; Minn. Stat. §127A.41, subd. 5
Mileage	Transportation mileage records	3 years	TRN00800
Reimbursements	Transportation reimbursement records	6 years	TRN00900

11. Records Destruction and Legal Holds

Before records are destroyed, the responsible department should confirm all of the following:

- The minimum retention period has expired.
- The record is covered by the adopted state schedule or another approved retention authority.
- There is no pending or reasonably anticipated litigation, claim, complaint, investigation, audit, data request, records request, subpoena, or other hold.
- No grant, contract, insurance, licensing, or program requirement requires longer retention.
- The record is not designated permanent or archival.
- Destruction is secure and appropriate to the sensitivity of the data.
- The required records-destruction documentation/reporting is completed.

Recommended SPCS Annual Process

1. Each summer, Finance/Operations identifies record series eligible for destruction based on the adopted schedule.
2. HR, Student Services, Special Education, Finance, and Administration review their respective records and identify holds or exceptions.
3. The Executive Director/designee authorizes destruction.
4. Paper private/confidential records are securely shredded; electronic records are securely deleted from the official repository and applicable retention systems.
5. SPCS maintains a destruction log and completes/submits the applicable Records Destruction Report as required by Minnesota law and State Archives procedures.

12. Sources and Current-Law Checks Used for This Draft

- Minnesota School District General Records Retention Schedule, No. 00-43 (January 2000), Minnesota Records Disposition Panel.
- Minnesota Historical Society, State Archives, Government Records Services and Records Disposition Panel guidance (current website, accessed August 2026).
- Minnesota Statutes § 123B.06 (2025), requiring accurate and complete individual permanent cumulative records for pupils.
- Minnesota Statutes § 127A.41, subd. 5 (2025), requiring at least three years of specified school-day, attendance, and transportation-category records.
- Minnesota Department of Education, Q&A: Cumulative Records and special education education-record/destruction guidance.
- 34 C.F.R. § 300.624, IDEA destruction of information requirements.
- USCIS Form I-9 retention guidance: three years after hire or one year after termination, whichever is later; SPCS's longer general personnel retention practice controls where applicable.

October 2026

Board Resolution

Resolution Adopting the Minnesota School District General Records Retention Schedule

WHEREAS, St. Paul City School creates and maintains government records in the course of carrying out its educational, administrative, financial, personnel, and governance responsibilities;

WHEREAS, Minnesota Statutes sections 15.17 and 138.17 require governmental entities to preserve official records and establish records management and retention practices; and

WHEREAS, the Minnesota Historical Society State Archives has confirmed that it has no record of St. Paul City School having adopted the Minnesota School District General Records Retention Schedule and that no other records retention schedule for St. Paul City School was located in its current files or archives; and

WHEREAS, the Minnesota Records Disposition Panel has approved the Minnesota School District General Records Retention Schedule, No. 00-43, as a general records retention schedule for Minnesota school districts;

WHEREAS, the Minnesota State Archives currently identifies Schedule No. 00-43 as the general records retention schedule applicable to Minnesota school districts;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of St. Paul City School adopts the Minnesota School District General Records Retention Schedule, No. 00-43, in its entirety;

BE IT FURTHER RESOLVED that the Executive Director or designee is authorized to submit the required Notification of Adoption to the Minnesota State Archives/Records Disposition Panel, if St. Paul City School has not previously adopted an approved retention schedule;

BE IT FURTHER RESOLVED that the Executive Director or designee may establish and update administrative procedures, retention guidance, and recordkeeping practices consistent with Schedule No. 00-43 and applicable state and federal law; and

BE IT FURTHER RESOLVED that no record subject to a litigation hold, audit, investigation, pending data request, complaint, claim, or other legal preservation requirement may be destroyed until the hold or preservation requirement has ended, even if the ordinary retention period has expired.

Adopted by the St. Paul City School Board of Directors on __October 20th__, 2026.

_____ _____

Board Chair Board Secretary



Board of Directors

District Leader Update

October 2026

Executive Director

School Events Across Twin Cities

Community Safety

- Following a recent incident at Community of Peace Academy involving individuals filming and harassing staff and others, the Minnesota Association of Charter Schools (MACS) shared guidance with schools on responding to similar situations.
- I shared with staff on Tuesday of this past week that they should avoid engaging with individuals attempting to provoke confrontations and instead notify school leadership. While individuals may generally film from public spaces, they cannot interfere with school operations or disregard established school access procedures.
- SPCS will continue reinforcing visitor protocols and procedures to protect students and staff.

Executive Director

Other Updates

Remote Participation in Board Meetings

A wrinkle to our current practice that if Board members attend virtually, the meeting minutes must document a brief reason for remote participation

Reasons such as work, travel, or scheduling conflicts are acceptable (or really just that you're not able to be in person that evening is fine). As a reminder, cameras must remain on throughout the meeting if you are remote.

Facility Improvements

We will be adding a third small office/workspace on the second floor to better accommodate staff needs and create a small workspace for students and staff. Andrew, our Facilities Manager, will create the new space.

We will also replace the temporary fencing near the wood-chip area (on top of the hill) with permanent fencing to maintain traffic flow and woodchip spillover. The fence will be similar to other black fencing on school grounds.

Executive Director

Fall Staff Survey Results

Fall Staff Survey

Our fall staff survey reflected several strengths, particularly in staff relationships, commitment to students, and sense of belonging.

Approximately 90% of respondents reported positive perceptions of staff professionalism, their impact on students, and their intent to return to SPCS.

Areas for improvement include communication (40% favorable), instructional resources (59%), and academic expectations (63%).

Leadership will continue focusing on stronger communication, greater consistency and accountability, and raising expectations for both adults and students.

26-27 Student Enrollment

Since the last snapshot in September:

- Increased decreased student totals by 15
  - Which include 6 new students enrolled in the past month
- The team is working hard to enroll another 19 students that applied recently but have not finished the application process.
- PK, 2nd & 3rd grades are full or will be full soon and have a waitlist
- WADM is forecasted at somewhere around 612 WADM

Grade	Returning Confirmed	New Confirmed	Confirmed Student Totals	Returning Unconfirmed	New Unconfirmed	Confirmed + Unconfirmed Students
Pre-K	0	35	35	0	1	36
KG	23	20	43	0	2	45
1st	28	10	38	0	0	38
2nd	38	11	49	0	1	50
3rd	40	11	51	0	0	51
4th	38	5	43	0	4	47
5th	37	9	46	0	2	48
6th	29	11	40	0	1	41
7th	42	7	49	0	2	51
8th	42	5	47	0	2	49
9th	36	10	46	0	2	48
10th	19	5	24	0	2	26
11th	23	10	33	0	0	33
12th	37	4	41	0	0	41
PS Total	204	101	305	0	10	315
MS Total	113	23	136	0	5	141
HS Total	115	29	144	0	4	148
District Total	432	153	585	0	19	604

8/16 Whole Student

Strategic Plan Update

By June 2027, at least 40% of SPCS students and families will access one or more services provided by Open Cities Health.

Strategies for Goal One

- Integrate Open Cities into school events, meetings, and classrooms.
- Increase awareness of Open Cities services and how families can access them.

By June 2027, 75% or more of SPCS staff will be able to demonstrate an understanding of supports and resources provided through our 8/16 model, as demonstrated by an end-of-year assessment.

Strategies for Goal Two

- Provide staff training on the 8/16 model and available resources.
- Equip staff to connect students and families with appropriate supports.

8/16 Whole Student

Strategic Plan Update

Goal #1 Progress

- Open Cities staff have participated in several SPCS events this year, including Back to School Night, an all staff meeting, and Family Potluck.
- We shared information with staff and families on several occasions including flyers home, Family Newsletters, and Staff Meetings.
- Unfortunately, despite these efforts, patients accessing the Wolves Clinic is low. We will need to continue to work on getting more patients to maintain the current hours of operation.

Goal #2 Progress

- Staff training on our 8/16 model was held during our back to school week professional development sessions. Training included who and how to connect families to the Clinic.
- The Family Team and FSCS staff have a deeper understanding of resources available through Open Cities through new documents and discussion in team meetings.
- We also have the 8/16 model scheduled for an upcoming staff meeting.

8/16 Whole Student

Family Potluck

SPCS hosted a fall Family Potluck on Thursday, October 15th. It was great to see our families and staff at this event. Thank you to the Family Team for organizing the event and everyone who brought a dish or helped out!







Secondary School

- **Northern Star Online:** St. Paul City School will be partnering with Northern Star Online to provide students with additional learning opportunities through online coursework.

- **Direct Admissions:** Direct Admissions is up and running! So far, 40 high school students' records have been processed. This program allows eligible students to receive guaranteed college acceptance before submitting a traditional application, helping them plan for life after high school .

- **College Information Night:** Monday, November 9th (4:30-6:00)

Special Education

Responding to Evolving Student Needs

- Responding to ongoing changes in student enrollment and needs, including students entering and exiting SPCS, through adjustments to staffing, schedules, service delivery, and individualized supports.
- Completing a significant volume of IEP amendments associated with new student enrollments and changes in programming, ensuring services and supports are appropriately documented.
- Supporting new and returning staff as they navigate changing student needs, establish routines, and implement consistent special education practices.
- Continuing Ukeru implementation with an emphasis on proactive, trauma-informed approaches to student regulation, de-escalation, and safety.
- Expanding access to specialized instructional resources and modified instructional supplies to support individualized instruction across programs.
- Maintaining a focus on due process compliance while continuing to strengthen systems and practices that support consistency across the department.

Teaching & Learning



- **Curriculum & Instruction:** Supporting new curriculum implementation, rigor, and student engagement.
- **Professional Development & Coaching:** Providing staff with practical instructional strategies and coaching.
- **Assessment & Data:** Coordinating FastBridge and Capti screening to guide instruction and create flexible grouping during "WIN" (What I need Time).
- **Multilingual Learners:** Strengthening co-planning, co-teaching and language supports across classrooms.
- **MTSS Team:** Reviewing student data and strengthening Tier 1 instruction and interventions.
- **AVID:** Site team meeting, implementing WICOR strategies, higher-order thinking, and college and career readiness.

Finance & Operations

1

GOAL 1

By June 30, 2027, 100% of staff will complete a standardized annual evaluation process.

2

GOAL 2

By June 30, 2027, SPCS will have achieved a 2% increase in WADM from June 30, 2026, with 20% of new enrollments living within a 2-mile radius of the school.

3

GOAL 3

By June 30, of 2027, SPCS will have achieved a $300,000 net income surplus.

Finance & Operations

1

GOAL 1

- Evaluation Dashboard created
- Evaluation Rubrics established
- Evaluation Cycles determined
- Evaluations need to be fully rolled out to staff

2

GOAL 2

- The current WADM is around 612, which is a 2.68% increase from last year's projected WADM of 596

3

GOAL 3

- The working budget projects a surplus of $361,673 which is higher than the $300,000 net surplus goal

Wolf Events Coming Up



- October 22nd - Picture Day
- October 27th - Muffins with Mom family event (7:50am - 8:15am)
- November 9th - No School (Staff Development)
- November 10th - Quarter 2 Begins
- November 19th - Cooking Class using the SPCS Food Shelf (4:30pm-6:30pm)
- December 17th - Bingo Night (4:30pm -7:00pm)
- January 9th - Movie Night (4:30pm - 7:00 pm)

Thank you for your service!

Board Self-Assessment Results

St. Paul City School

Assessment window: September 14-28, 2026

Board members participating (7): Amy Barber, Lori Byersdorfer, Michelle Higgins, Ashia Miller, Karla Romero, Kayla Swanson, Sheila Williams Ridge

Overall Summary: Strengths and Areas of Focus for 2026-2027

Seven board members completed the Board Self-Assessment. Results show a board with solid governance knowledge and practices that are largely in place, with no indicator rated Not in Place by any member. The clearest opportunity is moving from Proficient toward Exemplary: only 13 of 140 practice ratings were Exemplary, and Quality of Board Engagement is the area with the most room to grow.

Strengths

The board's clearest strength is Leadership Oversight and Development: 24 of 28 ratings in this domain were Proficient or Exemplary, and Board & Leadership Succession Planning was rated Proficient or Exemplary by every member. Meeting Effectiveness was also rated Proficient or Exemplary by every member, and Risk & Resource Management drew 17 of 21 Proficient or Exemplary ratings, including 4 Exemplary.

On the knowledge check, the board's average score was 88.1 percent, and 13 of 28 topics were answered correctly by every member, including Open Meeting Law, Board Roles Regarding Student Success and Achievement, Financial Management, Strategic Planning, director evaluation, and student support services.

Areas of Focus

Quality of Board Engagement is the board's most consistent growth area in practice, with 9 of its 21 ratings at Developing: Support & Advocacy (4 of 7 Developing), Community Engagement (3 of 7), and Member Engagement & Ownership (2 of 7). **Committee Effectiveness** and **New Member Recruitment & Onboarding** were also rated Developing by 3 of 7 members each.

On the knowledge check, Public School Funding and Financial Management, Program Oversight and Evaluation, and Legal Liability were each missed by 3 of 7 members, more than any other topics.

Confidence Patterns Across the Board

The analysis below looks only at the confidence level each member selected for each of the 28 knowledge-check topics (Confident, Somewhat Confident, or Not Confident), regardless of whether their answer was actually correct. It highlights where the board feels most and least sure of its own knowledge, which is a different signal than the accuracy results in the Overall Summary above and can point to topics worth discussing.

Least Confident Topics

Public School Funding and Financial Management stands out as the topic with the least self-reported confidence board-wide: only 3 of 7 members marked themselves "Confident," and it was also one of the three most-missed topics on the knowledge check. Data Practices Law and Program Oversight and Evaluation also had only 3 of 7 members confident, and Program Oversight was likewise missed by 3 of 7. Charter School Law and Legal Liability each drew a "Not Confident" response, with 4 of 7 members confident, and Open Meeting Law and Compensation Systems rounded out the bottom tier at 4 of 7.

Topic	Confident	Somewhat Confident	Not Confident
Public School Funding and Financial Management	3	3	1
Data Practices Law	3	4	0
Program Oversight and Evaluation	3	4	0
Charter School Law	4	2	1
Legal Liability	4	2	1
Open Meeting Law	4	3	0
Compensation Systems	4	3	0

Most Confident Topics

At the other end, every member marked "Confident" on six topics: Employment Policies and Practices, Board Roles Regarding Student Success and Achievement, Academic Standards and Student Achievement, Strategic Planning, Board Recruitment and Elections, and School Health and Safety. One caution: a member answered the Employment Policies and Practices question incorrectly while marking it "Confident," so high confidence here is not a guarantee of mastery. The other five topics were answered correctly by every member.

Topic	Confident	Somewhat Confident	Not Confident
Employment Policies and Practices	7	0	0
Board Roles Regarding Student Success and Achievement	7	0	0

Topic	Confident	Somewhat Confident	Not Confident
Academic Standards and Student Achievement	7	0	0
Strategic Planning	7	0	0
Board Recruitment and Elections	7	0	0
School Health and Safety	7	0	0

Full-Board Recommendations for 2026-2027

The table below shows where the full board stands on each Success Domain and Indicator of Success, based on the 7 members' Part 2 (In Practice) ratings, using the CharterSource Board Practice Success Indicators rubric. Indicators where less than 5 of 7 members rated the board Proficient or Exemplary include a recommendation. Recommendations include more in-depth opportunities (from CharterSource or other qualified providers) as well as specific videos included in the CharterSource Board Webinar Series.

NOTE: The rubric below can serve as a starting point for discussion even for indicators that were rated Proficient/Exemplary overall. For example, if there are areas where some board members marked that a success indicator is Not in Place but it is, that may be an area where board members are missing information or need clarification about current processes or procedures.

A. Clarity of Board Roles & Decision Making

Indicator	Description	Not in Place	Developing	Proficient	Exemplary	Recommendation
A1. Governance vs. Management Clarity	Meeting discussions remain at the strategic level; staff operations questions are redirected as appropriate.	**0 of 7 members** Board regularly crosses into operational territory; individual members contact or direct staff outside of meetings.	**2 of 7 members** Boundary crossings occur occasionally.	**5 of 7 members** Board discussions stay at the strategic level; operational questions are redirected and members respect the boundary.	**0 of 7 members** Governance-management clarity is a lived culture. Members self-correct without prompting; the administrator reports confidence operating without board interference.	*No board-wide action needed*
A2. Strategic Oversight in Meetings	Board meeting agendas reflect strategic priorities. Decisions are student-centered and mission-driven.	**0 of 7 members** Agendas are driven by operational updates. Decisions are rarely connected to student outcomes or the school's mission.	**1 of 7 members** Strategic priorities are on the calendar, but agendas still carry significant operational content.	**3 of 7 members** Agendas consistently reflect strategic priorities. Routine items are handled efficiently; discussion focuses on mission and student impact.	**3 of 7 members** Every meeting is anchored to strategic priorities. Decisions explicitly reference student outcomes and mission alignment as primary criteria.	*No board-wide action needed*

Indicator	Description	Not in Place	Developing	Proficient	Exemplary	Recommendation
A3. Committee Effectiveness	Committees meet on schedule, produce written recommendations, and present vetted proposals to the full board rather than re-litigating details.	**0 of 7 members** No active committees, or committees exist in name only without regular meetings or reporting.	**3 of 7 members** Committees have basic documentation and are meeting, but work product and reporting to the full board are inconsistent.	**3 of 7 members** Committees meet on schedule, produce written recommendations, and report to the full board without re-litigating details.	**1 of 7 members** Committees are a high-performing extension of the board, each has clear annual goals, consistent reporting, and presents decision-ready information.	**Recommended: Good Governance System 1: Board Goals & Accountability** *Videos: High-Performing Boards, Board Member Basics, Authorizer Panel, Parliamentary Procedures*

B. Strength & Usability of Governance Systems

Indicator	Description	Not in Place	Developing	Proficient	Exemplary	Recommendation
B1. Board Handbook	Board handbook is drafted, reviewed, adopted, and actively referenced in board meetings and during onboarding.	**0 of 7 members** No board handbook exists. Members receive informal orientation at best.	**2 of 7 members** A draft handbook exists but has not been formally adopted or consistently used.	**5 of 7 members** A board handbook has been formally adopted and is provided to all new members during orientation.	**0 of 7 members** The handbook is a living document actively referenced in meetings and onboarding, and reviewed annually.	*No board-wide action needed*
B2. Annual Board Calendar	A full-year governance calendar is created, approved by the board, and guides meeting scheduling and agenda planning.	**0 of 7 members** No annual calendar exists. Meeting dates and topics are determined reactively.	**1 of 7 members** A draft calendar has been created but not formally approved or consistently used to plan agendas.	**4 of 7 members** A full-year calendar has been approved and aligns meeting topics to key governance cycles.	**2 of 7 members** The board calendar is the primary planning tool for the chair and administrator; reviewed and updated annually.	*No board-wide action needed*
B3. New Member Recruitment & Onboarding	Board recruitment pipeline, nomination process, and onboarding tools are developed and in use.	**0 of 7 members** No recruitment process or onboarding materials exist. New members join without structured orientation.	**3 of 7 members** Materials and/or process are in development but not yet consistently used.	**4 of 7 members** A recruitment and onboarding process is in place and has been used for new members.	**0 of 7 members** A fully adopted system is in active use, including a skills-based pipeline, formal orientation, and member mentoring.	**Recommended: Good Governance System 2: New Member Pathway** *Videos: Building & Recruiting a Strong Board, Authorizer Panel*

Indicator	Description	Not in Place	Developing	Proficient	Exemplary	Recommendation
B4. Meeting Effectiveness	Meetings start and end on time, action items are tracked, members arrive prepared with materials reviewed, and decisions are documented with clear next steps.	**0 of 7 members** Meetings run over time, lack clear action items, or members arrive unprepared. Decisions are not consistently documented.	**0 of 7 members** Meeting effectiveness is being monitored, but consistency in start/end times, preparation, and follow-through is not yet established.	**6 of 7 members** Meetings start and end on time, members arrive prepared, and action items are tracked and documented.	**1 of 7 members** Meeting effectiveness goals are consistently met. The board periodically reviews and adjusts its meeting practices.	*No board-wide action needed*

C. Improving Student Outcomes

Indicator	Description	Not in Place	Developing	Proficient	Exemplary	Recommendation
C1. Improved Student Outcomes	Board regularly reviews and discusses student achievement data. Resources are prioritized to improve student outcomes.	**0 of 7 members** Student data is rarely reviewed at board meetings.	**2 of 7 members** Key data points are identified and on the dashboard, but discussion is not yet consistent or substantive.	**4 of 7 members** Student achievement data is reviewed and discussed at every meeting; the board holds administration accountable for improvement.	**1 of 7 members** Budget decisions, administrator evaluation, and strategic priorities are consistently framed through the lens of student outcomes and equity.	*No board-wide action needed*
C2. Accountability Dashboard	Custom dashboards for board and leadership are built, presented, and used to drive agenda items and decision-making.	**0 of 7 members** No dashboard exists. The board lacks shared, regularly updated visibility into key performance indicators.	**1 of 7 members** A draft dashboard has been developed but is not yet consistently updated or integrated into meetings.	**6 of 7 members** A dashboard is presented at each meeting, covers primary performance indicators, and informs board discussion.	**0 of 7 members** Board and leadership dashboards are aligned to strategic priorities, updated consistently, and drive agenda planning and decision-making.	*No board-wide action needed*
C3. Board Self-Assessment	Board completes, reports on, and utilizes a formal and compliant Board Self-Assessment process.	**0 of 7 members** No formal self-assessment is completed annually. Statutory requirements may not be met.	**2 of 7 members** An informal assessment is completed and reported, but does not follow a formal instrument or inform training priorities.	**5 of 7 members** A formal annual self-assessment is completed and reported as required by statute.	**0 of 7 members** Self-assessment results are discussed by the board, used to set governance goals, and directly inform the annual training plan.	*No board-wide action needed*

D. Leadership Oversight and Development

Indicator	Description	Not in Place	Developing	Proficient	Exemplary	Recommendation
D1. Communication Cadence	Regular touchpoints between the Board Chair and School Leader are scheduled and occurring. A cadence of reporting and feedback is documented.	**0 of 7 members** No structured communication exists between the Board Chair and School Leader; contact is reactive.	**1 of 7 members** Communication expectations are defined and touchpoints are occurring, but not yet consistently documented.	**6 of 7 members** Regular, scheduled touchpoints between the Board Chair and School Leader are occurring and documented.	**0 of 7 members** A structured reporting and feedback process is fully operational and both parties report it supports effective partnership.	*No board-wide action needed*
D2. Leadership Performance Review	A rigorous, documented School Leader evaluation process is designed, adopted by the board, and implemented on schedule.	**0 of 7 members** No documented evaluation process exists. Performance is assessed informally or not at all.	**2 of 7 members** An evaluation framework is in development but has not been formally adopted or implemented.	**5 of 7 members** A formal evaluation process has been adopted and implemented on schedule with written goals and an annual review.	**0 of 7 members** The evaluation process is rigorous, consistently implemented, and directly drives professional development and compensation decisions.	*No board-wide action needed*
D3. Appropriate Accountability	Board provides support and holds leadership accountable without micromanaging. Boundaries between board and staff roles are respected.	**0 of 7 members** The board crosses the governance-management boundary regularly through micromanagement, or fails to hold leadership accountable.	**1 of 7 members** Boundary expectations are incorporated into the chair-leader relationship, with some crossings still occurring.	**6 of 7 members** The board holds the administrator accountable for results through structured oversight without directing operations.	**0 of 7 members** Both the Board Chair and School Leader report that boundaries are clear, respected, and support a high-performing partnership.	*No board-wide action needed*
D4. Board & Leadership Succession Planning	Succession plan for Board Chair and key leadership is documented, discussed, and ready for activation.	**0 of 7 members** No succession plan exists. A sudden leadership departure would leave the organization without a transition plan.	**0 of 7 members** Succession planning has been discussed but no written plan or interim designation is in place.	**6 of 7 members** A draft succession plan exists in writing, identifies interim leaders, and has been reviewed by the board.	**1 of 7 members** A fully adopted plan is updated annually, interim leaders are named, and key institutional knowledge is documented and transferable.	*No board-wide action needed*

E. Risk & Resource Management

Indicator	Description	Not in Place	Developing	Proficient	Exemplary	Recommendation
E1. Statutory Compliance and Policy Review	Board reviews and adopts policies according to an established process; members take steps to ensure statutory compliance.	**0 of 7 members** Policy review is reactive; updates happen only when a problem or complaint surfaces.	**1 of 7 members** A regular review cadence is in place, but the process for incorporating statutory updates is unclear.	**5 of 7 members** A policy review calendar is followed and the board proactively incorporates legal and regulatory updates.	**1 of 7 members** Statutory compliance is fully proactive. The board can demonstrate that all policies reflect current law; review is a standing governance priority.	*No board-wide action needed*
E2. Fiscal Responsibility	The board effectively manages the school's financial resources and ensures best practices are in place for financial checks and balances.	**0 of 7 members** Financial oversight is minimal. The board does not consistently review monthly financials.	**1 of 7 members** Financial reports are reviewed regularly but discussion is surface-level.	**4 of 7 members** The board monitors monthly financials, approves a strategic budget, and ensures audit findings are addressed.	**2 of 7 members** A multi-year financial plan exists. Long-term sustainability indicators are monitored regularly and inform strategic decisions.	*No board-wide action needed*
E3. Board Training Participation	Board members attend and complete training per statutory requirements and the outcomes of the Board Self-Assessment.	**0 of 7 members** Training compliance gaps exist; not all members have completed statutorily required training.	**2 of 7 members** Required training within the first 12 months is complete for all members, but annual ongoing training is inconsistent.	**4 of 7 members** All members have completed required training; the board completes annual group training as a collective body.	**1 of 7 members** All members meet statutory requirements and actively pursue continuing education aligned with self-assessment results.	*No board-wide action needed*

F. Quality of Board Engagement

Indicator	Description	Not in Place	Developing	Proficient	Exemplary	Recommendation
F1. Member Engagement & Ownership	Board members actively participate, follow through on commitments, and demonstrate ownership of board priorities beyond just attending meetings.	**0 of 7 members** Participation at meetings and follow-through on commitments is inconsistent between members.	**2 of 7 members** Participation is largely limited to meeting attendance.	**5 of 7 members** Meeting attendance is good, expectations and role descriptions have been developed; some structured engagement opportunities are in place.	**0 of 7 members** Most members actively engage beyond meetings, through committee work, school events, or community outreach.	*No board-wide action needed*

Indicator	Description	Not in Place	Developing	Proficient	Exemplary	Recommendation
F2. Community Engagement	The Board is connected to the community served by the school.	**0 of 7 members** The board has little or no structured connection to the community it serves.	**3 of 7 members** Some informal community connections exist among board members, but no coordinated strategy is in place.	**4 of 7 members** The board engages community stakeholders through defined, recurring touchpoints.	**0 of 7 members** A formal community engagement strategy is adopted and active. Board members are visibly connected to the community they serve.	**Recommended: Community Engagement Training** *Videos: Authorizer Panel, New Board Chair, Board Engagement*
F3. Support & Advocacy	Board promotes the work and advocates for the mission of the school; participates in school events and fundraising efforts.	**0 of 7 members** Board members rarely participate in school events, fundraising, or advocacy activities.	**4 of 7 members** Some members participate in events and advocacy, but engagement is inconsistent and not coordinated.	**3 of 7 members** Most members regularly attend school events and participate in advocacy; expectations are defined.	**0 of 7 members** All members are visible champions for the school, attending events, engaging legislators, and actively participating in fundraising.	**Recommended: Board's Role in Fundraising Training** *Videos: Board Member Basics, Authorizer Panel, New Board Chair*

Individual Training Plans

Each member's training plan covers the years remaining in their current term. Up to 3 training focus areas are listed for each year (with the exception of new members' first year) based on a combination of factors (whether the related question was correct/incorrect, confidence rating, and previous training completed); use this as a starting list to prioritize and narrow down as needed. Where a member had no knowledge gaps or low-confidence areas for a given year, their plan for that year is instead based on the full board's results. First-year members' Year 1 plans include the four pre-term (*) and four first-year (**) trainings required by Minnesota statute before or during a member's first year.

Amy Barber

Year 1 (2026-2027)

Topic	Recommended Training
Legal Liability	*Conflict of Interest and Nepotism*
Budgeting	*Charter School Budget Basics*
Program Oversight and Evaluation	*Role of the Board in Academic Oversight*

Lori Byersdorfer

Year 1 (2026-2027)

Topic	Recommended Training
Legal Liability	*Conflict of Interest and Nepotism*
Board Meetings and Operations	*Parliamentary Procedures*
Open Meeting Law	*Open Meeting Law (OML 2)*

Year 2 (2027-2028)

Topic	Recommended Training
Program Oversight and Evaluation	*Role of the Board in Academic Oversight*
Compensation Systems	*Conducting Executive Search*

Michelle Higgins

Year 1 (2026-2027)

Topic	Recommended Training
Charter School Board Roles and Responsibilities	*High-Performing Boards*
Employment Policies and Practices	*Charter School Employment Law*

Ashia Miller

Year 1 (2026-2027)

Topic	Recommended Training
Public School Funding and Financial Management	*Charter School Budget Basics*
Recruiting and Hiring a Charter School Director	*Conducting Executive Search*
Legal Liability	*Conflict of Interest and Nepotism*

Karla Romero

Year 1 (2026-2027)

Topic	Recommended Training
Data Practices Law	*Enhanced Data Privacy Practices*
Public School Funding and Financial Management	*Charter School Budget Basics*
Governance-Management Relationships	*High-Performing Boards*

Kayla Swanson

Year 1 (2026-2027)

Topic	Recommended Training
Board Meetings and Operations	*Parliamentary Procedures*
Charter School Board Roles and Responsibilities	*High-Performing Boards*
Open Meeting Law	*Open Meeting Law (OML 2)*

Sheila Williams Ridge

Year 1 (2026-2027)

Topic	Recommended Training
Data Practices Law	*Enhanced Data Privacy Practices*
Public School Funding and Financial Management	*Charter School Budget Basics*
Program Oversight and Evaluation	*Role of the Board in Academic Oversight*

Appendix 1: Full-Board Training Log

St. Paul City School | School Year: 2026-2027 | Board Self-Assessment Date: September 15, 2026

Use this log to track the full board's progress on the Success Domains identified for board-wide action in Section 2, plus any additional compliance knowledge topics the board chooses to complete together during the year.

Domain	Success Indicator	Action Plan (Training/Development Activity)	Date Completed
A. Clarity of Board Roles & Decision Making	A3. Committee Effectiveness: Committees meet on schedule, produce written recommendations, and present vetted proposals to the full board rather than re-litigating details.		
B. Strength & Usability of Governance Systems	B3. New Member Recruitment & Onboarding: Board recruitment pipeline, nomination process, and onboarding tools are developed and in use.		
C. Improving Student Outcomes	Overall Proficient/Exemplary		
D. Leadership Oversight & Development	Overall Proficient/Exemplary		
E. Risk & Resource Management	Overall Proficient/Exemplary		
F. Quality of Board Engagement	F1. Member Engagement & Ownership: Board members actively participate, follow through on commitments, and demonstrate ownership of board priorities beyond just attending meetings. AND F2. Community Engagement: The Board is connected to the community served by the school. AND F3. Support & Advocacy: Board promotes the work and advocates for the mission of the school; participates in school events and fundraising efforts.		

Compliance Knowledge Training Topics

Use the rows below to log any additional compliance knowledge topics (see Appendix 2) that the board completes together as a group.

Group Training Topic	Action Plan (Training Format)	Date Completed

Appendix 2: Individual Training Log

Use one copy of this template per board member to track their progress on the full statutory list of 28 charter school board training topics (Minn. Stat. 124E.07, subd. 7) over the course of their term.

Individual Training Development Plan for: _____ Term: _____

#	Training Topic	Priority	Schedule	Ind/Group	Date Completed
1	Board Roles & Responsibilities	High	Pre-Term		
2	Open Meeting Law	High	Pre-Term		
3	Data Practices Law	High	Pre-Term		
4	Employment Policies & Practices	High	Year 1		
5	Public School Funding & Financial Management	High	Year 1		
6	Board Roles & Resp Regarding Student Success, Achievement, & Performance	High	Year 1		
7	Budgeting				
8	Financial Management				
9	Recruiting & Hiring a Charter School Director/Chief Admin				
10	Evaluating a Charter School Director/Chief Admin				
11	Governance - Management Relationships				
12	Student Support Services				
13	Student Discipline				
14	State Standards				
15	Cultural Diversity				
16	Succession Planning				
17	Strategic Planning				
18	Program Oversight & Evaluation				
19	Compensation Systems				
20	Human Resources Policies				
21	Effective Parent & Community Relationships				
22	Authorizer Contract and Relationships				
23	Charter School Law				
24	Legal Liability				
25	Board Recruitment & Elections				
26	Board Meetings & Operations				
27	Policy Development & Review				
28	School Health & Safety				

Appendix 3: Annual Report Summary Template — Board Self-Assessment & Training

Statutory Basis

This summary is prepared for inclusion in St. Paul City School's annual report, consistent with the board performance assessment and training reporting requirements of Minnesota Statutes, section 124E.07, subdivision 7.

> **(d)** *Every charter school board member must complete annual training throughout the member's term based on an annual assessment of the training needs of individual members and the full board.*
>
> **(g)** *The board must ensure that an annual assessment of the board's performance is conducted and the results are reported in the school's annual report.*

Board Performance Assessment

Seven St. Paul City School board members completed the Board Self-Assessment on September 15, 2026, satisfying the annual board performance assessment required under paragraph (g) above. The assessment covered two parts: a 28-topic governance knowledge check and a 20-practice, 6-domain review of the board's day-to-day governance practices, using the CharterSource Board Practice Success Indicators rubric.

On the knowledge check, the board's average score was 88.1 percent. On the practice indicator review, the board's strongest domains were Leadership Oversight and Development and Risk & Resource Management. The clearest area for growth was Quality of Board Engagement in practice, and Public School Funding and Financial Management, Program Oversight and Evaluation, and Legal Liability on the knowledge check.

Annual Training Plan

In response to this assessment, St. Paul City School has developed an annual training plan for the full board and for each individual board member, satisfying the requirement under paragraph (d) above that training needs be assessed annually for both individual members and the full board.

Training Log for 26-27

{add training log for individual and group training completed here}